



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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
11 Laurier St./ 11 rue, Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
Gatineau, Québec K1A 0S5  
Bid Fax: (819) 997-9776

**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**

Scientific, Medical and Photographic Division / Division de  
l'équipement scientifique, des produits photographiques et  
pharmaceutiques  
L'Esplanade Laurier  
140 O'Connor Street,  
East Tower, 7th Floor  
Ottawa  
Ontario  
K1A 0S5

<b>Title - Sujet</b> Virtual Reality System	
<b>Solicitation No. - N° de l'invitation</b> W6369-20A010/A	<b>Date</b> 2019-08-15
<b>Client Reference No. - N° de référence du client</b> W6369-20A010	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$PV-956-77593	
<b>File No. - N° de dossier</b> pv956.W6369-20A010	<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 2019-10-01</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Courteau, Robert	<b>Buyer Id - Id de l'acheteur</b> pv956
<b>Telephone No. - N° de téléphone</b> (343) 550-1614 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**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/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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W6369-20A010/A  
Client Ref. No. - N° de réf. du client  
W6369-20A010

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PV956. W6369-20A010

Buyer ID - Id de l'acheteur  
PV956  
CCC No./N° CCC - FMS No./N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1.1 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 6 - 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 6 - 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. 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.

### **1.2 Statement of Work**

The Work to be performed is detailed under Annex A.

### **1.3 Phased Bid Compliance Process**

The Phased Bid Compliance Process applies to this requirement.

### **1.4 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.

### **1.5 Trade Agreements**

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

### **1.6 epost Connect service**

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.

## 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](#) (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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:

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

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

- 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.

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- 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.
- Section 05, entitled Submission of bids, is amended as follows:
    - subsection 4. is deleted entirely and replaced with the following:

Bids will remain open for acceptance for a period of not less than 90 days from the closing date of the bid solicitation, unless specified otherwise in the bid solicitation. Canada reserves the right to seek an extension of the bid validity period from all responsive bidders in writing, within a minimum of 3 days before the end of the bid validity period. If the extension is accepted by all responsive bidders, Canada will continue with the evaluation of the bids. If the extension is not accepted by all responsive bidders, Canada will, at its sole discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the 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 - PWGSC**

Place du Portage, Phase III, Tower B  
11 Laurier Street  
Gatineau, Quebec  
For couriers: J8X 4A6  
For regular mail: K1A 0S5

Telephone: (819) 420-7201  
Fax No.: (819) 997-9776

The above address is for the sole purpose of bid submission. No other communications are to be forwarded to this address.

No proposal shall be sent directly to the PWGSC Contracting Authority.

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### **2.4 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 15 calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

### **2.5 Applicable Laws**

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

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

## **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. Bidders must provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications

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

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (2 hard copies)

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

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

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

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

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

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

- 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 explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment.

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

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 1, Form 2 - Electronic Payment Instruments, to identify which ones are accepted.



If Attachment 1, Form 2 - Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

### 3.1.2 Exchange Rate Fluctuation

SACC Manual Clause [C3011T](#) (2013-11-06), Exchange Rate Fluctuation

### 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 and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) Canada will use the Phased Bid Compliance Process described below.

#### 4.1.1 Phased Bid Compliance Process

##### 4.1.1.1 (2018-07-19) General

- (a) Canada is conducting the PBCP described below for this requirement.
- (b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY

REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE.

THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a

procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.

- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2019-03-04) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

#### **4.1.1.2 (2018-03-13) Phase I: Financial Bid**

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.

- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

#### **4.1.1.3 (2018-03-13) Phase II: Technical Bid**

- (a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional

information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a

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consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.

- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid
- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

#### **4.1.1.4 (2018-03-13) Phase III: Final Evaluation of the Bid**

- (a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

#### 4.1.2 Technical Evaluation

##### 4.1.2.1 Mandatory Technical Criteria

The mandatory technical evaluation criteria are detailed in Annex A, Part 2.1. **The Phased Bid Compliance Process will apply to all mandatory technical criteria.**

#### 4.1.3 Financial Evaluation

The financial evaluation will be conducted by calculating the Total Aggregated Bid Price in accordance with the pricing tables provided in Annex B - Pricing Tables.

##### **Evaluation of Price - Bid**

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, DDP Destination, Incoterms® 2010, Canadian customs duties and excise taxes included.

Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.

#### 4.2 Basis of Selection

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 declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

## 5.2 Certifications Precedent to Contract Award and Additional Information

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

### 5.2.1 Integrity Provisions – Required Documentation

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

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

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

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

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

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

## 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 Security Requirements

- 6.1.1. 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).
- 6.1.2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
- 6.1.3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

6.1.4. The Contractor/Offeror must comply with the provisions of the:

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

## 6.2 Statement of Work

The Work to be performed is detailed under Annex A.

## 6.3 Standard Clauses and Conditions

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

### 6.3.1 General Conditions

[2010A](#) (2016-04-04), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

The [2010A](#) (2016-04-04), General Conditions - Goods (Medium Complexity) is appended with Section 31 - Intellectual Property Infringement and Royalties, as follows:

- 1) The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.
- 2) If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to [Department of Justice Act](#), R.S. 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.
- 3) The Contractor has no obligation regarding claims that were only made because:
  - (a) Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or
  - (b) Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications); or
  - (c) the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or
  - (d) the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its

own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.

- 4) If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:
- (a) take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or
  - (b) modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or
  - (c) take back the Work and refund any part of the Contract Price that Canada has already paid.

If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.

### 6.3.2 Supplemental General Conditions

4001 (2015-04-01)	Hardware Purchase, Lease and Maintenance,
4003 (2010-08-16)	Licensed Software, and
4004 (2013-04-25)	Maintenance and Support Services for Licensed Software,

apply to and form part of the Contract.

## 6.4 Term of Contract

### 6.4.1 Period of the Contract

The period of the Contract is from date of Contract Award to 31 March 2022, inclusive.

### 6.4.2 Delivery Date

All the Goods deliverables must be received and installed by 15 March 2020. All training must be performed within 30 days of installation, and prior to March 15, 2020.

### 6.4.3 Option to Purchase Additional Goods

- a) The Contractor grants to Canada the irrevocable option to acquire the goods, services or both as further described in Annex A under the same terms and 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.



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

#### **6.4.4 Delivery Point**

Delivery of requirements will be made in accordance with Appendix 2 to Annex A.

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Robert Courteau  
Supply Specialist  
Public Works and Government Services Canada  
Commercial Consumer Products Directorate  
Room 7-153, 140 O'Connor Street, Ottawa, Ontario, K1A 0R5

Telephone: 343-550-1614  
E-mail: robert.courteau@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 Technical Authority**

The Technical Authority for the Contract is: *(to be filled in only at contract award)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

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

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

#### **6.5.3 Procurement Authority**

The Procurement Authority for the Contract is: *(to be filled in only at contract award)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_

Solicitation No. - N° de l'invitation  
W6369-20A010/A  
Client Ref. No. - N° de réf. du client  
W6369-20A010

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PV956. W6369-20A010

Buyer ID - Id de l'acheteur  
PV956  
CCC No./N° CCC - FMS No./N° VME

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

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

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

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

#### 6.5.4 Accounts Payable Contact *(to be filled in only at contract award)*

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

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

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

#### 6.5.5 Contractor's Representative *(to be completed by the bidder)*

The telephone number (with extension if applicable) of the person responsible for:

##### General enquiries

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

Tel. No. \_\_\_\_\_ ext: \_\_\_\_\_

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

##### Delivery Follow-up

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

Tel. No. \_\_\_\_\_ ext: \_\_\_\_\_

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

### 6.6 Payment

#### 6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B – Pricing Tables for a cost of \$\_\_\_\_\_ (to be filled in only at contract award). 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 approved, in writing, by the Contracting Authority before their incorporation into the Work.

#### 6.6.2 Electronic Payment of Invoices – Contract (See: Attachment 1, Form 2)

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

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

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### 6.6.3 SACC Manual Clauses

SACC Manual clause [H1001C](#) (2008-05-12) Multiple Payments  
SACC Manual clause [C3011T](#) (2013-11-06) Exchange Rate Fluctuation  
SACC Manual clause [C2000C](#) (2007-11-30) Taxes - Foreign-Based Contractor

### 6.6.4 Discretionary Audit

[C0101C](#) (2010-01-11) Discretionary Audit – Non-Commercial Goods and/or Services

### 6.7 Invoicing Instructions

**6.7.1** 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.

**6.7.2** Invoices must be distributed electronically as follows:

- (a) One (1) copy must be forwarded to the Technical Authority identified under the section entitled "Authorities" of the Contract for payment.
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
- (c) One (1) copy must be forwarded to the Procurement Authority identified under the section entitled "Authorities" of the Contract.

**6.7.3** To facilitate the payment process, it is important that the Contractor quote the contract number on all the invoices, shipping bills and packing slips. Failure to do so will delay payment and the date used for calculating interest on overdue accounts.

### 6.8 Certifications and Additional Information

#### 6.8.1 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.

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

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

## 6.9 Applicable Laws

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

## 6.10 Priority of Documents

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

- a) the Articles of Agreement;
- b) the supplemental general conditions:
  - a. 4001 (2015-04-01) Hardware Purchase, Lease and Maintenance;
  - b. 4003 (2010-08-16) Licensed Software;
  - c. 4004 (2013-04-25) Maintenance and Support Services for Licensed Software;
- c) the general conditions 2010A (2016-04-04) General Conditions - Goods (Medium Complexity);
- d) Annex A, Statement of Work;
- e) Annex B, – Pricing Tables;
- f) Annex C – Security Requirements Checklist (SRCL); and
- g) the Contractor's bid dated \_\_\_\_\_.

## 6.11 Defence Contract

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

## 6.12 SACC Manual Clauses

SACC Manual clause [B1501C](#) (2018-06-21) Electrical Equipment  
SACC Manual clause [B7500C](#) (2006-06-16) Excess Goods  
SACC Manual clause [A9062C](#) (2011-05-16) Canadian Forces Site Regulations  
SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)  
SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)  
SACC Manual clause [G1005C](#) (2016-01-28) Insurance  
SACC Manual clause [D2001C](#) (2007-11-30) Labeling

## 6.13 Shipping Instructions

### 6.13.1 Shipping Instructions – Delivery At Destination

1. Goods must be consigned to the destination specified in the Contract and delivered:

Delivered Duty Paid (DDP) DESTINATION, Incoterms 2010 for shipments from a commercial contractor.

2. The Contractor will be responsible for all delivery charges, administration, costs and risk of transport and customs clearance, including the payment of customs duties and taxes.

## ANNEX A

### STATEMENT OF WORK (SOW)

#### 1. **SCOPE**

##### 1.1 **Introduction**

The Canadian Armed Forces (CAF), through the Canadian Forces Health Services Group (CF H Svcs Gp), has a requirement for a Virtual Reality System to be utilized for the physical and mental rehabilitation of CAF personnel.

#### 2. **APPLICABLE DOCUMENTS**

##### 2.1 **Standards**

The Virtual Reality System must meet all regulatory standards listed below:

- 2.1.1 For all components which will connect to electrical power, VR System must have a Canadian Safety Standards (CSA) certification, or equivalent (proof of certification or proof of equivalency must be included with the bid submission <https://www.csagroup.org/testing-certification/marks-labels/> Equivalency must be recognized by the Standards Council of Canada (SCC) ([www.scc.ca](http://www.scc.ca)).
- 2.1.2 VR System must have an active medical device license granted by Health Canada. Proof of license must be included with the bid submission. CF H Svcs Gp reserves the right to confirm the validity of the device license thru Health Canada's Medical Device Active License Listing website <https://health-products.canada.ca/mdall-limh/>
- 2.1.3 3.1 CSA Standard-22-1 - Canadian Electrical Code; C22-2 - General requirement, and C22-20.3 - Test methods for electrical wires and cables;

#### 3. **REQUIREMENT**

##### 3.1 **Goods – Virtual Reality System:**

- 3.1.1 **Core Requirement:** three (3) virtual reality system including installation services, operator training, technical service training and integral maintenance and support.
- 3.1.2 **Options:** Upon request, up to an additional two (2) virtual reality systems, including installation services, operator training, technical service training and integral maintenance and support for each system, over the life of the Contract.
- 3.1.3 Refer to **Appendix 1** for a detailed description and complete specifications of the virtual reality system, **Appendix 2** for delivery details.

##### 3.2. **Services - Virtual Reality System Installation:**

- i. Within ten (10) business days of contract award the Contractor must provide the Technical Authority with the space and electrical requirements, including preferred location of electrical drops, for the VR System.

ii. The Contractor will be responsible for connecting the VR System to the CF H Svcs Gp supplied electrical connections.

iii. Installation must be completed within 30 calendar days of delivery.

iv. Upon delivery CF H Svcs Gp will store the VR System in a secure location until the Contractor arrives to begin installation.

v. The Contractor is responsible for moving the VR System from the secure location to the room where it is being installed without assistance from CAF personnel.

vi. The Contractor is responsible for the un-crating, assembly, debris removal and installation of the VR System, including all accompanying accessories.

vii. The Contractor is responsible for all electrical connections between the VR System and the supplied sources.

viii. The Contractor is responsible for the initialization, calibration and certification of the VR System.

### 3.2.1 Validation

Prior to acceptance by the Technical Authority, the Contractor must successfully conduct a validation study on the VR system to the satisfaction of the CF H Svcs Gp Head of Rehabilitation Medicine including, but not limited to, successful demonstration that all system components are integrated properly, safety features function properly and ability to create scenarios. In the event one or all of the VR systems fail the validation study the Contractor must make any and all repairs required to achieve a successful test at no additional charge to DND.

### 3.3 CAF Support

i. CF H Svcs Gp is responsible for providing the required electrical drops as per the Contractor's supplied documentation, specifications;

### 3.4 Services – Training

#### 3.4.1 Virtual Realty System Operator Training Session

The Contractor must provide, at a minimum, a three (3) day onsite hands-on operator training course for Canadian Forces Health Services personnel. As a minimum, the training course must provide personnel with the knowledge necessary to operate the virtual reality system, navigate the various menus, systems and sub-systems, including basic troubleshooting and operator maintenance. At the completion of the training, personnel must be comfortable operating the system.

a) Virtual Reality Operator Training –: the contractor must provide one (1) Operator training session per virtual reality system as follows:

i. Session – Each training session will be for an estimated four (4) operators;

ii. Timeline – Training must be performed within fourteen (14) calendar days of installation;

- iii. Location – The training is to take place at the location specified in Appendix 2;
  - iv. Language – Training must be delivered in English with the exception of Quebec where instruction must be provided in **both official languages**;
- b) Optional Operator Training Sessions - As and when requested, the Contractor must provide additional training as follows:
- i. Session – Each training session will be for an estimated four (4) operators;
  - ii. Timelines - Training Sessions must be performed within sixty (60) calendar days of request.
  - iii. Locations - The training is to take place on Canadian Forces Bases (CFB), at DND/CAF's facilities. Specific locations and language are detailed in Appendix 2.
  - iv. Language - Training must be delivered in English with the exception of Quebec where instruction must be provided in **both official languages**.

Note: The Government of Canada is responsible for all travel and living costs associated with sending its Canadian Forces Health Services personnel on the onsite hands-on operator training course training.

#### 3.4.2 Virtual Reality System Technical Service Training

- a) Virtual Realty System Technical Service Training – Extent and Level of Training:  
The contractor must provide, at a minimum, a three (3) day onsite hands-on technical training course for Canadian Forces Health Services Biomedical Engineering Technologist personnel. As a minimum, the training course must provide personnel with the knowledge necessary to operate the system, efficiently navigate the various menus, including the service menus, systems and sub-systems. Include comprehensive training on how to repair, calibrate and troubleshoot the system. At the completion of the training, personnel must be comfortable diagnosing, repairing and operating the virtual reality system.
- b) Virtual Reality System technical service training – Included with each Virtual Reality System purchased: the contractor must provide one (1) technical service training session as follows:
- i. **Session** – Technical Service Training is for a group estimated at two (2) to four (4) Biomedical Engineering Technologists;
  - ii. **Timeline** – Training must be performed within sixty (60) calendar days of request, at a date and time agreed upon between the Contractor's representative and the Technical Authority;
  - iii. **Location** – The training is to take place at the location specified in Appendix 2;
  - iv. **Language** – Training must be delivered in English for the English units and for French unit (s) instructions must be provided in **both official languages English and French** as required;
  - v. **License**: The Contractor grants a perpetual, non-revocable license to use, reproduce, and translate the training and reference manuals, materials and documentation;

**vi. Documentation:** The Contractor must provide one (1) hardcopy each of the technical/service manual, with schematics and list of replacement parts, for each participant on the first day of the course. The manual is to be provided in English.

Note: The Government of Canada is responsible for all travel and living costs associated with sending its Canadian Forces Health Services Biomedical Engineering Technologist on the onsite hands-on technical training course.

#### 4. **PREVENTATIVE MAINTENANCE INSPECTION (PM Inspections)**

##### 4.1 **Annual Preventative Maintenance Inspection**

Annual Preventive Maintenance Inspection is to include, but not limited to, the inspection and performance verification of all VR System hardware components. The CAF requires the Contractor to indicate, for each hardware component, whether the component is operational, requires repair or requires replacement. In the case of a hardware component having been indicated as requiring repair or replacement the Contractor must provide a detailed explanation of the reasoning for the repair or replacement finding to the contract technical authority.

##### 4.2 **Software and Software Maintenance**

The Contractor must provide, at no additional cost to the CAF, all software updates, bug fixes, and software enhancements as they become applicable for all installed software programs for the duration of the contract.

Software updates include any modification, upgrade, or repair of the licensed software by the Contractor that materially changes the efficiency and/or functional capability of the licensed software. Providing updates on 3<sup>rd</sup> party software is dependent on support by the main software package.

##### 4.3 **System Support**

The Contractor must provide, at no additional cost to the CAF, system support for the aforementioned VR system for duration of Contract period. System support is to include, but not limited to:

- 1) Technical support for system setup, basic operation and integration; and
- 2) Software questions or concerns as they pertain to operation and functionality of the Contractor supplied software packages.

##### 4.4 **Constraints**

The CAF requires that services must be performed weekdays, between 7:30 a.m. and 4 p.m., excluding Canadian Statutory Holidays, when the work is being performed within Canada.

#### 5. **DELIVERABLES**

- 5.1 Upon completion of any and all work the Contractors field service technician must provide a copy of the Repair Log. The Repair Log must include the location of the VR System, description of services rendered, date, time and field service technician name. The Repair Log must be provided in Softcopy to the contract Technical Authority upon request.



- 5.2 The Contractor must provide a minimum of 30 days advance notice, in writing, to the contract Technical Authority of the Contractor's intention to perform the Annual Preventative Maintenance Inspection. The contract Technical Authority shall confirm the dates of the Preventative Maintenance Inspection and provide the Contractor with a Task Authorization to proceed with the work.

## **6. REPLACEMENT PARTS**

- 6.1 It is the responsibility of the Contractor to supply all ORIGINAL parts and components from the OEM, at no additional cost, necessary to satisfy the services required by the CAF as detailed in Section 4.1 to 4.4. Replacement parts and subassemblies provided by the Contractor must be new and not refurbished or reconditioned.
- 6.2 Replaced parts shall become the property of the CAF, including any media or electronic component which contains Canada's confidential information.

## **7. SUB-SUPPLIERS AND SUB-CONTRACTORS**

The Contractor must provide the CAF with a list of authorized third party vendors and service providers for the VR System hardware components. The CAF, at its sole discretion, may contract one of the Contractors authorized third party vendors and service providers for the provision of replacement parts and/or services on an as-required basis. The CAF will not hold the Contractor responsible for any work performed by an authorized third party vendor or service provider should the VR System or the VR System software become non-serviceable as a result of third party repairs not arranged through the Contractor.

The Contractor must immediately provide the contract Technical Authority with an updated list of authorized third party vendors and service providers when there are changes in the authorized third party vendors and service providers.

## **8. FACILITY INFORMATION**

The CF H Svcs Gp medical facilities where these VR systems will be installed are open Monday to Friday, excluding statutory holidays, with regular business hours from 7:30 am to 4:00 pm. These are secure facilities so Contractor personnel will be escorted at all times.

The Contractor must be available to work, Monday to Friday, excluding statutory holidays, commencing no sooner than 7:30 am and ending no later than 4:00 pm daily.

## **APPENDIX 1 TO ANNEX A – STATEMENT OF REQUIREMENT**

### **Virtual Reality (VR) System – Description and Specifications**

The VR System must have the following components:

#### **1. Dual belt treadmill**

- 1.1 Two (2) separate treadmill belts capable of simultaneous and independent movement
- 1.2 Belts must be located side by side with a maximum spacing of 10cm
- 1.3 Each treadmill belt must have a minimum walking surface of 40 centimeters (cm) wide by 180cm in length to a maximum of 60cm wide by 240cm in length
- 1.4 Minimum operator selectable forward speeds from 0.5 kilometers per hour (km/h) to 10 km/h
- 1.5 Minimum operator selectable reverse speeds from 0.5 kilometers per hour (km/h) to four (4) km/h
- 1.6 Capable of accepting patients weighing up to 300 pounds

#### **2. Platform**

- 2.1 To provide for operator, clinician and patient safety, the platform must be level with and completely surround the dual treadmill belts
- 2.2 Provide a minimum 45cm of walking space on each side of the treadmill belts
- 2.3 Covered with a black, non-skid surface
- 2.4 Ability to move in the X, Y and Z axis
- 2.5 Minimum sideways, left and right, sway motion of 5cm
- 2.6 Minimum incline and decline of 10 degrees in either direction

#### **3. Screen**

- 3.1 Flat screen with a minimum height of 200cm to a maximum height of 300cm and a minimum width of 300cm to a maximum of 450cm
- 3.2 Pure white background

#### **4. Projector and Audio system**

- 4.1 Minimum two (2) colour LED projectors to project images and scenarios onto the screen
- 4.2 Rack mounted image generators
- 4.3 5.1 surround sound system to assist with scenario realism

#### **5. Motion capture system**

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5.1 Minimum four (4) high definition video capture cameras

5.2 Motion capture cameras are synchronized with the projectors

**6. Operator console with server rack**

6.1 Ergonomic desk

6.2 Dual monitors each with a minimum size of 24 inches

6.3 All computer components housed within a server rack system

**7. Software**

7.1 Application software to control the integration of all system components

7.2 Real-time Gait analysis

7.3 Real-time software engine for motion capture system

7.4 VICON

7.5 Audio software

7.6 Stability and balance software

7.7 MatLab

7.8 Graphics design software

**8. Safety system**

8.1 Support system to ensure patients on the treadmill are protected against falls and/or loss of balance

8.2 Minimum of four (4) emergency stops (e-stop) with one (1) e-stop located on the operator console and the remainder on the platform within easy reach of the patient

## APPENDIX 2 TO ANNEX A – DELIVERY LOCATIONS

INITIAL (CORE) REQUIREMENT				
Item #	Item Description	Qty	Delivery of Goods	Performance of Service
1	3.1.1 VR System	3	Canadian forces Base (CFB) Halifax Halifax, NS	English
			CFB Edmonton, Edmonton, AB	English
			CFB Valcartier, Valcartier QC	English
2	3.4.1.a VR System Operator Training Session	3	CFB Halifax Halifax, NS	English
			CFB Edmonton, Edmonton, AB	English
			CFB Valcartier, Valcartier QC	English
3	3.4.2 VR System Technical Service Training	3	CFB Halifax Halifax, NS	English
			CFB Edmonton, Edmonton, AB	English
			CFB Valcartier, Valcartier QC	English
4	3.2 VR System Installation Services	3	CFB Halifax Halifax, NS	English
			CFB Edmonton, Edmonton, AB	English
			CFB Valcartier, Valcartier QC	English
5	4. VR System– Maintenance & Support Services	3	CFB Halifax Halifax, NS	English
			CFB Edmonton, Edmonton, AB	English
			CFB Valcartier, Valcartier QC	English

OPTIONAL REQUIREMENT				
Item #	Item Description	Qty	Delivery of Goods	Performance of Service
1	3.1.2 VR System	2	CFB Petawawa Petawawa, Ontario	French
			Canadian Forces Support Unit Ottawa Ottawa, ON	English

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2	3.4.1.b VR System <b>Operator Training Session</b>	2	CFB Petawawa Petawawa, Ontario  Canadian Forces Support Unit Ottawa Ottawa, ON	French  English
3	3.4.2 VR System <b>Technical Service Training</b>	2	CFB Petawawa Petawawa, Ontario  Canadian Forces Support Unit Ottawa Ottawa, ON	French  English
4	3.2.1 VR System <b>Installation Services</b>	2	CFB Petawawa Petawawa, Ontario  Canadian Forces Support Unit Ottawa Ottawa, ON	French  English
5	4. VR System <b>Maintenance &amp; Support Services</b>	2	CFB Petawawa Petawawa, Ontario  Canadian Forces Support Unit Ottawa Ottawa, ON	French  English

## ANNEX A - PART 2 - MANDATORY CRITERIA

All mandatory criteria must be demonstrated and documented in the form of a user manual, technical specifications, technical/sales brochure a certified letter, to be provided with the bidder's response at the time of proposal submission. Failure to submit supporting documentation will result in the bid being deemed non-compliant and will not be considered any further.

#	REQUIREMENT	MET	NOT MET	Bidder's Response (MANDATORY): 1. Cross-reference to proposal (page, section, para); <b>AND</b> ; 2. If applicable, calculation of months/years.
<b>MS: Mandatory Specifications</b>				
MS1.	<b>General Characteristics</b>			
MS1.1	A dual belt treadmill must be provided with two (2) separate treadmill belts capable of simultaneous and independent movement.			
MS1.2	Minimum operator selectable forward speeds from 0.5 kilometers per hour (km/h) to 10 km/h			
MS1.3	Minimum operator selectable reverse speeds from 0.5 kilometers per hour (km/h) to four (4) km/h			
MS1.4	A platform must be provided with a minimum of 45cm of walking space on each side of the treadmill.			
MS1.5	The platform must have the ability to move in the X, Y and Z axis			
MS1.6	The platform must have a minimum incline and decline of 10 degrees in either direction			
MS1.7	Flat Screen with a minimum height of 200cm to a maximum height of 300cm and a minimum width of 300cm to a maximum width of 450cm.			

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#	REQUIREMENT	MET	NOT MET	Bidder's Response (MANDATORY): 1. Cross-reference to proposal (page, section, para); <b>AND</b> ; 2. If applicable, calculation of months/years.
MS1.8	There must be a minimum of two (2) LED projectors to project images and scenarios onto the flat screen.			
MS1.9	VR system must have a minimum of four (4) high definition video capture cameras.			
MS2.	<b>Software</b>			
MS2.1	<b>The Bidder must demonstrate that</b> the VR system come equipped with applicable real-time gait analysis software.			
MS3	<b>Standards, Certifications &amp; License</b>			

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#	REQUIREMENT	MET	NOT MET	Bidder's Response (MANDATORY): 1. Cross-reference to proposal (page, section, para); <b>AND</b> ; 2. If applicable, calculation of months/years.
MS3.1	<p>The Bidder must demonstrate that VR System meets following regulatory standards:</p> <p>a. For all components which will connect to electrical power, VR System must have a Canadian Safety Standards (CSA) certification, or equivalent (proof of certification or proof of equivalency must be included with the bid submission (<a href="http://www.csagroup.org/global/en/about-csa-group/certification-marks-labels">www.csagroup.org/global/en/about-csa-group/certification-marks-labels</a>). Equivalency must be recognized by the Standards Council of Canada (SCC) (<a href="http://www.scc.ca">www.scc.ca</a>).</p> <p>b. VR System must have an active medical device license granted by Health Canada. Proof of licence must be included with the bid submission. CF H Svcs Gp reserves the right to confirm the validity of the device licence thru Health Canada's Medical Device Active License Listing website (<a href="http://webprod5.hc-sc.gc.ca/mdll-limh/index-eng.jsp">http://webprod5.hc-sc.gc.ca/mdll-limh/index-eng.jsp</a>).</p>			



## ANNEX B

### PRICING TABLES

The Bidder must provide all of the pricing requested in the following Tables in accordance with **Article 6.7.1 - Basis of Payment.**

**Table 1: Initial Requirement**

Item	Description	Number of Units	Unit of Issue	Firm Unit Price	Extended Price (Number of Units X Firm Unit Price)
1	<b>Virtual Reality System, including Installation</b>	3	Each	\$	\$
2	<b>Operator Training Session</b> (inclusive of travel and living expenses)	3	Each	\$	\$
3	<b>Technical Service Training</b> (inclusive of travel and living expenses)	3	Each	\$	\$
4	<b>Maintenance &amp; Support Services</b> (inclusive of travel and living expenses)	3	Each	\$	\$
<b>Evaluated Price</b>					<b>\$</b>

**Table 2: Optional Requirement**

Note: Number of Units specified in Table 2 are for evaluation purposes only. Up to 2 units may be purchased at any time prior to 31 March 2022 at the price listed here.

Item	Description	Number of Units	Unit of Issue	Firm Unit Price	Extended Price
1	<b>Virtual Reality System, including Installation</b>	2	Each	\$	\$
2	<b>Operator Training Session</b> (inclusive of travel and living expenses)	2	Each	\$	\$
3	<b>Technical Service Training</b> (inclusive of travel and living expenses)	2	Each	\$	\$
4	<b>Maintenance &amp; Support Services</b> (inclusive of travel and living expenses)	2	Each	\$	\$
<b>Evaluated Price</b>					<b>\$</b>

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**Table 3: Total Aggregated Bid Price**

Item	Description	Evaluated Price	
1	Table 1: Initial Requirement	As per Evaluated Price from Table 1	\$
2	Table 2: Optional Requirement	As per Evaluated Price from Table 2	\$
3	Total Aggregated Bid Price	Sum of Items 1 and 2	\$

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## ANNEX C

### SECURITY REQUIREMENTS CHECKLIST



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

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Department of National Defence		2. Branch or Directorate / Direction générale ou Direction CMP/D HS Del
3. a) Subcontract Number / Numéro du contrat de sous-traitance N/A	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant N/A	
4. Brief Description of Work / Brève description du travail Purchase of three (3) unit of Virtual Reality System to support the physical and mental rehabilitation of injured CF Personnel to be delivered and installed in CFB Halifax (CF H Svc Ctr Atlantic) NLT 15 March 2020		
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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<b>PART A (continued) / PARTIE A (suite)</b>	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	
<b>PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)</b>	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL
<input type="checkbox"/> TOP SECRET- SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> SECRET SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> TOP SECRET TRÈS SECRET
	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL
	<input type="checkbox"/> NATO SECRET NATO SECRET
	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
Special comments: Commentaires spéciaux : _____	
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
<b>PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)</b>	
<b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
<b>PRODUCTION</b>	
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?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui

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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																
T Media / Support TI																
T 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).

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## ATTACHMENT 1

### FORM 1 - COMPLETE LIST OF DIRECTORS

(As per Standard Instructions, Clauses and Conditions Part 2)

Name	Position
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### FORM 2 - ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.1.2, Bidders must identify which electronic payment instruments they are willing to accept for payment of invoices.

The Bidder accepts any of the following Electronic Payment Instrument(s):

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

### FORM 3 - FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

**OR**

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

B. Check only one of the following:

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

**OR**

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

\_\_\_\_\_  
Contractor's authorized representative signature

\_\_\_\_\_  
Date

Solicitation No. - N° de l'invitation  
W6369-20A010/A  
Client Ref. No. - N° de réf. du client  
W6369-20A010

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PV956. W6369-20A010

Buyer ID - Id de l'acheteur  
PV956  
CCC No./N° CCC - FMS No./N° VME

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## FORM 4 - CERTIFICATIONS AND ADDITIONAL INFORMATION

The Contractor must provide the required certification(s) and additional information to be awarded a contract.

The certification(s) provided by the Contractor to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a contractor in default if any certification made by the Contractor is found to be untrue whether made knowingly or unknowingly, during the contract period.

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

The Contractor must submit the following duly completed certifications as part of the contract.

### 1. Integrity Provisions

#### 1.1 Declaration of Convicted Offences

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Contractor must provide the required documentation, as applicable.

#### 1.2 Complete List of Names of Board of Directors

In accordance with the *Ineligibility and Suspension Policy* (see Section 17 at <http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>) and General Conditions (SACC 2010A, Section 29), the Contractor must provide a list of the names of its Board of Directors (see Form 1), which will be used to verify conformance to the Integrity Provisions.

### 2. Product Conformance

The Contractor certifies that all goods proposed conform, and will continue to conform, throughout the period of the contract, to the requirement detailed under Annex A.

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Contractor's authorized representative signature

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Date