



## 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

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT / CE DOCUMENT CONTIENT DES  
EXIGENCES RELATIVES À LA SÉCURITÉ

### 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> Acoustic Modeling Dev. & Support	
<b>Solicitation No. - N° de l'invitation</b> W7707-206555/A	<b>Date</b> 2019-09-11
<b>Client Reference No. - N° de référence du client</b> W7707-20-6555	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-218-10774	
<b>File No. - N° de dossier</b> HAL-9-83026 (218)	<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 2019-10-22</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> Conrad, Darren	<b>Buyer Id - Id de l'acheteur</b> hal218
<b>Telephone No. - N° de téléphone</b> (902) 403-8584 ( )	<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>

Solicitation No. - N° de l'invitation  
W7707-206555/A  
Client Ref. No. - N° de réf. du client  
W7707-20-6555

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-9-83026

Buyer ID - Id de l'acheteur  
HAL218  
CCC No./N° CCC - FMS No./N° VME

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## **IMPORTANT NOTICE TO BIDDERS**

### **Security**

This notice is to advise ALL interested bidders that in order to be awarded a contract which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the bidder. Please submit your written request with the following information to Darren Conrad by facsimile 902-496-5016 or by e-mail to [Darren.Conrad@pwgsc-tpsgc.gc.ca](mailto:Darren.Conrad@pwgsc-tpsgc.gc.ca)

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following web site:  
<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646 (Toll free).

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>4</b>
1.1 INTRODUCTION.....	4
1.2 SUMMARY .....	4
1.3 DEBRIEFINGS .....	5
1.4 PHASED BID COMPLIANCE PROCESS.....	5
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>5</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	5
2.2 SUBMISSION OF BIDS.....	6
2.3 FORMER PUBLIC SERVANT.....	6
2.4 ENQUIRIES - BID SOLICITATION.....	7
2.5 APPLICABLE LAWS.....	8
2.6 BASIS FOR CANADA'S OWNERSHIP OF INTELLECTUAL PROPERTY .....	8
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>8</b>
3.1 BID PREPARATION INSTRUCTIONS .....	8
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>10</b>
4.1 EVALUATION PROCEDURES.....	10
4.2 BASIS OF SELECTION.....	15
<b>PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>16</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID .....	16
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	17
<b>PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS.....</b>	<b>18</b>
6.1 SECURITY REQUIREMENTS .....	18
6.2 CONTROLLED GOODS REQUIREMENT.....	19
<b>PART 7 - RESULTING CONTRACT CLAUSES .....</b>	<b>19</b>
7.1 STATEMENT OF WORK.....	19
7.2 STANDARD CLAUSES AND CONDITIONS.....	21
7.3 SECURITY REQUIREMENTS .....	22
7.4 TERM OF CONTRACT .....	23
7.5 AUTHORITIES .....	23
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	24
7.7 PAYMENT .....	24
7.8 INVOICING INSTRUCTIONS - PROGRESS PAYMENT CLAIM - SUPPORTING DOCUMENTATION REQUIRED ..	26
7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	27
7.10 APPLICABLE LAWS.....	27
7.11 PRIORITY OF DOCUMENTS .....	27
7.12 DEFENCE CONTRACT .....	28
7.13 INSURANCE .....	28
7.14 CONTROLLED GOODS PROGRAM.....	28
7.15 CANADIAN FORCES SITE REGULATIONS.....	28
7.16 INTELLECTUAL PROPERTY DISCLOSURE CERTIFICATION.....	28
<b>ANNEX A .....</b>	<b>29</b>
STATEMENT OF WORK .....	29

Solicitation No. - N° de l'invitation  
W7707-206555/A  
Client Ref. No. - N° de réf. du client  
W7707-20-6555

Amd. No. - N° de la modif.  
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HAL-9-83026

Buyer ID - Id de l'acheteur  
HAL218  
CCC No./N° CCC - FMS No./N° VME

---

<b>ANNEX B .....</b>	<b>36</b>
BASIS OF PAYMENT .....	36
<b>ANNEX C .....</b>	<b>38</b>
SECURITY REQUIREMENTS CHECK LIST .....	38
<b>ANNEX D TO PART 3 OF THE BID SOLICITATION .....</b>	<b>39</b>
ELECTRONIC PAYMENT INSTRUMENTS .....	39
<b>ANNEX E .....</b>	<b>40</b>
DND 626 TASK AUTHORIZATION FORM .....	40
<b>ANNEX F .....</b>	<b>41</b>
EVALUATION CRITERIA .....	41
<b>ANNEX G .....</b>	<b>50</b>
INTELLECTUAL PROERTY DISCLOSURE CERTIFICATION .....	50
<b>ANNEX H TO PART 5 OF THE BID SOLICITATION .....</b>	<b>51</b>
FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION .....	51
<b>ANNEX I .....</b>	<b>52</b>
LIST OF NAMES .....	52

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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, Security Requirements, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, DND 626 Task Authorization Form and any other annexes.

### **1.2 Summary**

There are several ongoing Defence Research and Development Canada (DRDC) projects that require the use of acoustic models for purposes including understanding and characterizing the underwater environment; estimating passive and active sonar performance for planning and simulation; and developing tools such as tactical decision aids. DRDC has a library of existing underwater acoustic models, including customized versions of Bellhop, parabolic equation models such as PECAN, and normal modes models such as PROLOS. These models have been developed over the past several decades and in some cases have outdated software or incomplete documentation.

There is a need for software development and consulting services in underwater acoustics theory and modelling. The Contractor will provide advice and insight in the areas of acoustic propagation, background ocean noise, acoustic scattering, and the dependence of all of these on environmental variability. The Contractor will also provide services relating to modeling and measurements of active and passive sonar measures of performance, such as signal excess and probability of detection. The Contractor must have an extensive in-depth knowledge of current acoustic propagation models and the ability to implement, enhance, and maintain those models designated by DRDC Atlantic, as well as to incorporate those models into a software framework for use with simulators, tactical decision aids, or other tools. The models and available documentation would be provided to the Contractor as required under the individual Tasks.

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).

This procurement is subject to the Controlled Goods Program. The [Defence production Act](#) defines Canadian Controlled Goods as certain goods listed in Canada's Export Control List, a regulation made pursuant to the Export and Import Permits Act (EIPA).

The requirement is subject to a preference for Canadian goods and services.

The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

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.

### 1.4 Phased Bid Compliance Process

The Phased Bid Compliance Process applies to this requirement.

## 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.

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

Delete: 60 days  
Insert: 90 days

## 2.2 Submission of Bids

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

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in Nova Scotia (NS) the email address is:

[TPSGC.RAReceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RAReceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca)

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

## 2.3 Former Public Servant

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

### Definitions

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

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

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

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

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Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

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

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

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

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

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

### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must



be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## 2.5 Applicable Laws

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

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

The Department of National Defence 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](#):

- national security;
- the main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination;
- the main purpose of the Contract, or of the deliverables contracted for, is to augment an existing body of Canada's Background Information as a prerequisite to the transfer of the expanded Background to the private sector, through licensing or assignment of ownership (not necessarily to the original Contractor), for the purposes of Commercial Exploitation;
- 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.

Ownership of intellectual property will be determined on a task by task basis.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

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

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications  
Section IV: Additional Information

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

Section I: Technical Bid (1) hard copy

Section II: Financial Bid (1) hard copy

Section III: Certifications (1) hard copy

Section IV: Additional Information (1) hard copy

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

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

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

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

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

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

- 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 and describe their approach in a thorough, concise and clear manner for carrying out the work.

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

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## 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 D Electronic Payment Instruments, to identify which ones are accepted.

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

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

## Section III: Certifications

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

## Section IV: Additional Information

### 3.1.3 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures

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

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

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

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical 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.

- (d) 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 (2018-05-22) 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

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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 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.

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- (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**

Mandatory technical criteria are included in Annex F.

**The Phased Bid Compliance Process will apply to all mandatory technical criteria.**

#### **4.1.2.2 Point Rated Technical Criteria**

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Point rated technical criteria are included in Annex F.

#### **4.1.2.2.1 Bidder Experience**

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e parent, subsidiary, or sister corporations), subcontractors, or suppliers will not be considered.

#### **4.1.2.2.2 Supporting Information**

In the event that the Bidder fails to submit any supporting information pursuant to a specific bid section that includes mandatory technical evaluation criteria, the Contracting Authority may request it thereafter in writing, including after the closing date of the bid solicitation. It is mandatory that the Bidder provide the supporting documentation within three (3) days of the written request or within such period as specified or agreed to by the Contracting Authority in the written notice to the Bidder.

### **4.1.3 Financial Evaluation**

#### **4.1.3.1 Mandatory Financial Criteria**

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price-Canadian/Foreign Bidders

### **4.2 Basis of Selection**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum points specified for each criterion for the technical evaluation, and
  - d. obtain the required minimum of 131 points overall for the technical evaluation criteria which are subject to point rating.  
The rating is performed on a scale of 245 points.
2. Bids not meeting (a) or (b) or (c) and (d) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 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 x 60 = 51.11	89/135 x 60 = 39.56	92/135 x 60 = 40.89
<b>Pricing Score</b>	45/55 x 40 = 32.73	45/50 x 40 = 36.00	45/45 x 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.

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

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

### **5.2.1 Integrity Provisions – Required Documentation**

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property 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 H, Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

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

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

This procurement is 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](#).

\_\_\_\_\_  
**Signature of Bidder**

\_\_\_\_\_  
**Date**

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

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

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

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

#### **5.2.3.3 Education and Experience**

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

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

### **6.1 Security Requirements**

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

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

## 6.2 Controlled Goods Requirement

SACC Manual clause [A9130T](#) (2014-11-27), Controlled Goods Program

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

#### 7.1.2 Task Authorization

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

##### 7.1.2.1 Task Authorization Process

1. The Technical Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex E.
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 five (5) 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.

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

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

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

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

1. In this clause,  
  
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and  
  
"Minimum Contract Value" means 10%.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

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

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

The Contractor must provide this data in accordance with the reporting requirements detailed below. 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 15 calendar days after the end of the reporting period.

### **Reporting Requirement- Details**

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

#### **For each authorized task:**

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

#### **For all authorized tasks:**

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

## **7.2 Standard Clauses and Conditions**

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

### **7.2.1 General Conditions**

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

### 7.3 Security Requirements

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

#### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # W7707-206555**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **SECRET**, with approved Document Safeguarding at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. This contract includes access to **Controlled Goods**. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada (PWGSC).
3. The Contractor/Offeror personnel requiring access to **CLASSIFIED** information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **SECRET**, granted or approved by the CISD/PWGSC.
4. The Contractor **MUST NOT** utilize its Information Technology systems to electronically process, produce or store any sensitive **CLASSIFIED** information until CISD/PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of **SECRET**.
5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
6. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - (b) *Industrial Security Manual* (Latest Edition).

#### **7.3.2 Contractor's Sites or Premises Requiring Safeguarding Measures**

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

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

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

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## **7.4 Term of Contract**

### **7.4.1 Period of the Contract**

The period of the Contract is from date of Contract to 31 March 2021 inclusive.

### **7.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional two (2) year period(s) 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 fifteen (15) 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.

### **7.4.3 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Annex A of the Contract.

## **7.5 Authorities**

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Darren Conrad  
Supply Specialist

Public Services and Procurement Canada  
Atlantic Region - Acquisitions Directorate  
1713 Bedford Row  
Halifax, Nova Scotia  
B3J 3C9

Telephone: 902-403-8584  
Facsimile: 902-496-5016  
E-mail address: Darren.Conrad@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.

### **7.5.2 Technical Authority**

The Technical Authority for the Contract is:

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



Solicitation No. - N° de l'invitation  
W7707-206555/A  
Client Ref. No. - N° de réf. du client  
W7707-20-6555

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-9-83026

Buyer ID - Id de l'acheteur  
HAL218  
CCC No./N° CCC - FMS No./N° VME

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Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
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.

### 7.5.3 Contractor's Representative (BIDDER TO COMPLETE)

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

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

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 7.7 Payment

### 7.7.1 Basis of Payment

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

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

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

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

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ 1,000,000.00. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### **7.7.3 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.

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#### **7.7.4 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)

#### **7.7.5 Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

#### **7.8 Invoicing Instructions - Progress Payment Claim - Supporting Documentation required**

1. The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.  
Each claim must show:
  - a. all information required on form [PWGSC-TPSGC 1111](#);
  - b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
  - c. a list of all expenses;
  - d. expenditures plus pro-rated profit or fee;
  - e. the description and value of the milestone claimed as detailed in the Contract.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.

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

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

## **7.9 Certifications and Additional Information**

### **7.9.1 Compliance**

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

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

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

### **7.9.3 Canadian Content Certification**

1. The Contractor warrants that the certification of Canadian Content submitted by the Contractor is accurate and complete, and that the goods, services or both to be provided under the Contract are in accordance with the definition contained in clause [A3050T](#).
2. The Contractor must keep proper records and documentation relating to the origin of the goods, services or both provided to Canada. The Contractor must not, without obtaining before the written consent of the Contracting Authority, dispose of any such records or documentation until the expiration of six (6) years after final payment under the Contract, or until settlement of all outstanding claims and disputes under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all facilities for such audits, inspections and examinations, and must furnish all such information as the representatives of Canada may from time to time require with respect to such records and documentation.
3. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

## **7.10 Applicable Laws**

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

### **7.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2040 (2018-06-21), General Conditions – Research and Development;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Electronic Payment Instruments;
- (g) Annex E, DND 626 Task Authorization Form
- (h) Annex F, Evaluation Criteria;
- (i) Annex G, Intellectual Property Disclosure Certification;
- (j) Annex H, Federal Contractors Program for Employment Equity - Certification;
- (k) Annex I, List of Names;
- (l) the signed Task Authorizations (including all of its annexes, if any);
- (m) the Contractor's bid dated \_\_\_\_\_.

#### **7.12 Defence Contract**

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

#### **7.13 Insurance**

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

#### **7.14 Controlled Goods Program**

SACC Manual clause [A9131C](#) (2014-11-27), Controlled Goods Program  
SACC Manual clause [B4060C](#) (2011-05-16), Controlled Goods

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

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

#### **7.16 Intellectual Property Disclosure Certification**

On completion of the Work, the Contractor must submit to the Project Authority and to the Contracting Authority a copy of the Intellectual Property Disclosure Certification attached as Annex G stating that all applicable disclosures were submitted or that there were no disclosures to submit under section 28 of general conditions [2040](#).

## **ANNEX A**

### **STATEMENT OF WORK**

#### **1. TITLE**

RESEARCH, DEVELOPMENT, AND MAINTENANCE SERVICES RELATED TO  
UNDERWATER ACOUSTIC MODELLING

#### **2. BACKGROUND**

Sonar can be used to remotely investigate the underwater environment and to detect and track vessels therein, either by their own acoustic emissions or through reflections from active transmission. The acoustic signals available to an observer, using either active or passive sonar, are a function of the transmitter's relative position, course and signature, and the local environment. By making use of prior knowledge of the underwater environment as well as of some of the possible types of acoustic sources and targets, the potential exists for an observer to determine the position, velocity and classification of local targets.

The signals received by an observer can be processed to reveal information about the water column through which the acoustic signals are transported and the targets and other objects with which those signals interact. In order to make most effective use of the received acoustic signals, an observer requires a thorough understanding of the propagation and scattering characteristics of the overall underwater environment as well as the implications of those characteristics on the analysis techniques applied to the received signals.

There are several ongoing Defence Research and Development Canada (DRDC) projects that require the use of acoustic models for purposes including understanding and characterizing the underwater environment; estimating passive and active sonar performance for planning and simulation; and developing tools such as tactical decision aids. DRDC has a library of existing underwater acoustic models, including customized versions of Bellhop, parabolic equation models such as PECAN, and normal modes models such as PROLOS. These models have been developed over the past several decades and in some cases have outdated software or incomplete documentation.

There is a need for software development and consulting services in underwater acoustics theory and modelling. The Contractor will provide advice and insight in the areas of acoustic propagation, background ocean noise, acoustic scattering, and the dependence of all of these on environmental variability. The Contractor will also provide services relating to modeling and measurements of active and passive sonar measures of performance, such as signal excess and probability of detection. The Contractor must have an extensive in-depth knowledge of current acoustic propagation models and the ability to implement, enhance, and maintain those models designated by DRDC Atlantic, as well as to incorporate those models into a software framework for use with simulators, tactical decision aids, or other tools. The models and available documentation would be provided to the Contractor as required under the individual Tasks.

#### **3. ACRONYMS**

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CAUSE	Canadian Arctic Underwater Sentinel Experiment
DND	Department of National Defence
DRDC	Defence Research and Development Canada
GFE	Government Furnished Equipment
GSM	Government Supplied Material
SOW	Statement of Work
S&T	Science and Technology
TA	Technical Authority
TAC	Task Authorization Contract

#### 4. APPLICABLE DOCUMENTS & REFERENCES

None

#### 5. TASKS

Under the terms of this Task Authorization Contract (TAC), the Contractor will be required to perform some or all of the following work on an as and when requested 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 **Maintenance and Support of Existing Models and Tools**

Under this task the Contractor's resources must perform support and maintenance work for existing DRDC acoustic models and tools. This could include tasks such as (but is not limited to):

- 5.1.1 Perform maintenance of existing acoustic models, including software updates, bug fixes, improving user interfaces, implementing efficiencies in software code or algorithms;
- 5.1.2 Provide support for existing acoustic models, including phone or onsite user support and training;
- 5.1.3 Create a version control system for existing DRDC model code or other model code, environmental databases, and/or sonar performance or modelling tools;
- 5.1.4 Identify, modify and/or develop a testbed for testing and evaluation of the acoustic models, including development of model interfaces;
- 5.1.5 Produce documentation for the acoustic models, including user manuals, technical documents, training materials, and documentation of acoustic model input and outputs;
- 5.1.6 Translate and modernize model code and improve model efficiencies. For example, the Contractor may be required to translate the existing algorithms from current or obsolete scientific programming languages (e.g., MATLAB, IDL, FORTRAN77) to another programming language deemed more suitable for efficient processing (e.g., C, PYTHON, etc.).

This task will result in a report, technical documents, software deliverables and onsite/phone support.

## **5.2 Development and Modification of Models and Tools**

Under this task the Contractor's resources must develop and code acoustic propagation, reverberation, or noise models or tools or modify existing models and tools to provide new functionality. This could include tasks such as (but is not limited to):

- 5.2.1 Investigate and evaluate available acoustic models and tools to address a new function;
- 5.2.2 Develop new models or tools to provide new functionality;
- 5.2.3 Modify existing DRDC models or tools to improve performance or to obtain new or improved functionality;
- 5.2.4 Integrate models into other systems, such as decision support tools and range prediction systems;
- 5.2.5 Develop user interfaces to enable easy configuration of the model; for example, development of default user modes for cases of limited information and "graceful" model failure.

The TA must approve the choice of programming language for all software and algorithms.

This task will result in a report, technical documentation and software deliverables.

## **5.3 Data Analysis**

Under this task the Contractor must use the models generated or identified under Task 5.1 or Task 5.2 to perform model-model comparison or model comparison to a set of acoustic and non-acoustic data. This could also include, but is not limited to, the following:

- 5.3.1 Develop a process for model verification and validation, including a rigorous testing of model limitations (physical and computational), and an identification of failure modes;
- 5.3.2 Conduct model verification and validation;
- 5.3.3 Analyse data for comparison to model forecasts;
- 5.3.4 Identify model shortcomings and further work required, including outputs;
- 5.3.5 Modify the existing algorithms or write new software in order to correct any deficiencies noted as a result of model comparisons

This task would result in a report deliverable and may result in software deliverables.

## **5.4 Delivery of partial or complete modelling systems**



Under this task the Contractor must deliver a partial or complete modelling and data analysis system. This task could include, but is not limited to:

- 5.4.1 Purchase equipment necessary to create a system;
- 5.4.2 Install a framework for conducting embedded processing;
- 5.4.3 Install model algorithms;
- 5.4.4 Perform system integration and related software development;
- 5.4.5 Test and evaluate the system;
- 5.4.6 Deliver the complete or partial system to DRDC.

Hardware and commercial software licences in support of partial or complete systems could be provided as Government Furnished Equipment (GFE), or procured by the Contractor as specified in an individual Task Authorization (DND-626). Such hardware may include hard disks, processors or boards, or other storage devices required for the Task delivery.

Equipment and/or software expenditures must be specifically authorized in advance and in writing within the Task Authorization (DND-626) issued by the Contracting Authority. These items must be limited to equipment and software that form an integral part of an analysis system, designed and fabricated as required and detailed within the Task Authorization (DND-626). All items purchased during the execution of the Task Authorization (DND-626), and reimbursed by DRDC, must become the property of DRDC and must be delivered to DRDC as part of the final deliverables.

This task would result in a report deliverable and delivery of the system (including all items purchased by the Contractor).

## **5.5 Production of reports**

Under this task the Contractor must produce reports synthesizing the results of literature surveys or analysis conducted for Tasks 5.1 through 5.4. When reporting on results, the Contractor must document their understanding of the model and/or data, how any data were processed, and describe and explain the results of the analysis.

Under this task the Contractor may also be tasked with supporting the production of DRDC generated documents. In such cases, the Contractor must provide text, tables, or graphical presentations of data related to the analysis for use in DRDC generated documents.

## **6. Deliverables**

The deliverables will be outlined in the Statement of Work for each individual Task Authorization (DND-626), and may include the following:

- 6.1 Short monthly progress report during the course of the contract in MS Word format or by email to the TA.
- 6.2 Meeting agenda(s) and/or meeting minutes for each planning meeting attended in format acceptable to the TA.

### 6.3 Report deliverables, such as:

#### 6.3.1 Final report summarizing work done under the Task;

6.3.2. Technical documentation, such as System Description, Training and/or User Manuals, Test Plans and Results; and

6.3.3. Scientific report related to key scientific findings of analysis and results.

Reports may be in the Contractor's format, and must be submitted as an editable MS Word (or compatible) electronic document.

### 6.4 Software deliverables, such as:

6.4.1 Algorithms;

6.4.2 Version control system; and

6.4.3 Modelling software suite.

Software deliverables may include executable files and source code.

The TA must approve the choice of programming language for all software and algorithms

### 6.5 Modelling System deliverables, including:

6.5.1 Hardware (processors, hard drives, peripherals, etc.), and

6.5.2 Software (commercial software, with licenses, custom software (deliverable 6.4)).

## 7. DATE OF DELIVERY

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

The Period of Performance for this TAC is from date of Contract Award and ends 31 March 2021, with an additional option to extend the term of the Contract by up to two additional two year periods under the same conditions.

## 8. RESOURCE CATEGORIES

Resource Categories	Level of Effort Per Task	Minimum Resources Required		Associated Tasks
		Junior/Intermediate	Senior	
Project Manager	10%		1	5.1, 5.2, 5.3, 5.4, 5.5
Scientific Computer Programmer	30%	1	1	5.1, 5.2, 5.3, 5.4
Technical Expert (Underwater Acoustics Modelling)	25%		1	5.1.2, 5.1.5, 5.2, 5.3.1-4, 5.5
Underwater Acoustic Data Analyst	20%	1	1	5.3
Software Engineer	15%		1	5.1, 5.2, 5.3.1, 5.3.5, 5.4.4

## **9. Language of Work**

All work and deliverables must be provided in English.

## **10. Location of Work**

The majority of the work must be performed on Contractor site.

The Contractor may require access to DRDC Atlantic Research facilities; this would be specified in each individual Task.

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

## **11. Travel**

The Contractor may be required to travel to locations that will be identified in each individual Task Authorization (DND-626).

The Treasury Board Travel Directive will apply for any travel, accommodation and living expenses.

All Travel must be approved by the TA in writing.

## **12. MEETINGS**

The Contractor will be required to attend meetings identified in each individual Task Authorization (DND-626).

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

GSM will be identified in each individual Task Authorization (DND-626).

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

GFE will be identified in each individual Task Authorization (DND-626).

## **15. SECURITY**

There is a security requirement, see Security Requirements Checklist (SRCL) for all details.

## **16. Intellectual Property (IP) Ownership**

Ownership of IP (Crown vs Contractor) will be made on a task-by-task basis.

☐ Not applicable

Solicitation No. - N° de l'invitation  
W7707-206555/A  
Client Ref. No. - N° de réf. du client  
W7707-20-6555

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-9-83026

Buyer ID - Id de l'acheteur  
HAL218  
CCC No./N° CCC - FMS No./N° VME

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- ☒ Canada to Own Intellectual Property Rights in Foreground Information - See attached IP checklist.
  - ☒ Contractor to Own Intellectual Property Rights in Foreground Information - See attached IP checklist.

## ANNEX B

### BASIS OF PAYMENT

The following shall form the Basis of Payment of the resultant Contract;

#### Labour Rates:

*Bidder to propose firm hourly rates for any and all positions required for the Work of this Contract (Bidder to complete tables below, add rows as required)*

**Table 1: Initial Contract Period (from date of Contract award to 31 March 2021)**

Resource Category	Firm Hourly Rate (\$ / hour)
Project Manager – Senior Level	\$
Scientific Computer Programmer – Junior/Intermediate Level	\$
Scientific Computer Programmer – Senior Level	\$
Technical Expert (Underwater Acoustics Modelling) – Senior Level	\$
Underwater Acoustic Data Analyst – Junior/Intermediate Level	\$
Underwater Acoustic Data Analyst – Senior Level	\$
Software Engineer – Senior Level	\$

**Table 2: Option Period 1 (from April 01 2021 to 31 March 2023)**

Resource Category	Firm Hourly Rate (\$ / hour)
Project Manager – Senior Level	\$
Scientific Computer Programmer – Junior/Intermediate Level	\$
Scientific Computer Programmer – Senior Level	\$
Technical Expert (Underwater Acoustics Modelling) – Senior Level	\$
Underwater Acoustic Data Analyst – Junior/Intermediate Level	\$
Underwater Acoustic Data Analyst – Senior Level	\$
Software Engineer – Senior Level	\$

**Table 3: Option Period 2 (from April 01 2023 to 31 March 2025)**

Resource Category	Firm Hourly Rate (\$ / hour)
Project Manager – Senior Level	\$
Scientific Computer Programmer – Junior/Intermediate Level	\$
Scientific Computer Programmer – Senior Level	\$
Technical Expert (Underwater Acoustics Modelling) – Senior Level	\$
Underwater Acoustic Data Analyst – Junior/Intermediate Level	\$
Underwater Acoustic Data Analyst – Senior Level	\$
Software Engineer – Senior Level	\$

#### Materials:

The Contractor to be paid for Equipment, Materials, and Supplies for authorized Tasks when supported by receipts at actual cost plus 5%.

#### Travel:

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal and private vehicle allowances specified in Appendices B, C, and D of the [National Joint Council Travel Directive: http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php](http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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

## FINANCIAL BID

This table forms the financial portion of the bid. The figures below will be used for evaluation purposes only. The hourly rate used must be the average of Tables 1, 2 & 3 above. **(Bidder to complete table below, add rows as required)**

Table 4

Resource Category	(A) Minimum Resources Required	(B) Estimated Hours Per Year*	(C) Average Hourly Rate From Tables 1, 2, & 3 Above (\$ / hour)	(D) Total Cost (A x B x C)
<b>Project Manager</b> Senior Level	1	100	\$	\$
<b>Scientific Computer Programmer</b> Junior/Intermediate Level	1	200	\$	\$
<b>Scientific Computer Programmer</b> Senior Level	1	100	\$	\$
<b>Technical Expert (Underwater Acoustics Modelling)</b> Senior Level	1	250	\$	\$
<b>Underwater Acoustic Data Analyst</b> Junior/Intermediate Level	1	150	\$	\$
<b>Underwater Acoustic Data Analyst</b> Senior Level	1	50	\$	\$
<b>Software Engineer</b> Senior Level	1	150	\$	\$
<b>Total</b>				<b>\$</b>

\*Based on an estimated total of 1000 hours per year.

Solicitation No. - N° de l'invitation  
W7707-206555/A  
Client Ref. No. - N° de réf. du client  
W7707-20-6555

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-9-83026

Buyer ID - Id de l'acheteur  
HAL218  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX C**

### **SECURITY REQUIREMENTS CHECK LIST**

**See attached.**

Solicitation No. - N° de l'invitation  
W7707-206555/A  
Client Ref. No. - N° de réf. du client  
W7707-20-6555

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-9-83026

Buyer ID - Id de l'acheteur  
HAL218  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX D 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)



Solicitation No. - N° de l'invitation  
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HAL-9-83026

Buyer ID - Id de l'acheteur  
HAL218  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX E**

### **DND 626 TASK AUTHORIZATION FORM**

**See attached.**

**ANNEX F**

**EVALUATION CRITERIA**

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders' Proposals must clearly demonstrate that they meet all Mandatory Requirements for the proposal to be considered for further evaluation. Proposals not meeting the mandatory criteria will be excluded from further consideration.

CRITERIA (M)		MET	NOT MET	Please Cross Reference to Specific pages in your Proposal [COMPLETED BY BIDDER]
<b>Bidder Experience</b>				
<b>M1</b>	The Bidder must have a minimum of 36 months of demonstrated experience within the last 60 months in underwater acoustic propagation modelling.			
<b>M2</b>	The Bidder must submit a reasonable resource plan that addresses the resources required for each of the Tasks identified in the Statement of Work (SOW). The plan must demonstrate a clear understanding of the resource requirements, identify primary and back-up resources for each of the Tasks, and provide resumes for each of the resources required that clearly indicate relevant experience.			
<b>Project Manager</b>				
<b>M3</b>	The Bidder's proposed resource must have a minimum of 72 months of demonstrated experience in the last 120 months in the direct management of a project.			
<b>Scientific Computer Programmer</b>				

<b>M4</b>	The bidder must demonstrate that the scientific programming resource has a minimum of 60 months of experience programming in one or more of C/C++, Fortran, MATLAB/IDL, or PYTHON, within the past 84 months.		
<b>Technical Expert – Underwater Acoustic Modelling</b>			
<b>M5</b>	The Bidder must demonstrate that the proposed resource has a minimum of a Bachelor's degree in any of the following fields: Physics, Oceanography or Acoustics		
<b>Underwater Acoustic Data Analyst</b>			
<b>M6</b>	The Bidder must demonstrate that the proposed resource has minimum of a Bachelor's degree in one of the following fields: Computer Science, Physics, Engineering, Engineering Physics, Acoustics, Mathematics, Oceanography, or a closely related field.		
<b>Software Engineer</b>			
<b>M7</b>	The Bidder must demonstrate that the proposed resource has a minimum of a Bachelor's degree in one of the following fields: Computer Science, Engineering, Engineering Physics, or a closely related field.		

## 2. POINT RATED EVALUATION CRITERIA

BIDDER EXPERIENCE					Please Cross Reference to Specific pages in your Proposal [COMPLETED BY BIDDER]
The Bidder Technical Rated Evaluation Criteria (P)	Min Points	Max Points	Point Breakdown Structure		
P1	The Bidder should demonstrate a minimum of 48 months of company experience in creating or modifying underwater acoustic propagation models, and using environmental data to run such models and compare to acoustic data, within the last 96 months.	10	20	Less than 48 months = 0 points	
				Greater than 48 months cumulative experience creating/ modifying models or running models = 10 points	
				Greater than 48 months cumulative experience, with at least 12 months in each, creating/modifying models, and running models = 15 points	
				Greater than 60 months cumulative experience, with at least 12 months in each, creating/modifying models, and running models = 20 points	
P2	The bidder should provide at least two examples of publically available technical reports (including literature reviews, peer-reviewed papers, or contractor reports) describing underwater acoustic model	10	15	No technical reports provided = 0 points  2 technical reports provided = 10 points  3 or more technical reports provided = 15 points	

	development, or model-data comparisons, which were published within the past 60 months.  *One of the technical resources must be either the first or second author of the report. In order to be awarded points for the technical reports, abstracts and references must be submitted for each report.			
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RESOURCE EXPERIENCE				
The Bidder Technical Rated Evaluation Criteria (P)		Min Points	Max Points	Point Breakdown Structure
Scientific Computer Programmer Resource – Junior				
<b>P3</b>	The bidder should demonstrate that the scientific programming resource has demonstrated experience in algorithm development in the last 36 months.	<b>5</b>	<b>10</b>	Less than 12 months = 0 points 12 months to 24 months = 5 points 24 months to 36 months = 10 points
<b>P4</b>	The bidder should demonstrate that the scientific programming resource(s) has a minimum of 18 months of experience programming in one or more of C/C++, MATLAB/IDL, or PYTHON, within the past 36 months.	<b>8</b>	<b>15</b>	Less than 18 months experience with C/C++, MATLAB/IDL, or PYTHON = 0 points Greater than 18 months experience with one of C/C++, MATLAB/IDL, or PYTHON = 8 points

				Greater than 18 months cumulative experience, with at least 9 months in each, in two of C/C++, MATLAB/IDL, or PYTHON = 12 points  Greater than 27 months cumulative experience, with at least 9 months for each, in all of C/C++, MATLAB/IDL, and PYTHON = 15 points.	
<b>Scientific Computer Programmer Resource – Senior</b>					
<b>P5</b>	The bidder should demonstrate that the scientific programming resource has demonstrated experience in algorithm development in the last 120 months.	<b>10</b>	<b>15</b>	Less than 60 months = 0 points 60 months to 96 months = 10 points 97 months or greater = 15 points	
<b>P6</b>	The bidder should demonstrate that the scientific programming resource has demonstrated experience with embedded systems and/or software application development.	<b>5</b>	<b>10</b>	Less than 12 months experience with embedded systems and software application development = 0 points 12 to 24 months experience with either embedded systems or software application development = 5 points  Over 24 months experience with both embedded systems and software application development = 10 points	
<b>P7</b>	The bidder should demonstrate that the scientific programming resource(s) has a minimum of 60 months of experience programming in one or more of C/C++,	<b>8</b>	<b>15</b>	Less than 60 months experience with C/C++, MATLAB/IDL, or PYTHON = 0 points;  Greater than 60 months experience with one of C/C++, MATLAB/IDL, or PYTHON = 8 points;	

	MATLAB/IDL, or PYTHON, within the past 96 months.			Greater than 60 months cumulative experience, with at least 12 months in each, in two of C/C++, MATLAB/IDL, or PYTHON = 12 points; and  Greater than 60 months cumulative experience, with at least 12 months for each, in all of C/C++, MATLAB/IDL, and PYTHON = 15 points.	
<b>Technical Expert – Underwater Acoustic Modelling</b>					
<b>P8</b>	The bidder should demonstrate that the Underwater Acoustic Modelling technical expert resource has at least 60 months experience developing, evaluating, and applying algorithms for modelling underwater acoustic propagation, using one or more of the types of ray-theoretic, normal modes, parabolic equation, and fast field models, within the past 96 months.	<b>15</b>	<b>25</b>	Less than 60 months experience = 0 points  A minimum of 60 months within the past 96 months experience with one or more type of acoustic propagation model = 15 points  A minimum of 60 months within the past 96 months experience with one or more acoustic propagation model, with at least 12 months experience with two or more types of models = 25 points	
<b>P9</b>	The bidder should demonstrate that the Underwater Acoustic Modelling technical expert resource has at least 36 months experience developing, evaluating, and/or applying scattering algorithms to the computation of underwater acoustic reverberation, within the past 96 months.	<b>15</b>	<b>20</b>	Less than 36 months = 0 points  36 months to 72 months = 15 points  73 months or greater = 20 points	
<b>P10</b>	The bidder should demonstrate that the Underwater Acoustic Modelling technical expert resource has at least 36 months	<b>15</b>	<b>20</b>	Less than 36 months = 0 points  36 months to 72 months = 15 points	

	experience developing, evaluating, and/or utilizing acoustic range prediction or acoustic detection algorithms to underwater acoustic scenarios or problems, within the past 96 months.			73 months or greater = 20 points	
<b>P11</b>	The bidder should demonstrate that the technical resource has demonstrated experience involving polar underwater acoustics in the past 72 months. Polar underwater acoustics is defined as the study of acoustics in a region in which the presence of ice cover influences the underwater acoustic propagation and ambient noise environments.	<b>0</b>	<b>10</b>	Less than 12 months = 0 points 12 months to 24 months = 5 points 24 months or greater = 10 points	
<b>P12</b>	The bidder should demonstrate that the Underwater Acoustic Modelling technical expert resource has previous experience developing and/or applying underwater ambient noise models, within the past 72 months.	<b>0</b>	<b>10</b>	Less than 12 months = 0 points 12 months to 24 months = 5 points 24 months or greater = 10 points	
<b>Underwater Acoustic Data Analyst - Junior</b>					
<b>P13</b>	The bidder should demonstrate that the Underwater Acoustic Data Analyst resource has at least 12 months experience in storing, processing, and developing algorithms for large volumes of data (defined as data sets greater than 5 TB in size), within the past 60 months.	<b>5</b>	<b>10</b>	Less than 12 months experience = 0 points; 12 months to 24 months = 5 points 24 months or greater = 10 points	



<b>Underwater Acoustic Data Analyst - Senior</b>				
<b>P14</b>	The bidder should demonstrate that the senior Underwater Acoustic Data Analyst resources has at least 60 months experience developing, evaluating, and/or applying algorithms for detection of one or more of tonal and transient acoustic signals, within the past 96 months.	<b>5</b>	<b>10</b>	Less than 60 months = 0 points  60 months or more experience developing, evaluating, and/or applying detection algorithms for tonal <u>or</u> transient signals = 5 points;  60 months or more experience developing, evaluating, and/or applying detection algorithms for both tonal <u>and</u> transient signals = 10 points; and
<b>P15</b>	The bidder should demonstrate that the senior Underwater Acoustic Data Analyst resource has at least 36 months experience developing, evaluating, and applying underwater acoustic beamforming methods for one or more of linear, planar, and 3-dimensional arrays, within the past 72 months.	<b>5</b>	<b>10</b>	Less than 36 months = 0 points  36 months or greater in one of the array types = 5 points  36 months or greater in two of the array types = 7 points  36 months or greater in beamforming all three of the array types = 10 points.
<b>Software Engineer Resource</b>				
<b>P16</b>	The bidder should demonstrate that the Software Engineer resource has previous experience developing/implementing and maintaining a software framework to organize algorithms within the past 72 months.	<b>15</b>	<b>20</b>	Less than 36 months = 0 points  36 months to 48 months = 15 points  48 months or greater = 20 points

<b>P17</b>	The bidder should demonstrate that the software engineer resource has demonstrated experience developing/integrating software for, and operating, DRDC's System Test Bed (STB) system, within the past 72 months.	<b>0</b>	<b>10</b>	Less than 12 months = 0 points 12 months to 36 months = 5 points 36 months or greater = 10 points	
<b>Total Points for Bidder Technical Proposal</b>		<b>131</b>	<b>245</b>		

3. Resource Categories

Resource Categories	Level of Effort Per Task	Minimum Resources Required		Associated Tasks
		Junior/Intermediate	Senior	
Project Manager	10%		1	5.1, 5.2, 5.3, 5.4, 5.5
Scientific Computer Programmer	30%	1	1	5.1, 5.2, 5.3, 5.4
Technical Expert (Underwater Acoustics Modelling)	25%		1	5.1.2, 5.1.5, 5.2, 5.3.1-4, 5.5
Underwater Acoustic Data Analyst	20%	1	1	5.3
Software Engineer	15%		1	5.1, 5.2, 5.3.1, 5.3.5, 5.4.4

4. SELECTION METHODOLOGY

Highest Responsive Combined Rating of Technical Merit and Price

- Weighting factor for the price: **40%**
- Weighting factor for the technical point-rated score: **60%**

## ANNEX G

### INTELLECTUAL PROPERTY DISCLOSURE CERTIFICATION

This form is to be completed and signed by the Contractor upon completion of the Contract and returned to:

**PSPC File number – W7707-206555**

Darren Conrad  
Supply Specialist  
Public Services and Procurement Canada  
1713 Bedford Row  
Halifax, Nova Scotia  
B3J 1T3

Tel: (902) 403-8584  
Fax: (902) 496-5016  
Email: Darren.Conrad@pwgsc-tpsgc.gc.ca

#### Contract Title: Acoustic Modelling Development and Support

It is a term of the referenced contract that, regardless of its ownership, all Foreground Information<sup>1</sup> that could be Inventions<sup>1</sup> and all other Foreground Information, shall be promptly and fully disclosed to Canada.

Tel que stipulé dans le contrat mentionné ci-dessus, et peu importe à qui sont dévolus les droits de propriété intellectuelle, tous les renseignements originaux \* susceptibles de constituer des inventions\*, de même que tous les autres renseignements originaux découlant de ce contrat, devront être divulgués pleinement et sans délai au Canada.

<sup>1</sup> - defined in the General Conditions identified in the Contract

\* - tels que définis dans les conditions générales identifiées dans le contrat.

**Consequently, the undersigned, being a duly authorized officer of the Contractor, certifies that during the tenure of the contract**  
(mark appropriate box):

**Par conséquent, le soussigné, étant un agent dûment autorisé de l'Entrepreneur, certifie que durant la période du contrat**  
(cochez la case appropriée):

☐ No Foreground Information was conceived, developed or produced as part of the Work and, therefore the Contractor has nothing to disclose.

Aucun renseignement original n'a été conçu, développé ou produit pendant l'exécution des travaux; l'entrepreneur n'a donc aucun renseignement original à divulguer.

☐ All Foreground Information which was conceived, developed or produced as part of the Work was fully disclosed and documented in the technical reports delivered by the Contractor to the Technical Authority designated in the Contract, and the Contractor has nothing further to disclose.

Tous les renseignements originaux conçus, développés ou produits pendant l'exécution des travaux ont été entièrement divulgués et documentés dans les rapports techniques livrés par l'Entrepreneur à l'autorité technique indiquée dans le contrat, et l'Entrepreneur certifie qu'il n'existe aucune information supplémentaire à divulguer.

☐ All Foreground Information conceived, developed or produced as part of the Work by the Contractor is hereby fully disclosed in the attached document.

Tous les renseignements originaux conçus, développés ou produits pendant l'exécution des travaux par l'Entrepreneur sont entièrement divulgués dans le document ci-joint.

Signature - Signature: \_\_\_\_\_

Print Name - Nom en caractère imprimé: \_\_\_\_\_

Title - Titre: \_\_\_\_\_

Company Name - Entrepreneur: \_\_\_\_\_

Date - Date: \_\_\_\_\_

---

## ANNEX H to PART 5 OF THE BID SOLICITATION

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

OR

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

B. Check only one of the following:

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

OR

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

Solicitation No. - N° de l'invitation  
W7707-206555/A  
Client Ref. No. - N° de réf. du client  
W7707-20-6555

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-9-83026

Buyer ID - Id de l'acheteur  
HAL218  
CCC No./N° CCC - FMS No./N° VME

## ANNEX I

### LIST OF NAMES

In accordance with Part 5, Article 5.2.1 – Integrity Provision – List of Names, please complete the Form below.

Complete Legal Name of Company	
Company's address	
Company's Procurement Business Number (PBN)	
Solicitation number	
Board of Directors (Use Format – first name last name) Or put the list as an attachment	
1. Director	
2. Director	
3. Director	
4. Director	
5. Director	
6. Director	
7. Director	
8. Director	
9. Director	
10. Director	
Other members	
Comments	



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W7707-206555

Security Classification / Classification de sécurité

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	
Department of National Defence		Defence Research and Development Canada	
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 Contract for acoustic modelling development and support for research program in acoustic surveillance.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input 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 checked="" type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>	
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat  
W7707-206555

Security Classification / Classification de sécurité

**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 checked="" 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 : The SOW requires site access for classified and unclassified work. Supplementary security guide is attached.

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 *SM*  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? *On SOW premises unscreened pers may only access public/reception zone* ☒ 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



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W7707-206555

Security Classification / Classification de sécurité

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

For users completing the form manually use the summary chart below to indicate the category(les) 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).



**TASK AUTHORIZATION  
AUTORISATION DES TÂCHES**

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À   Delivery location – Expédiez à	<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/Completion date – Date de livraison/d'achèvement	<div style="display: flex; justify-content: space-between; align-items: center;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between; align-items: center; font-size: small;"> <div>Date</div> <div>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; padding-top: 5px;">       _____        for the Department of Public Works and Government Services        pour le ministère des Travaux publics et services gouvernementaux     </div>		

## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

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

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

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

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

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

### Services

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

### Cost

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

### GST/HST

The GST/HST cost as appropriate.

### Total

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

### Applicable only to PWGSC contracts

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

### Note:

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

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

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

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

### Augmentation/Réduction

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

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### 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.