



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scotia

B3J 1T3

Bid Fax: (902) 496-5016

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Atlantic Region Acquisitions/Région de l'Atlantique  
Acquisitions

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scot

B3J 1T3

<b>Title - Sujet</b> Mine Counter Measure- Autonomy Impl	
<b>Solicitation No. - N° de l'invitation</b> W7707-206570/A	<b>Date</b> 2019-07-31
<b>Client Reference No. - N° de référence du client</b> W7707-20-6570	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-104-5911	
<b>File No. - N° de dossier</b> HAL-9-82008 (104)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-08-19</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Nowakowski, Leanne	<b>Buyer Id - Id de l'acheteur</b> hal104
<b>Telephone No. - N° de téléphone</b> (902) 403-7112 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE P.O.BOX 1012 DARTMOUTH NOVA SCOTIA B2Y3Z7 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, DND 626 Task Authorization Form, Evaluation Criteria and the Electronic Payment Instruments.

### **1.2 Summary**

DRDC ARC requires the development of an initial Robot Operating System (ROS) based autonomy framework. Furthermore, directed research and implementation tasks will be required to enhance the basic capability to include behaviours for multi-agent collaboration, as well as advanced techniques in mission planning and navigation. This will involve initial research, prototyping and autonomy software development, as well as attending local in-water trials and data analysis.

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

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

The requirement is subject to a preference for Canadian services.

This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside the resulting contract.

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

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

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

The [2003](#) (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 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 Public Works and Government Services Canada/Réception des soumissions Travaux publics et Services gouvernementaux Canada

1713 Bedford Row  
Halifax, N.S. / Halifax, (N.É.)  
B3J 1T3

Bid Fax: (902) 496-5016

Bid Email: [TPSGC.RARceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RARceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca)  
Bids/Offer will be not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions.

### 2.3 Security Requirements

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

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

2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

## 2.4 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.

## **2.5 Enquiries - Bid Solicitation**

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

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.

## **2.6 Applicable Laws**

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

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.

## **2.7 Basis for Canada's Ownership of Intellectual Property**

Defence Research and Development Canada 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](#):

- *the main purpose of the Contract, or of the deliverables contracted for, is to deliver a not-yet fully developed component or subsystem that will be incorporated into a complete system at a later date, as a prerequisite to the planned transfer of the complete system to the private sector, through licensing or assignment of ownership, for the purposes of Commercial Exploitation;*

## **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 (two hard copies)  
Section II: Financial Bid (one hard copy)  
Section III: Certifications (one 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>). 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.

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 “F” Electronic Payment Instruments, to identify which ones are accepted.

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

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

### **Section III: Certifications**

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



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

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical, financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

#### **4.1.1 Technical Evaluation**

Mandatory and point rated technical evaluation criteria are included in Annex E.

#### **4.1.2 Financial Evaluation**

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

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

### **4.2 Basis of Selection**

#### **4.2.1 Highest Combined Rating of Technical Merit and Price**

- a. To be declared responsive, a bid must:
  - comply with all the requirements of the bid solicitation; and
  - meet all mandatory criteria; and
  - obtain the required minimum of 8 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 12 points.
- 2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
- 3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
- 4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60% .
- 5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40% .
- 6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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

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

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

**PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

**5.1 Certifications Required with the Bid**

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

### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

### 5.1.2 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

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

Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

**The Bidder certifies that:**

**( ) the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).**

5.1.2.1 SACC Manual clause [A3050T](#) (2018-12-06) Canadian Content Definition

## 5.2 Certifications Precedent to Contract Award

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 property 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 Status and Availability of Resources

SACC Manual Clause A3005T (2010-08-16) Status and Availability of Resources

### 5.2.4 Education and Experience

SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Statement of Work**

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

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

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

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

#### **6.1.2 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.

##### **6.1.2.1 Task Authorization Process:**

1. The Technical Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex D.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within 14 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### **6.1.2.2 Task Authorization Limit**

The Procurement Authority may authorize individual task authorizations up to a limit of \$100,000.00 Applicable Taxes included, inclusive of any revisions.

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

#### **6.1.2.3 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%.

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.

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

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

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

##### **The quarterly periods are defined as follows:**

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 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.

**6.1.2.5 Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by Defence Research and Development Canada – Atlantic Research Centre. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority

**6.2 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.

**6.2.1 General Conditions**

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

**6.2.2 SACC Manual Clauses**

SACC Manual Clause K3410C (2015-02-25) Canada to Own Intellectual Property Rights in Foreground Information

**6.3 Security Requirements**

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. 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).

## **6.4 Term of Contract**

### **6.4.1 Period of the Contract**

The period of the Contract is from date of Contract to March 31, 2023 inclusive.

### **6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year periods 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.

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

The Contract with Task Authorizations is to establish the delivery of the requirement detailed under the Contract, to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement outside the Contract.

## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Leanne Nowakowski  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch, Atlantic Region  
Address: 1713 Bedford Row  
Halifax, NS B3J 3C9  
  
Telephone: (902) 403-7112  
Facsimile: (902) 496-5016  
E-mail address: [Leanne.Nowakowski@pwgsc-tpsgc.gc.ca](mailto:Leanne.Nowakowski@pwgsc-tpsgc.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.

#### **6.5.2 Project Authority**

The Technical Authority for the Contract is: **To be Announced.**

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

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

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

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

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

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

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

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

#### **6.5.3 Procurement Authority: To be Announced.**

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

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

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

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

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

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

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

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for administrative matters concerning the Work under the Contract. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

#### **6.5.4 Contractor's Representative**

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

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

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

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

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

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

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



## **6.6 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

## **6.7 Payment**

### **6.7.1 Basis of Payment**

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

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.

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

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

### **6.7.3 Progress Payments**

1. Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, up to 90 percent of the amount claimed and approved by Canada if:
  - a. an accurate and complete claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

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

#### **6.7.4 SACC Manual Clauses**

SACC Manual Clause A9117 (2007-11-30) T1204 - Direct Request by Customer Department

#### **6.7.5 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);
- f. Large Value Transfer System (LVTS) (Over \$25M)

#### **6.8 Invoicing Instructions**

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

Each claim must show:

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

Each claim must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
- c. a copy of the monthly progress report.

2. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
3. The Contractor must prepare and certify one original and two (2) copies of the claim on form [PWGSC-TPSGC 1111](#), and forward it to the Technical Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

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

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

## **6.9 Certifications and Additional Information**

### **6.9.1 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.

### **6.9.2 SACC Manual Clauses**

SACC Manual Clause A3060C (2008-05-12) Canadian Content Certification

## **6.10 Applicable Laws**

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

### **6.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions [2040 \(2018-06-21\)](#) - Research & Development; Annex A, Statement of Work;
- (c) Annex B, Basis of Payment;
- (d) Annex C, Security Requirements Check List;
- (e) the signed Task Authorizations (including all of its annexes, if any);
- (f) the Contractor's bid dated \_\_\_\_\_.

### **6.12 Defence Contract**

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

### **6.13 Insurance**

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

## **Annex A – Statement of Work**

**PURCHASE REQUEST TOOL TRACKING NUMBER:** 2018-21880

### **1. TITLE**

TASK AUTHORIZATION CONTRACT TO SUPPORT SINGLE AND MULTI-AGENT MINE COUNTERMEASURE (MCM) AUTONOMY IMPLEMENTATION

### **2. BACKGROUND**

Recent increases in robustness and capabilities in unmanned underwater vehicles (UUVs) has resulted in useful platforms for use in standoff applications such as naval mine countermeasures. While these systems are advancing at a rapid rate, these systems are typically delivered with a basic automation system for vehicle and sensor control. Defence Research and Development Canada (DRDC) Atlantic Research Centre (ARC) has been conducting a programme in both single-agent and multi-agent autonomy for MCM to explore the use of adaptive and autonomous algorithms to increase robustness, efficiency and overall MCM effectiveness. Early research considered the implementation of Mission Oriented Operating Suite (MOOS) IvP and NEPTUNE frameworks, demonstrating the potential of autonomy frameworks to increase the capabilities of the existing unmanned platforms. This work is continuing under the Unmanned Systems for Minehunting work breakdown element, a component within project 01CF, Emerging techniques in Naval MCM at DRDC ARC.

In order to allow for further experimentation in areas such as task allocation, waterspace management, robustness and single-agent mission execution, DRDC ARC requires the development of an initial Robot Operating System (ROS) based autonomy framework. Furthermore, directed research and implementation tasks will be required to enhance the basic capability to include behaviours for multi-agent collaboration, as well as advanced techniques in mission planning and navigation. This will involve initial research, prototyping and autonomy software development, as well as attending local in-water trials and data analysis.

### **3. ACRONYMS**

ARC	Atlantic Research Centre
D-CAF	Decoupled Collaborative Autonomy Framework
DRDC	Defence Research and Development Canada
GFE	Government Furnished Equipment
GSM	Government Supplied Material
IP	Intellectual Property
MCM	Mine Countermeasures
MOOS-IvP	Mission Oriented Operating Suite
ROS	Robot Operating System
TA	Technical Authority
TAC	Task Authorization Contract
UUV	Unmanned Underwater Vehicle

### **4. APPLICABLE DOCUMENTS & REFERENCES**

None

### **5. TASK CATEGORIES**

Under the terms of this Task Authorization Contract (TAC), the Contractor will be required to perform work from some or all of the following task categories on an as-and-when required basis.

Individual Task Authorizations under this contract will include a detailed scope of work using the Department of National Defence (DND)-626 Task form.

### **5.1 Development of a basic ROS based single-agent autonomy system**

Under this task the Contractor's resource(s) must implement a hybrid autonomy capability for use on DRDC ARC's Iver3 lightweight UUVs. This system will be based on the ROS framework, implementing at a minimum self-protective, simple mission execution and mission planning capabilities.

This work may include, but is not limited to:

- 5.1.1 Development and unit level testing of a ROS based autonomy framework, including behaviours and components providing:
  - Self-protective behaviours including acoustic abort capability;
  - Perception capability based on DRDC ARC supplied algorithms;
  - Arbitration scheme for behaviour control;
  - Mission decomposition capability for task scheduling;
  - Service based layer for multi-agent control;
  - Paired track mission planning based on DRDC ARC supplied algorithms;
  - Vehicle interface including communications (acoustic modem) interface; and
  - Simple user interface for mission execution;
- 5.1.2 Provide configuration management of new and modified systems, including capturing the baseline hardware and software configuration, as well as future versions. Software baselines/versions must include the source code, as well as the full development environment;
- 5.1.3 General maintenance of software, including troubleshooting, bug fixes, updates of software applications or operating systems, testing of software to ensure proper functioning, etc.; and
- 5.1.4 Production of report(s) detailing the development work that was completed.

### **5.2 Implementation of single-agent adaptive behaviours**

Under this task the Contractor's resource(s) must develop additional mission behaviours for the framework developed in task 5.1.

This work may include, but is not limited to:

- 5.2.1 Implementation of adaptive mission control based on DRDC ARC supplied algorithms including adaptive track spacing, reacquisition behaviours, and in-situ optimisation;
- 5.2.2 Implementation of enhanced perception algorithms based on DRDC ARC supplied algorithms;
- 5.2.3 Implementation of battlespace characterisation behaviours based on DRDC ARC supplied algorithms;
- 5.2.4 Provide configuration management of new and modified systems, including capturing the baseline hardware and software configuration, as well as future versions. Software baselines/versions must include the source code, as well as the full development environment;

- 5.2.5 General maintenance of software, including troubleshooting, bug fixes, updates of software applications or operating systems, testing of software to ensure proper functioning, etc.; and
- 5.2.6 Production of report(s) detailing the work that was completed and technical document(s) on the system.

### **5.3 Decoupled multi-agent autonomy framework implementation**

Under this task the Contractor's resource(s) must implement the Decoupled Collaborative Autonomy Framework (D-CAF) based on prototype software provided by DRDC ARC.

This work may include, but is not limited to:

- 5.3.1 Implementation of the task allocation framework based on DRDC ARC supplied algorithms;
- 5.3.2 Integration of D-CAF with single-agent autonomy framework developed in task 5.1;
- 5.3.3 Investigation and analysis of utility functions for task allocation through DRDC ARC direction;
- 5.3.4 Investigation and analysis of multi-agent performance metrics for multi-agent MCM efficiency;
- 5.3.5 General maintenance of software, including troubleshooting, bug fixes, updates of software applications or operating systems, testing of software to ensure proper functioning, etc.;
- 5.3.6 Production of report(s) detailing the development work that was completed; and
- 5.3.7 Provide configuration management of new and modified systems, including capturing the baseline hardware and software configuration, as well as future versions. Software baselines/versions must include the source code, as well as the full development environment.

### **5.4 Research and implementation of mission management behaviours for multi- agent collaboration**

Under this task the Contractor's resource(s) must investigate and design mission management behaviours for multi-agent and single-agent MCM. Following TA approval of the design, the Contractor must implement the behaviours into the software developed in tasks 5.1 and/or 5.3 based on the design.

This work may include, but is not limited to:

- 5.4.1 Design of modifications to existing behaviours implemented in task 5.1 or 5.3;
- 5.4.2 Design of a new behaviour or behaviours for alternative mission plans;
- 5.4.3 Development of new software and in ROS to be integrated with the single-agent or multi-agent framework developed in task 5.1 or 5.3 respectively;

- 5.4.4 Production of technical document(s), such as a design document, and/or interface control document; and
- 5.4.5 Provide configuration management of new and modified systems, including capturing the baseline hardware and software configuration, as well as future versions. Software baselines/versions must include the source code, as well as the full development environment.

#### **5.5 Test and Evaluation of single-agent autonomy capabilities**

Under this task the Contractor's resource(s) must test and evaluate the ROS based single agent autonomy framework developed in task 5.1 through simulation.

This work may include, but is not limited to:

- 5.5.1 Testing and evaluation of reactive self-protective behaviours;
- 5.5.2 Design and development of simple simulation capabilities for evaluation of new behaviours;
- 5.5.3 Review of testing/simulation procedures with DRDC ARC TA; and
- 5.5.4 Production of document(s), such as a test plan and test results.

#### **5.6 Support for Local DRDC Trials**

Under this task the Contractor's resource(s) must provide support for the developed autonomy architecture during DRDC ARC trial(s).

This work may include, but is not limited to:

- 5.6.1 Assist in the definition of joint trial objectives and operational scenarios;
- 5.6.2 Providing support for the developed system(s) during the trial, such as troubleshooting system behaviour/issues with the TA, running system diagnostics, troubleshooting system issues, errors or bugs and implementing fixes where practical, providing training to DRDC ARC personnel on operation of the system, etc.; and
- 5.6.3 Analysis of trial results with the TA and production of post-trial report.

#### **5.7 Support for DRDC Field Trials**

Under this task the Contractor's resource(s) must provide support for the developed autonomy architecture during DRDC ARC field trial(s).

This work may include, but is not limited to:

- 5.7.1 Assist in the definition of joint trial objectives and operational scenarios;
- 5.7.2 Providing support for the developed system(s) during the field trial, such as troubleshooting system behaviour/issues with the TA, running system diagnostics, troubleshooting system issues, errors or bugs and implementing fixes where practical, providing training to DRDC ARC personnel on operation of the system, etc.; and
- 5.7.3 Analysis of trials results with the TA and production of post-trial report.

## 6. DELIVERABLES

Deliverables will be identified in each Task (DND-626).

In addition the Contractor must deliver the following with each Task:

Number	Task Reference	Description of the Deliverables	Quantity and Format
6.1	All	Progress Reports, at a minimum showing progress against scope, schedule and budget (frequency and content to be agreed with the Task TA).	Electronically submitted report
6.2	5.1-5.5	All developed software, utilities and design notes.	Software source code and electronically submitted report

## 7. DATE OF DELIVERY

Date of delivery will be identified in each Task (DND 626).

The Period for this Task Authorization Contract is from Contract award to 31 March 2023 with an option to extend the term of the Contract by up to three additional one year period(s) under the same conditions.

## 8. RESOURCE CATEGORIES

Resource Categories	Minimum Resources Required	Associated Tasks	Level of Effort required for each category
Scientific Leader	1	All	30 %
Software Developer / Researcher	1	All	70%

## 9. LANGUAGE OF WORK

All Work and Deliverables must be provided in English.

## 10. LOCATION OF WORK

Location of work requirements will be identified in each Task (DND 626).

Task(s) falling under Task Categories 5.1-5.4 must be performed on Contractor site.

Task(s) falling under Task Categories 5.5 (Test and Evaluation) and 5.6 (Support for Local DRDC Trials) may be required to conduct some work at DRDC Atlantic.

Task(s) falling under Task Category 5.7 (Support for DRDC Field Trials) may be required to conduct some work at a test facility or a trial location.

Address of DRDC Atlantic Research Centre:  
Defence Research and Development Canada – Atlantic Research Centre  
9 Grove Street, Dartmouth, Nova Scotia, Canada, B3A 3C5



## **11. TRAVEL**

Travel requirements will be identified in each Task (DND 626) and will be approved in writing by the Task Technical Authority.

The National Joint Council Travel Directive will apply for any travel, accommodation and living expenses.

## **12. MEETINGS**

Meeting requirements will be identified in each Task (DND 626).

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

GSM requirements will be identified in each Task (DND 626).

GSM could include unclassified field data sets, prototype software, framework design or DRDC developed algorithms.

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

GFE requirements will be identified in each Task (DND 626).

GFE could include, Iver3 vehicles or documentation, as well as supporting systems.

## **15. SPECIAL CONSIDERATIONS**

Special Considerations will be identified in each Task (DND 626).

Special considerations could include, the use DRDC test facilities, such as the Acoustic Calibration Barge or testing tanks.

## Annex B – Basis of Payment

**Labour:** at the following firm rates including profit, overhead and travel fees (unless travel is required/specified as per the Task Authorization), GST/HST extra.

### Initial Contract Period - Date of Contract award to 31 March 2020

ITEM	DESCRIPTION	NUMBER OF RESOURCES REQUIRED	UNIT OF MEASURE	TASKS EXPECTED FOR THE RESOURCE CATEGORY	ESTIMATED HOURS PER YEAR (A)	HOURLY RATE* (B)	EXTENDED PRICE (C = A X B)
1	Scientific Leader	1	EA	All	363	\$	\$
2	Software Developer / Researcher	1	EA	All	848	\$	\$

### Year #2 - April 1, 2020 to 31 March 2021

ITEM	DESCRIPTION	NUMBER OF RESOURCES REQUIRED	UNIT OF MEASURE	TASKS EXPECTED FOR THE RESOURCE CATEGORY	ESTIMATED HOURS PER YEAR (A)	HOURLY RATE* (B)	EXTENDED PRICE (C = A X B)
1	Scientific Leader	1	EA	All	363	\$	\$
2	Software Developer / Researcher	1	EA	All	848	\$	\$

### Year #3 - April 1, 2021 to 31 March 2022

ITEM	DESCRIPTION	NUMBER OF RESOURCES REQUIRED	UNIT OF MEASURE	TASKS EXPECTED FOR THE RESOURCE CATEGORY	ESTIMATED HOURS PER YEAR (A)	HOURLY RATE* (B)	EXTENDED PRICE (C = A X B)
1	Scientific Leader	1	EA	All	363	\$	\$
2	Software Developer / Researcher	1	EA	All	848	\$	\$

### Year #4 - April 1, 2022 to 31 March 2023

ITEM	DESCRIPTION	NUMBER OF RESOURCES REQUIRED	UNIT OF MEASURE	TASKS EXPECTED FOR THE RESOURCE CATEGORY	ESTIMATED HOURS PER YEAR (A)	HOURLY RATE* (B)	EXTENDED PRICE (C = A X B)
1	Scientific Leader	1	EA	All	363	\$	\$
2	Software Developer / Researcher	1	EA	All	848	\$	\$

**Option Year 1 – April 1, 2023 to 31 March 2024**

ITEM	DESCRIPTION	NUMBER OF RESOURCES REQUIRED	UNIT OF MEASURE	TASKS EXPECTED FOR THE RESOURCE CATEGORY	ESTIMATED HOURS PER YEAR (A)	HOURLY RATE* (B)	EXTENDED PRICE (C = A X B)
1	Scientific Leader	1	EA	All	363	\$	\$
2	Software Developer / Researcher	1	EA	All	848	\$	\$

**Option Year 2 – April 1, 2024 to 31 March 2025**

ITEM	DESCRIPTION	NUMBER OF RESOURCES REQUIRED	UNIT OF MEASURE	TASKS EXPECTED FOR THE RESOURCE CATEGORY	ESTIMATED HOURS PER YEAR (A)	HOURLY RATE* (B)	EXTENDED PRICE (C = A X B)
1	Scientific Leader	1	EA	All	363	\$	\$
2	Software Developer / Researcher	1	EA	All	848	\$	\$

**Option Year 3 – April 1, 2025 to 31 March 2026**

ITEM	DESCRIPTION	NUMBER OF RESOURCES REQUIRED	UNIT OF MEASURE	TASKS EXPECTED FOR THE RESOURCE CATEGORY	ESTIMATED HOURS PER YEAR (A)	HOURLY RATE* (B)	EXTENDED PRICE (C = A X B)
1	Scientific Leader	1	EA	All	363	\$	\$
2	Software Developer / Researcher	1	EA	All	848	\$	\$

*\*For work performed for a duration of more or less than one hour, the hourly rate specified will be prorated accordingly*

*The supplier will be responsible to provide price support for the prices quoted prior to contract award.*

*Bidder may suggest changes and/or additions to this list.*

The following will be identified with each individual Task Authorization:

**B – MATERIALS**

All equipment purchased and invoiced against this contract will be billed at cost and will be identified at each issued Task Authorization form.

**C – TRAVEL**

All travel authorized against this contract will be reimbursed as per the National Joint Council Travel Directive, and will be identified in each issued Task Authorization form.

## **Annex C – Security Requirements Check List**

Attached.



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SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction
DND		DRDC Atlantic Research Centre
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail The contractor will be required to implement an autonomy framework for DRDC Mine Warfare research. The contractor will be required to attend meetings at DRDC, as well as attend field trials to evaluate the system.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
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 <input type="checkbox"/> Yes
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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes
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 type="checkbox"/> No <input checked="" type="checkbox"/> Yes
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 <input type="checkbox"/> Yes
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 type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input 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 type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input 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?

☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC Information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : At least 1 team member must have enhanced reliability in order to perform work on-site

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 ☒ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☒ Yes  
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC Information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes  
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes  
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

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

## **Annex D – DND 626 Task Authorization Form**

Attached.



## 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  <hr/> Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> <p><b>TO THE CONTRACTOR</b></p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédiez à	<div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div>	
Delivery/Completion date – Date de livraison/d'achèvement	<div style="display: flex; justify-content: space-between;"> <div style="border-bottom: 1px solid black; width: 40%; text-align: center;">Date</div> <div style="border-bottom: 1px solid black; width: 55%; text-align: center;">for the Department of National Defence pour le ministère de la Défense nationale</div> </div>	
Contract item no. N° d'article du contrat	Services	Cost Prix
	<b>GST/HST TPS/TVH</b>	
	<b>Total</b>	
<p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p> <div style="border-top: 1px solid black; margin-top: 20px; display: flex; justify-content: space-between;"> <div style="width: 40%;">             for the Department of Public Works and Government Services              pour le ministère des Travaux publics et services gouvernementaux           </div> <div style="width: 55%;"></div> </div>		

## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

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

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

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

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

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

### Services

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

### Cost

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

### GST/HST

The GST/HST cost as appropriate.

### Total

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

### Applicable only to PWGSC contracts

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

### Note:

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

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

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

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

### Augmentation/Réduction

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

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédiez à

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

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

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

### Services

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

### Prix

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

### TPS/TVH

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

### Total

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

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

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

### Nota :

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

## Annex E – Evaluation Criteria

### 1. MANDATORY EVALUATION CRITERIA

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

#### Scientific Leader

	CRITERIA	MET	NOT MET	Please Cross Reference to Specific Pages in your Proposal
<b>M1</b>	The Bidder must demonstrate that the proposed Scientific leader resource holds a Master's degree or a PhD in Engineering or Computer Science.			
<b>M2</b>	The Bidder must demonstrate that the proposed Scientific leader resource has a minimum of 48 months experience leading research and/or development *efforts related to underwater robotics within the last 120 months.			

\*To qualify as Research and Development (R&D), the work, for the most part, must be either basic research, applied research, or experimental development.

Basic research: Work carried out to advance scientific knowledge without a practical application in view. It is usually done in universities or research institutes.

Applied research: Work carried out to advance scientific knowledge but, unlike basic research, it is done with a specific practical application in view.

Experimental development: This work is carried out to achieve technological advancement.

Work qualifies as R&D if it is a systematic investigation or search, through experiment or analysis, to advance science or technology.

#### Software Developer / Researcher

	CRITERIA	MET	NOT MET	Please Cross Reference to Specific Pages in your Proposal
<b>M3</b>	The Bidder must demonstrate that the proposed Software Developer / Researcher resource holds a Bachelor's degree in a domain related to Engineering or Computer Science.			
<b>M4</b>	The Bidder must demonstrate, using published work, that the proposed Software Developer / Researcher resource has 24 months experience in the development of autonomous or adaptive behaviours for underwater applications within the last 120 months.			
<b>M5</b>	The Bidder must demonstrate, using published work, that the proposed Software Developer / Researcher resource has 24 months experience in software development using MATLAB or Python for scientific applications within the last 120 months.			

## 2. POINT RATED REQUIREMENTS:

The Bidder **MUST** achieve a **minimum score of 8 points overall of the Point- Rated Criteria**. Any bid which fails to meet the minimum required score on the Point-Rated Criteria will be deemed non-compliant and given no further consideration.

### Scientific Leader

	POINT-RATED EVALUATION CRITERIA	POINT BREAKDOWN STRUCTURE	Minimum	Maximum	Please Cross Reference to Specific Pages in Proposal
<b>P1</b>	The bidder should demonstrate that the proposed Scientific leader resource has experience in reporting of research in autonomy or unmanned systems in a Mine countermeasure (MCM) context. Experience is demonstrated by providing: Peer-reviewed publications related to autonomy and/or Autonomous Systems	0 points = neither of these 1 point = Two publications in autonomy and/or unmanned systems in contexts other than MCM 2 points = Two publications in autonomy and/or unmanned systems for MCM		<b>2</b>	
<b>P2</b>	The bidder should demonstrate that the proposed Scientific leader resource has experience in unmanned underwater systems trial. Experience is demonstrated by providing: Descriptions of unmanned underwater systems trials with a duration of at least two weeks.	0 points = neither of these 1 point = Experience demonstrated for one unmanned underwater systems trial with a duration of at least 2 weeks each. 2 points = Experience demonstrated for two unmanned underwater systems trials with a duration of at least 2 weeks each.		<b>2</b>	
<b>P3</b>	The bidder should demonstrate that the proposed Scientific leader resource has experience with underwater communications. Experience is demonstrated by providing: a) Descriptions of underwater communications trials with a duration of at least two weeks; or b) Peer-reviewed publications related to underwater communications.	0 points = No experience 2 points = Demonstrated experience in underwater communications		<b>2</b>	

<b>P4</b>	<p>The bidder should demonstrate that the proposed Scientific leader resource has knowledge and expertise in Robotic Operating System (ROS) based autonomy frameworks.</p> <p>Expertise is demonstrated by providing a reference to:</p> <p>a) Peer-reviewed publications describing work done using ROS; or</p> <p>b) Documented software developed within ROS. through publications or released software</p>	<p>0 points = no knowledge and experience</p> <p>1 point = Expertise demonstrated for non-underwater platforms</p> <p>2 points = Expertise demonstrated for underwater platforms</p>		<b>2</b>	
<b>P5</b>	<p>The bidder should demonstrate that the proposed Scientific leader resource has experience in underwater navigation including through the sensor navigation techniques (e.g. SLAM, TBN).</p> <p>Experience is demonstrated by providing reference to:</p> <p>a) Peer-reviewed publications related to through the sensor navigation techniques; or</p> <p>b) Description one trial undertaken by the Scientific Lead. This trial must be 2 weeks or more in length.</p>	<p>0 points = No experience</p> <p>1 point = Demonstrated experience in navigation for non-underwater platforms</p> <p>2 points = Demonstrated experience in underwater navigation</p>		<b>2</b>	
<b>P6</b>	<p>The bidder should demonstrate using publications or trial experience that the proposed Scientific leader resource has experience in multi-agent underwater autonomy.</p> <p>Experience is demonstrated by:</p> <p>Providing peer-reviewed publications related to multi-agent autonomy.</p>	<p>0 points = No experience</p> <p>1 point = Demonstrated experience in multi-agent autonomy for non-underwater platforms</p> <p>2 points = Demonstrated experience in multi-agent underwater autonomy</p>		<b>2</b>	
<b>TOTAL</b>			<b>8</b>	<b>12</b>	

**Annex F to Part 3 of the Bid Solicitation - Electronic Payment Instruments**

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

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