



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

Title - Sujet Enhancements, Analysis & Maint - STAR	
Solicitation No. - N° de l'invitation W7707-196533/A	Date 2019-10-17
Client Reference No. - N° de référence du client W7707-19-6533	
GETS Reference No. - N° de référence de SEAG PW-\$HAL-309-10801	
File No. - N° de dossier HAL-9-83030 (309)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-11-20	Time Zone Fuseau horaire Atlantic Standard Time AST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: MacNeil, Blaine A.	Buyer Id - Id de l'acheteur hal309
Telephone No. - N° de téléphone (902) 403-3918 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE SEE HEREIN DARTMOUTH NOVA SCOTIA B2Y3Z7 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
Halifax
Nova Scot
B3J 1T3

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

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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

Defence Research and Development Canada (DRDC) Atlantic has been developing software usable for signal processing applications in order to support research and analysis objectives. The set of software is called STAR (Software Tools for Analysis and Research), which provides a toolset for data processing, display, detailed analysis, and recording. The STAR suite currently includes the following software:

- Signal Processing Packages (SPPACS)
- Signal Processing Library (SPLIB)
- SONAR (sound navigation and ranging) library (SONLIB)
- STAR-IDL (the Interactive Data Language – IDL, STAR code)
- STAR++ (the localization libraries written in C/C++ languages)
- Omni-Passive Display (OPD)
- Acoustic Cetacean Detection Capability (ACDC).

The current STAR software suite is written using a combination of C / C++, Standard Template Library (STL) and C++ Templates, Qt and Qwt widget toolkits, Python, and a range of software libraries (FFTW, sqlite, eigen, libsndfile, rtaudio, and wavpak), Linux operating system (OS), CMAKE build tools, Subversion configuration management tool, IDL, and VIPER PC104 development environment. The software is documented using the “DOXYGEN” documentation generator for C++ and C, and it runs on Linux, Windows, and Mac OS.

STAR software has a layered design to maximize reuse and ease the development of new tools into the suites. To this end, it is strictly configuration controlled (so that changes to software and documentation are recorded) and all issues and enhancement ideas are tracked in a web-accessible database (where users and developers can input issues, priorities and solutions to provide coherent tracking and recording of an issue over its entire lifecycle).

A number of groups at DRDC Atlantic have requirements to perform continuing work on several sonar analysis projects using STAR, building upon the results of previous work. The requirement is limited to Canadian services.

- *This requirement is solely limited to Canadian services.*
- *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 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 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 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.*

- *The Phased Bid Compliance Process applies to this requirement.*

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

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

Delete: 60 days

Insert: 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.

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 by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive. Definitions.

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or

d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity. lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner."pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8. Former Public Servant in Receipt of a Pension As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes () No () If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

a.name of former public servant;

b.date of termination of employment or retirement from the Public Service.

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

a.name of former public servant;

b.conditions of the lump sum payment incentive;

c.date of termination of employment;

d.amount of lump sum payment;

e.rate of pay on which lump sum payment is based;

f.period of lump sum payment including start date, end date and number of weeks;

g.number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.4 Enquiries - Bid Solicitation

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

DRDC has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts:

- statutes, regulations or prior obligations of Canada to a third party or parties preclude Contractor ownership of the Intellectual Property Rights in Foreground Information.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

"Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (3 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

(a) use 8.5 x 11 inch (216 mm x 279 mm) paper;

(b) use a numbering system that corresponds to the bid solicitation.

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

1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and

2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

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

Section II: Financial Bid

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

Section III: Certifications

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

Section IV: Additional Information

3.1.2 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures

3.1.2.1 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

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Phased Bid Compliance Process

4.1.1.1 (2018-07-19) General

(a) Canada is conducting the PBCP described below for this requirement.

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

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

REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE. THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

(c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.

(d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (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 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.

(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 (2017-07-31) Technical Evaluation

4.1.2.1 (2017-07-31) Mandatory Technical Criteria

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

Mandatory technical criteria consist of all of the mandatory criteria in Annex C, Evaluation Criteria.

4.2 Technical Evaluation

4.2.1.1 Mandatory Technical Criteria

See Annex C "Evaluation Criteria"

4.2.1.2 Point Rated Technical Criteria

See Annex C "Evaluation Criteria"

4.3 Basis of Selection

4.3.1 Highest Combined Rating of Technical Merit and Price

SACC Manual Clause [A0027T](#) , Basis of Selection – Highest Combined Rating of Technical Merit and Price

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 138 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 277 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
		Overall Technical Score	115/135	89/135
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00	
Calculations	Technical Merit Score	115/135 x 60 = 51.11	89/135 x 60 = 39.56	92/135 x 60 = 40.89
	Pricing Score	45/55 x 40 = 32.73	45/50 x 40 = 36.00	45/45 x 40 = 40.00
Combined Rating	83.84	75.56	80.89	
Overall Rating	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 procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

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

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

5.2.3.2 Status and availability of Resources

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

5.2.3.3 Education and Experience

SACC Manual Clause A3010T (2010-08-16) Education and Experience

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

See Annex A, Statement of Work.

7.1.1 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.

7.1.1.1 Task Authorization Process

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

Task Authorization Process:

1. The Technical Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form.
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 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.

7.1.2.1 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$500,000.00, Applicable Taxes included, inclusive of any revisions.

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

7.1.2.2 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 per cent of the overall contract value.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.1.2.3 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 14 calendar days after the end of the reporting period.

Reporting Requirement- Details

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

For each authorized task:

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

For all authorized tasks:

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

7.1.2.4 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by DRDC. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.2.2 Supplemental General Conditions

4002 (2010-08-16), Supplemental General Conditions – Software Development or Modification Services

7.3 Security Requirements

7.3.1 SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

PWGSC FILE No W7707-196533

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 **NATO SECRET**, with approved Document Safeguarding at the level of **SECRET** and **NATO SECRET**, issued by the Contract Security Program (CSP) of the Industrial Security Sector (ISS), Public Works and Government Services (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/PROTECTED** information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **SECRET**, or **RELIABILITY STATUS**, as required, granted or approved by the CSP/ISS/PWGSC.
4. The Contractor/Offeror personnel requiring access to **CLASSIFIED** information, assets or sensitive work site(s) **must be a citizen of Canada and** must EACH hold a valid personnel security screening at the level of **SECRET**, granted or approved by the CSP/ISS/PWGSC.
5. The Contractor/Offeror personnel requiring access to **NATO UNCLASSIFIED** information or assets do not require to hold a personnel security clearance; however, the Contractor must ensure that the NATO Unclassified information is not releasable to third parties and that the "need to know" principle is applied to personnel accessing this information.
6. The Contractor personnel requiring access to **NATO RESTRICTED** information or assets **must be citizens of a NATO member country** and EACH hold a valid RELIABILITY STATUS or its equivalent, granted or approved by the appropriate delegated NATO Security Authority.
7. The Contractor/Offeror personnel requiring access to **NATO CLASSIFIED** information, assets or sensitive work site(s) **must be permanent residents of Canada or citizens of a NATO member country** and EACH hold a valid personnel security screening at the level of NATO SECRET, granted or approved by the appropriate delegated NATO Security Authority.
8. The Contractor/Offeror personnel requiring access to **NATO CLASSIFIED** information, assets or sensitive work site(s) **must be permanent residents of Canada or citizens of a NATO member country or a citizen of the United States, United Kingdom, Norway, or Italy** and EACH hold a valid personnel security screening at the level of **NATO SECRET**, granted or approved by the appropriate delegated NATO Security Authority.
9. The Contractor/Offeror personnel requiring access to **FOREIGN CLASSIFIED** information, assets or sensitive work site(s) **must be a permanent resident of Canada or a citizen of Canada, or citizens of United States, United Kingdom, Australia or New Zealand, and** must EACH hold a valid personnel security screening at the level of **SECRET**, granted or approved by the CSP/ISS/PWGSC.
10. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store any sensitive **CLASSIFIED** information until the CSP/ISS/PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of **SECRET** and **NATO SECRET**.
11. The Contractor must complete and submit a Foreign Ownership, Control and Influence (FOCI) Questionnaire and associated documentation identified in the FOCI Guidelines for Organizations prior to contract award to identify whether a third party individual, firm or government can gain unauthorized access to CLASSIFIED NATO / FOREIGN information/assets. **Public Works and Government Services Canada** (PWGSC) will determine if the company is "*Not Under FOCI*" or "*Under FOCI*". When an organization is determined to be *Under FOCI*, PWGSC will ascertain if mitigation measures exist or must be put in place by the company so it can be deemed "*Not Under FOCI through Mitigation*".
12. The contractor should at all times during the performance of the contract possess a letter from PWGSC identifying the results of the FOCI assessment with a FOCI designation of *Not Under FOCI* or *Not Under FOCI through Mitigation*.
13. All changes to Questionnaire and associated FOCI evaluation factors must immediately be

submitted to the Industrial Security Sector (ISS) to determine if the changes impact the FOCI designation.

14. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
15. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached in the Annexes;
 - b) *Industrial Security Manual* (Latest Edition).

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from the date of award for a 60 month period.

7.4.2 Transition Period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of **six months** under the same conditions to ensure the required transition. 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.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least 30 calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Blaine MacNeil
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Atlantic
Address: 1713 Bedford Row, Halifax, NS

Telephone: 902-403-3918
Facsimile: 902-496-5016

E-mail Address: blaine.macneil@pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

7.5.2 Project Authority

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

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

7.5.3 Contractor's Representative

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

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid as detailed in the Basis of Payment below, as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

See Annex B for further details.

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 \$_____ (To be inserted upon contract award). Customs duties are included, and Applicable Taxes are extra.

2.No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

3.The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum: a. when it is 75 percent committed, or b.four (4) months before the contract expiry date, or c.as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.

4.If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Method of Payment

7.7.3.1 Payments will not be made more frequently than once a month.

7.7.3.2 Depending on the method of payment specified in the applicable TA, one of the following method of payment clauses will apply.

Single Payment

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

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

OR

Milestone Payments (For a Firm Price TA)

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

- a. an accurate and complete claim for payment using [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. all the certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives;
- c. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

OR

Progress Payments (For a TA Subject to Limitation of Expenditure)

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 100 per cent 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 and the Task Authorization;
 - c. the total amount for all progress payments paid by Canada does not exceed 100 percent of the total amount to be paid under the Task Authorization;

- 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 all work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted."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.
3. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

7.7.4 SACC Manual Clauses

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

7.8 Invoicing Instructions

7.8.1 Single Payment for Task Authorizations

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

Invoices must be distributed as follows:

Defence Research and Development Canada - Atlantic
Maritime Forces Atlantic
9 Grove Street
P.O. Box 1012
Dartmouth, N.S. B2Y 3Z7

OR

7.8.1 Progress (Milestone) Payment Claim

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

Each claim must show:

- a. all information required on form PWGSC-TPSGC 1111;
- b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- c. the description and value of the milestone claimed as detailed in the Contract.

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 Project Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Project 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 SACC Manuals Clauses

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

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in 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;
- (c) the supplemental general conditions 4002;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex D, Security Requirements Check List;
- (g) Annex E SRCL Supplemental Security Classification Guide;
- (h) Annex F Information Technology Security Requirements;
- (i) the signed Task Authorizations (including all of its annexes, if any);
- (j) 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

7.14 Controlled Goods

SACC Manual clause [A9131C](#) (2014-11-27) Controlled Goods Program

SACC Manual clause [B4060C](#) (2011-05-16) Controlled Goods

ANNEX A

STATEMENT OF WORK

1. TITLE

ENHANCEMENTS, ANALYSIS AND MAINTENANCE OF SOFTWARE TOOLS FOR ANALYSIS AND RESEARCH (STAR)

2. BACKGROUND

Defence Research and Development Canada (DRDC) Atlantic has been developing software usable for signal processing applications in order to support research and analysis objectives. The set of software is called STAR (Software Tools for Analysis and Research), which provides a toolset for data processing, display, detailed analysis, and recording. The STAR suite currently includes the following software:

- Signal Processing Packages (SPPACS)
- Signal Processing Library (SPLIB)
- SONAR (sound navigation and ranging) library (SONLIB)
- STAR-IDL (the Interactive Data Language – IDL, STAR code)
- STAR++ (the localization libraries written in C/C++ languages)
- Omni-Passive Display (OPD)
- Acoustic Cetacean Detection Capability (ACDC).

The current STAR software suite is written using a combination of C / C++, Standard Template Library (STL) and C++ Templates, Qt and Qwt widget toolkits, Python, and a range of software libraries (FFTW, sqlite, eigen, libsndfile, rtaudio, and wavpak), Linux operating system (OS), CMAKE build tools, Subversion configuration management tool, IDL, and VIPER PC104 development environment. The software is documented using the "DOXYGEN" documentation generator for C++ and C, and it runs on Linux, Windows, and Mac OS.

STAR software has a layered design to maximize reuse and ease the development of new tools into the suites. To this end, it is strictly configuration controlled (so that changes to software and documentation are recorded) and all issues and enhancement ideas are tracked in a web-accessible database (where users and developers can input issues, priorities and solutions to provide coherent tracking and recording of an issue over its entire lifecycle).

A number of groups at DRDC Atlantic have requirements to perform continuing work on several sonar analysis projects using STAR, building upon the results of previous work.

3. ACRONYMS

ACDC	Acoustic Cetacean Detection Capability
DRDC	Defence Research Development Canada
DND	Department of National Defence
FFTW	Fastest Fourier Transform in the West
GFE	Government Furnished Equipment
GSM	Government Supplied Material
IDL	Interactive Data Language
IP	Intellectual Property
OPD	Omni-Passive Display
OS	Operating System
SONAR	Sound Navigation and Ranging

SONLIB	SONAR Library
SPLIB	Signal Processing Library
SPPACS	Signal Processing Packages
SRCL	Security Requirements Checklist
STAR	Software Tools for Analysis and Research
STAR++	STAR localization libraries written in C/C++ languages
STAR-IDL	STAR display and analysis algorithms written in IDL
STL	Standard Template Library
TA	Technical Authority

4. APPLICABLE DOCUMENTS & REFERENCES

AD1: GeoSpectrum Technologies, Inc. (2016-298) Introduction to the software tools and analysis and research (STAR) tools and processes.

5. TASKS

Under the terms of this Task Authorization Contract, the Contractor will be required to perform some or all the following tasks 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 DEVELOPMENT OF THE STAR SOFTWARE SUITE:

Under this Task the Contractor's resource(s) must perform work on existing computer acoustic analysis software (e.g., SPPACS, SPLIB, SONLIB, STAR-IDL, STAR++, OPD, and ACDC) and could include tasks such as:

- General maintenance, which may include correcting bugs, ensuring that the software has been compiled properly for the current platform, etc.
- Enhancement, which may include simplifying user interfaces, adding new capabilities, removing outmoded or discredited abilities and techniques, replacing inefficient code segments with more efficient ones, etc.
- Regression testing of modified versions of the software
- A report may be required, as specified in the task

5.2 DEVELOPMENT OF ANALYSIS METHODS AND PRODUCTION OF INSTRUCTION MANUALS:

Under this Task the Contractor's resource(s) must document instructions and procedures for existing analysis methods used in STAR that do not have formal instructions and procedures. This Task could include the requirement to document instructions and procedures for new analysis and display tools that are developed under this Task Authorization Contract. Under this Task the Contractor's resource(s) must identify the types of input required, the cases for which this particular analysis is suitable, the locations of the programs used in the analysis, and so on.

This task would result in a report deliverable.

5.3 DOCUMENTATION OF THE METHODS AND RESULTS OF SOFTWARE ANALYSIS TOOLS:

Under this Task the Contractor's resource(s) must examine STAR related analysis software identified as "black boxes" where the inputs, run procedures and outputs are known but the actual workings of the program is unknown. The Contractor's resource(s) must examine in

detail the workings of the programs in question and write reports describing the programs' analysis methods, listing the effects of various types of input and discussing the programs' results.

The task would result in a report deliverable.

5.4 ACOUSTIC AND NON-ACOUSTIC DATA ANALYSIS:

Under this Task the Contractor's resource(s) must use the STAR tools to perform data analysis. If required as part of the analysis the Contractor's resource(s) must be able to modify existing software or write new software in order to produce the required results.

This task would result in a report deliverable.

5.5 TECHNICAL SUPPORT FOR STAR -RELATED TRAINING, OS SUPPORT, AND SCRIPT DEVELOPMENT:

Under this Task the Contractor's resource(s) must provide individual and group training for the STAR applications and could include tasks such as: the development of a general training package tailored towards new users and as a refresher for existing users; providing technical support for running STAR on user operating systems; and, providing technical support for the development of new scripts.

A report may be required, as specified in the task.

5.6 INTEGRATION OF THE SPLIB AND SONLIB INTO EXISTING DRDC SYSTEMS, AS WELL AS SPECIFIC DEVELOPMENT AND SUPPORT:

Under this Task the Contractor's resource(s) must integrate existing SPLIB and SONLIB modules into current systems, and/or develop and support additional modules and integrate these modules into existing systems or new systems.

This task would result in a report deliverable.

5.7 DELIVERY OF PARTIAL OR COMPLETE ANALYSIS SYSTEMS:

Under this Task the Contractor's resource(s) must purchase equipment necessary to create an analysis system, install the STAR suite of software on this system, perform system integration and related software infrastructure development, and deliver the complete or partial system to DRDC Atlantic. This requires the Contractor's resource(s) to properly configure the STAR software suite for use on a system as specified in the Task(s) by the TA.

Hardware and commercial software licences in support of partial or complete analysis systems will be provided by DRDC as Government Furnished Equipment (GFE) or procured by the Contractor as required by an individual Task. Such hardware may include hard disks or other storage devices required for the Task delivery.

Equipment and/or software expenditures must be specifically authorized in advance in writing within the Task 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. All items purchased during the execution of the Task, and reimbursed by DRDC, become the property of DRDC and must be delivered to DRDC as part of the final deliverables.

This task would result in the delivery of the system and a report deliverable.

5.8 SUPPORT FOR DRDC SEA TRIALS:

Under this Task the Contractor's resource(s) must provide preparation and "at sea" support of the tools or analysis methodologies developed under other task(s) and this may include the design of experimental procedures. Task(s) involving experimental sea trials may require the use of towed arrays, sonobuoys, deployed and towed sources in support of research on sonar and could include tasks requiring the independent collection of sea trial data with associated infrastructure requirements such as arranging for the services of seagoing platforms and/or underwater scientific data acquisition systems.

This task would result in a report deliverable or in person support.

5.9 SUPPORT FOR THE PRODUCTION OF REPORTS (INCLUDING TEXT, AS WELL AS TABULATED AND PLOTTED RESULTS, AS APPROPRIATE) RESULTING FROM DATA ANALYSIS PERFORMED USING THE TOOLS LISTED ABOVE:

Under this Task the Contractor's resource(s) must take analysis results in conjunction with Tasks 5.1 through 5.4 and produce a report on these data. The Contractor's resource(s) must understand the data, what was done to them, and to write a technical document that describes and explains the results. When necessary, the Contractor's resource(s) must produce tables or graphic presentations of data related to the analysis for DRDC's future use.

This task would result in a report deliverable.

5.10 INTEGRATING STAR TO A THIRD PARTY SYSTEM:

Under this task the Contractor's resource(s) must connect STAR to a third party system or software to support research and analysis requirements and could include tasks such as developing new interfaces to software such as IDL, MATLAB and acoustic modelling software. This task may include elements of Tasks 5.1 through 5.4; and, Tasks 5.6 through 5.8.

This task would result in a report deliverable.

5.11 PROJECT MANAGEMENT

Under this task the Contractor's resource(s) must:

- Plan work activities conducted in each task authorization under this contract
- Track the work activities conducted in each task authorization under this contract
- Report on the work activities conducted in each task authorization under this contract.

This task would result in monthly progress reports, meeting agendas and meeting minutes.

6. DELIVERABLES

In addition to the return of all non-expended items (equipment, software, books, etc.) acquired by the Contractor's resource(s) in support of and claimed for under each Task, the deliverables must be:

- 6.1 Short monthly progress reports during the course of the contract in a MS Word format or via email to the TA as outline in the Task.
- 6.2 Meeting agenda(s) and/or meeting minutes for each planning meeting attended in format

acceptable to TA as outlined in the Task.

6.3 As outlined in each Task, the deliverables may consist of the following as specified in the Task's Statement of Work:

6.3.1 A software suite with the new capabilities

6.3.2 A report which could include:

- A final Contractor report summarizing the work which was done under the Task, focusing on the significance of the work, recommendations for future work, and key conclusions
- System configuration documentation, instructional, or training manuals outlining system modifications, procedures of analysis and training methods developed under the Task
- Software generated during the Contract (if any), with the new capabilities described in a Contractor report. Software shall be deemed to be delivered when it is checked into DRDC Atlantic's software configuration management system
- Trial management plan(s)
- Experimental trial plan(s)
- Trial "Hot Wash" report(s)
- Scientific reports related to the key scientific findings of analysis and trial results
- Executive level client-oriented reports and presentation for a senior DND / Royal Canadian Navy audience

The reports may be in the Contractor's own format but must be submitted in an editable MS WORD or a compatible equivalent electronic document version.

The Contractor must submit an outline of the 'Final Contractor Report' for the TA's review and acceptance prior to the development and submission of the report.

7. RESOURCE CATEGORIES

Resource Categories		Minimum Resources Required	Associated Tasks	Level of Effort Required for each category
A	Project Manager	1	5.1 – 5.11	5%
B	Senior Analyst	1	5.1 – 5.11	30%
C	Intermediate Analyst	1	5.1 – 5.11	25%
D & E	Senior Software Developer/Engineer	2	5.1 – 5.11	25%
F	Subject Matter Expert	1	5.1 – 5.11	15%

8. DATE OF DELIVERY

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

The Period of Performance for this Task Authorization Contract begins on the date of Contract award and has a duration of 60 months.

9. LANGUAGE OF WORK

All work and deliverables must be provided in English.

10. LOCATION OF WORK

The location of work will be identified in the individual Task (DND 626) documentation.

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

The Contractor may have access to DRDC Atlantic Research Facilities on an as and when requested basis (see 15. Special Considerations):

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

11. TRAVEL

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

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

12. MEETINGS

The Contractor or the Contractor's resource(s) will be required to attend project meetings identified in individual Task (DND 626).

13. GOVERNMENT SUPPLIED MATERIAL (GSM)

Any requirement for GSM will be identified in individual Task (DND 626).

14. GOVERNMENT FURNISHED EQUIPMENT (GFE)

A release of the STAR software suite will be provided as GFE.
Any requirement for additional GFE will be identified in individual Task (DND 626).

15. SPECIAL CONSIDERATIONS

15.1 DRDC SUPPORT

On an as-required basis, the Contractor or its resource(s) may have access to if approved by the TA:

1. DRDC computers with Microsoft Windows 7 (or newer), Linux, or Mac operating systems, and the IDL graphics package
2. the DRDC calibration tank
3. the DRDC calibration barge
4. the DRDC saltwater test tank

All of these facilities are shared and require advance booking. Usage needs must be determined early and booked through the TA. Specific Task(s) may require access to specific Department of National Defence (DND) facilities beyond this list.

As deemed appropriate by the TA, DRDC Atlantic reports and textbooks from the DRDC Atlantic library will be made available to the Contractor's resource(s) during the course of the individual Task(s). These must be returned prior to the completion of the individual Task(s).

15.2 REPORT STANDARD AND FORMAT

Reports will be to a standard acceptable to the initiator of the Task(s). Should a report not be in accordance with the requirement of the work the TA has the right to reject it or request its corrections. The final report must be delivered in the Contractor's format. Format of the report will be identified with each Task, the report will be required in English only in MS word or compatible equivalent and may be required in soft copy only or also in hardcopy as indicated on each Task.

15.3 APPROVAL PRIOR TO PUBLICATION

All manuscripts for publication in scientific journals or the like, abstracts of oral presentations and any releases that describe portions of the Contract work or related information must be submitted to the TA for approval of release. If the inadvertent presence of either Defence classified or proprietary material is determined, the TA will consult with the Contractor to redraft the relevant sections to their joint satisfaction to produce an unclassified text or theme without sensitive information. Review of manuscripts and releases will be completed within two months after receipt. Review of abstracts and any other releases will proceed rapidly and approval of release will follow without delay.

ANNEX B

BASIS OF PAYMENT

The tables below outline the "Estimated hours per Year" that will be used for the evaluation process only, and is not intended to estimate the actual utilization under the contract.

A. Firm all-inclusive hourly rate – Resources

Initial Contract Period – Date of Contract Award to end 60 months later

FY 19/20 (Date of Contract award to 31 March 2020)

Resource Categories	(A) Minimum Resources Required	(B) Estimated* Hours per Year	(C) Firm Hourly Rate	(D) Total Cost (BxC)
Project Manager	1	333		
Senior Analyst	1	2000		
Intermediate Analyst	1	1667		
Senior Software Developer/Engineer	2	1667		
Subject Matter Expert	1	1000		
Total Estimated Cost (Applicable Taxes Extra)				

FY 20/21 (April 1, 2020 to March 31, 2021)

Resource Categories	(A) Minimum Resources Required	(B) Estimated* Level of Effort	(C) Firm Hourly Rate	(D) Total Cost (BxC)
Project Manager	1	5%		
Senior Analyst	1	30%		
Intermediate Analyst	1	25%		
Senior Software Developer/Engineer	2	25%		
Subject Matter Expert	1	15%		
Total Estimated Cost (Applicable Taxes Extra)				

FY 21/22 (April 1, 2021 to March 31, 2022)

Resource Categories	(A) Minimum Resources Required	(B) Estimated* Level of Effort	(C) Firm Hourly Rate	(D) Total Cost (BxC)
Project Manager	1	5%		
Senior Analyst	1	30%		
Intermediate Analyst	1	25%		
Senior Software Developer/Engineer	2	25%		
Subject Matter Expert	1	15%		
Total Estimated Cost (Applicable Taxes Extra)				

FY 22/23 (April 1, 2022 to March 31, 2023)

Resource Categories	(A) Minimum Resources Required	(B) Estimated* Level of Effort	(C) Firm Hourly Rate	(D) Total Cost (BxC)
Project Manager	1	5%		
Senior Analyst	1	30%		
Intermediate Analyst	1	25%		
Senior Software Developer/Engineer	2	25%		
Subject Matter Expert	1	15%		
Total Estimated Cost (Applicable Taxes Extra)				

FY 23/24 (April 1, 2023 to 60 months from Contract award)

Resource Categories	(A) Minimum Resources Required	(B) Estimated* Level of Effort	(C) Firm Hourly Rate	(D) Total Cost (BxC)
Project Manager	1	5%		
Senior Analyst	1	30%		
Intermediate Analyst	1	25%		
Senior Software Developer/Engineer	2	25%		
Subject Matter Expert	1	15%		
Total Estimated Cost (Applicable Taxes Extra)				

*Estimated % of effort for each resource

Note – the Evaluated Financial Total will be based on the combined sum of the “Total Estimated Cost” of all the above tables.

B.MATERIALS: The Contractor to be paid for Equipment, Materials and Supplies for authorized Task Authorizations when supported by receipts at actual cost.

C.OTHER DIRECT CHARGES: at actual cost without profit.

D.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". Note that Incidental expenses are not reimbursed anymore, please consult the National Joint Travel Directive for more information.

All travel must have the prior written authorization of the Technical Authority.
All payments are subject to government audit.

**Total Estimated Amount to a Limitation of Expenditure:
Refer to Article 7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations
of the Contract's T&Cs**

With the exception of the firm rate(s) and firm price(s), the amounts shown in the various items

specified above are estimates only. Changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Technical Authority and provided that the estimated cost does not exceed the aforementioned Limitation of expenditure.

ANNEX C

EVALUATION CRITERIA

See attached

ANNEX D

SECURITY REQUIREMENTS CHECK LIST

See attached

ANNEX E

SRCL SUPPLEMENTAL SECURITY CLASSIFICATION GUIDE

See attached

ANNEX F

INFORMATION TECHNOLOGY SECURITY REQUIREMENTS

See attached

ANNEX G

DND TASK AUTHORIZATION FORM 626

See attached

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)

ANNEX C - EVALUATION CRITERIA

1. MANDATORY EVALUATION CRITERIA

In their proposals, bidders must demonstrate they meet the following mandatory criteria.

For the Point-Rated Criteria, there are no individual minimum requirements. A minimum overall combined score of 138 points is required.

1.1 Bidder Experience

	CRITERIA	MET	NOT MET	Please Cross Reference to Specific Pages in your Proposal
M1	The Bidder must propose at least one resource that has a minimum of 15 days experience leading* shipborne experimental sea trials within the last 36 months. *Leading is defined as creating and executing an experimental test plan.			

1.2 Project Manager Experience (A)

	CRITERIA	MET	NOT MET	Please Cross Reference to Specific Pages in your Proposal
MA1	The Bidder's proposed resource must have a minimum of 48 months of demonstrated experience in the last 180 months in the direct management of a project.			

1.3 Senior Analyst Experience (B)

	CRITERIA	MET	NOT MET	Please Cross Reference to Specific Pages in your Proposal
MB1	The Bidder must propose a minimum of one resource with a minimum of 48 months experience in the last 60 months in analyzing, interpreting, and reporting			

ANNEX C - EVALUATION CRITERIA

	on theoretical and experimental measurements in underwater acoustic signal processing.			
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1.4 Intermediate Analyst Experience (C)

	CRITERIA	MET	NOT MET	Please Cross Reference to Specific Pages in your Proposal
MC1	The Bidder must propose a minimum of one resource with a minimum of 36 months experience in the last 48 months in analyzing, interpreting, and reporting on theoretical and experimental measurements in underwater acoustic signal processing.			

1.5 Senior Software Developer/Engineer #1 Experience (D)

	CRITERIA	MET	NOT MET	Please Cross Reference to Specific Pages in your Proposal
MD1	The Bidder must propose a minimum of one resource with a minimum of 48 months experience in the last 60 months in developing and testing software for the processing of acoustic signals on Linux, Windows, and Macintosh operating systems.			

1.6 Senior Software Developer/Engineer #2 Experience (E)

	CRITERIA	MET	NOT MET	Please Cross Reference to Specific Pages in your Proposal
ME1	The Bidder must propose a minimum of one resources with a minimum of 48			

ANNEX C - EVALUATION CRITERIA

	months experience in the last 60 months in developing and testing software for the processing of acoustic signals on Linux, Windows, and Macintosh operating systems.			
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1.7 Subject Matter Expert (F)

	CRITERIA	MET	NOT MET	Please Cross Reference to Specific Pages in your Proposal
MF1	The Bidder must propose a minimum of one resource with a minimum of 180 months of experience in the last 240 months in underwater acoustic signal processing.			

2. POINT-RATED EVALUATION CRITERIA

2.1 Senior Analyst Experience (B)

	POINT-RATED EVALUATION CRITERIA	POINT BREAKDOWN STRUCTURE	Minimum	Maximum	Please Cross Reference to Specific Pages in your Proposal
PB1	The Bidder should demonstrate that the proposed analyst resource has experience in acoustic and non-acoustic analysis related to sonar detection, classification, localization and tracking algorithms and associated data analysis.	0-12 months = 0 points 13-24 months = 5 points 25 or more months = 10 points		10	
PB2	The Bidder should demonstrate that the proposed analyst resource has experience in acoustic and non-acoustic analysis related to multistatic active sonar tracking.	0-12 months = 0 points 13-24 months = 5 points 25 or more months = 10 points		10	

ANNEX C - EVALUATION CRITERIA

PB3	The Bidder should demonstrate that the proposed analyst resource has experience in acoustic and non-acoustic analysis related to towed array data.	0-12 months = 0 points 13-24 months = 5 points 25 or more months = 10 points			10		
PB4	The Bidder should demonstrate that the proposed analyst resource has experience in acoustic and non-acoustic analysis related to sonobuoys.	0-12 months = 0 points 13-24 months = 5 points 25 or more months = 10 points			10		
PB5	The Bidder should demonstrate that the proposed analyst resource has experience in acoustic and non-acoustic analysis related to remote acoustic sensors.	0-12 months = 0 points 13-24 months = 5 points 25 or more months = 10 points			10		
PB6	The Bidder should demonstrate that the proposed analyst resource has experience in acoustic and non-acoustic analysis related to continuous active sonar.	0-24 months = 0 points 24-36 months = 10 points 37 or more months = 20 points			20		
PB7	The Bidder should demonstrate that the proposed analyst resource has experience in producing publication-quality material for technical documents.	0-24 months = 0 points 24-36 months = 10 points 37 or more months = 20 points			20		
			TOTAL		90		

2.2 Intermediate Analyst Experience (C)

ANNEX C - EVALUATION CRITERIA

POINT-RATED EVALUATION CRITERIA	POINT BREAKDOWN STRUCTURE	Minimum	Maximum	Please Cross Reference to Specific Pages in your Proposal
PC1 The Bidder should demonstrate that the proposed analyst resource has experience in acoustic and non-acoustic analysis related to sonar detection, classification, localization and tracking algorithms and associated data analysis.	0-9 months = 0 points 10-18 months = 4 points 19 or more months = 8 points		8	
PC2 The Bidder should demonstrate that the proposed analyst resource has experience in acoustic and non-acoustic analysis related to multistatic active sonar tracking.	0-9 months = 0 points 10-18 months = 4 points 19 or more months = 8 points		8	
PC3 The Bidder should demonstrate that the proposed analyst resource has experience in acoustic and non-acoustic analysis related to towed array data.	0-9 months = 0 points 10-18 months = 4 points 19 or more months = 8 points		8	
PC4 The Bidder should demonstrate that the proposed analyst resource has experience in acoustic and non-acoustic analysis related to sonobuoys.	0-9 months = 0 points 10-18 months = 4 points 19 or more months = 8 points		8	
PC5 The Bidder should demonstrate that the proposed analyst resource has experience in acoustic and non-acoustic analysis related to remote acoustic sensors.	0-9 months = 0 points 10-18 months = 4 points 19 or more months = 8 points		8	
PC6 The Bidder should demonstrate that the	0-18 months = 0 points		16	

ANNEX C - EVALUATION CRITERIA

	proposed analyst resource has experience in acoustic and non-acoustic analysis related to continuous active sonar.	19-27 months = 8 points 28 or more months = 16 points			
PC7	The Bidder should demonstrate that the proposed analyst resource has experience in producing publication-quality material for technical documents.	0-18 months = 0 points 19-27 months = 8 points 28 or more months = 16 points	16		
		TOTAL	72		

2.3 Senior Software Developer/Engineer #1 Experience (D)

	POINT-RATED EVALUATION CRITERIA	POINT BREAKDOWN STRUCTURE	Minimum	Maximum	Please Cross Reference to Specific Pages in your Proposal
PD1	The Bidder should demonstrate that the proposed Software Developer/Engineer resource has experience in embedded systems (e.g. PC-104 or other architectures).	0-11 months = 0 points 12 or more months = 2 points		2	

ANNEX C - EVALUATION CRITERIA

PD2	<p>The Bidder should demonstrate that the proposed Software Developer/Engineer resource has experience in software development with:</p> <p>C / C++; Standard Template Library (STL) and C++ Templates; CMAKE build tools;</p>	<p>0-12 months = 0 points 13-24 months = 4 points 25 or more months = 8 points</p>		<p align="center">8</p>	
PD3	<p>The Bidder should demonstrate that the proposed Software Developer/Engineer resource has a minimum 12 months experience in software development with:</p> <ul style="list-style-type: none"> • The "DOXYGEN" documentation generator for C++ and C • Qt and Qwt; • Python; • Sqlite, eigen, libsndfile, rtaudio, wavpak; 	<p>0-11 months = 0 points 12 or more months = 4 points</p>		<p align="center">4</p>	
PD4	<p>The Bidder should demonstrate that the proposed Software Developer/Engineer resource has experience in software development with:</p> <ul style="list-style-type: none"> • FFTW • Subversion configuration management tool; 	<p>0-11 months = 0 points 12 or more months = 4 points</p>		<p align="center">4</p>	
PD5	<p>The Bidder should demonstrate that the proposed Software Developer/Engineer resource has experience in software development with:</p> <p>IDL (Interactive Display Language).</p>	<p>0-12 months = 0 points 13-24 months = 4 points 25 or more months = 7 points</p>		<p align="center">7</p>	

ANNEX C - EVALUATION CRITERIA

PD6	<p>The Bidder should demonstrate that the proposed Software Developer/Engineer resource has experience with DRDC Software Suites: Software Tools for Analysis and Research (STAR) including Acoustic Cetacean Detection Capability (ACDC); Omni Passive Display (OPD); STAR-IDL; STAR++; SPPACS (Signal Processing Package); SPLIB (Signal Processing Library); SPLIB++; SONLIB (Sonar Library); and SONLIB++.</p>	<p>0-12 months = 0 points 13-24 months = 2 points 25 or more months = 4 points</p>		4	
PD7	<p>The Bidder should demonstrate that the proposed Software Developer/Engineer resource has experience producing publication-quality material for technical documents.</p>	<p>0-12 months = 0 points 13-24 months = 3 points 25 or more months = 6 points</p>		6	
		TOTAL		35	

2.4 Senior Software Developer/Engineer #2 Experience (E)

POINT-RATED EVALUATION CRITERIA	Minimum	Maximum	Please Cross
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ANNEX C - EVALUATION CRITERIA

		POINT BREAKDOWN STRUCTURE			Reference to Specific Pages in your Proposal
PE1	The Bidder should demonstrate that the proposed software developer/Engineer resource has experience in embedded systems (e.g. PC-104 or other architectures).	0-11 months = 0 points 12 or more months = 2 points		2	
PE2	The Bidder should demonstrate that the proposed Software Developer/Engineer resource has experience in software development with: C / C++; Standard Template Library (STL) and C++ Templates; CMAKE build tools;	0-12 months = 0 points 13-24 months = 4 points 25 or more months = 8 points		8	
PE3	The Bidder should demonstrate that the proposed Software Developer/Engineer resource has a minimum 12 months experience in software development with: <ul style="list-style-type: none"> • The "DOXYGEN" documentation generator for C++ and C • Qt and Qwt; • Python; • Sqlite, eigen, libsndfile, rtaudio, wavpak 	0-11 months = 0 points 12 or more months = 4 points		4	
PE5	The Bidder should demonstrate that the proposed Software Developer/Engineer resource has experience in software development with: <ul style="list-style-type: none"> • FFTW; 	0-11 months = 0 points 12 or more months = 4 points		4	

ANNEX C - EVALUATION CRITERIA

	<ul style="list-style-type: none"> Subversion configuration management tool; 				
PE9	The Bidder should demonstrate that the proposed Software Developer/Engineer resource has experience in software development with: IDL (Interactive Display Language).	0-12 months = 0 points 13-24 months = 4 points 25 or more months = 7 points	7		
PE10	The Bidder should demonstrate that the proposed Software Developer/Engineer resource has experience with DRDC Software Suites: Software Tools for Analysis and Research (STAR) including Acoustic Cetacean Detection Capability (ACDC); Omni Passive Display (OPD); STAR-IDL; STAR++; SPPACS (Signal Processing Package); SPLIB (Signal Processing Library); SPLIB++; SONLIB (Sonar Library); and SONLIB++.	0-12 months = 0 points 13-24 months = 2 points 25 or more months = 4 points	4		
PE11	The Bidder should demonstrate using project descriptions that the proposed Software Developer/Engineer resource has experience producing publication-quality material for technical documents.	0-12 months = 0 points 13-24 months = 3 points 25 or more months = 6 points	6		
		TOTAL	35		

ANNEX C - EVALUATION CRITERIA

2.5 Subject Matter Expert (F)

	POINT-RATED EVALUATION CRITERIA	POINT BREAKDOWN STRUCTURE	Minimum	Maximum	Please Cross Reference to Specific Pages in your Proposal
PF1	The Bidder should demonstrate that the proposed Subject Matter Expert resource has experience in underwater acoustic signal processing.	0-180 months = 0 points 180-240 months = 15 points 241-300 months = 30 points 300plus months = 45 points		45	
		TOTAL	-	45	



Contract Number / Numéro du contrat W7707-196533
Security Classification / Classification de sécurité UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DEPARTMENT OF NATIONAL DEFENCE	2. Branch or Directorate / Direction générale ou Direction ADM(S&T) / DRDC Atlantic Research Centre
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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
Task Authorization Contract: Enhancements, Analysis, and Maintenance of Software Tools for Analysis and Research (STAR)

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?
 No / Non 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?
 No / Non 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?
 No / Non Yes / Oui

(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.
 No / Non 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?
 No / Non 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 checked="" type="checkbox"/>	Foreign / Étranger <input checked="" 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 checked="" type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input checked="" type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input checked="" type="checkbox"/>	Restricted to: / Limité à: <input checked="" type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays: Canada, Canadian Permanent Residents, United States, United Kingdom, Norway, and Italy	Specify country(ies): / Préciser le(s) pays: Canada, Canadian Permanent Residents, United States, Australia, United Kingdom and New Zealand

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input checked="" type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input checked="" type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input checked="" type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input checked="" type="checkbox"/>	NATO SECRET / NATO SECRET <input checked="" type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input checked="" type="checkbox"/>
SECRET / SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input checked="" 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"/>



Contract Number / Numéro du contrat W7707-196533
Security Classification / Classification de sécurité UNCLASSIFIED

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 / Non Yes / 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 / Non Yes / Oui

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

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

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

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

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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



Contract Number / Numéro du contrat W7707-196533
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Dave Hooper	Title - Titre Project Manager	Signature 	
Telephone No. - N° de téléphone (902) 407-0500	Facsimile No. - N° de télécopieur (902) 407-8792	E-mail address - Adresse courriel david.hooper@forces.gc.ca	Date 25 March 2019
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Dawn Murray - DDSO - Industrial Security SRCL Team Lead	Title - Titre	Signature 	
Telephone No. - N° de téléphone 613-0996-0074	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel E-mail: dawn.murray@forces.gc.ca	Date 19 April 2019
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) MacNeil, Blaine	Title - Titre Digitally signed by MacNeil, Blaine	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur 613-0996-0074	E-mail address - Adresse courriel 613-0996-0074	Date 2019-10-16 14:03:23 -03'00'
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
David Vrooman Contract Security Officer, Contract Security Division david.vrooman@tpsgc-pwpsc.gc.ca Tel/Tél 613-957-1261 / Fax/Télec 613-954-4171	Title - Titre	Signature Vrooman, David	Digitally signed by Vrooman, David Date: 2019.06.18 15:03:28 -04'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Security Requirement Checklist (SRCL) Supplemental Security Classification Guide

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

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

Security Requirement Checklist (SRCL) Supplemental Security Classification Guide

SECRET clearance with CEO applies		
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*When release restrictions are indicated, specify if permanent residents are allowed to be included.

Part B - Multiple Levels of Personnel Screening: Security Classification Guide			
To be completed in addition to SRCL question 10.a) when multiple levels of personnel screening are therein identified. Indicate which personnel screening levels are required for which portions of the work/access involved in the contract.			
Level of Personnel Clearance (e.g. Reliability, Secret)	Position / Description/Task	Access to sites and/or information. Levels of Information to be accessed.	Citizenship Restriction (if any)
Reliability Status	Meetings and administration	For site access to DRDC Atlantic Research Centre facilities.	No release restrictions
Secret (access to Information/assets)	Tasks under the Contract with a security requirement of "SECRET". Includes access to SECRET information for the purposes of research, analysis, trials support and reporting.	For access to DRDC Atlantic Research Centre facilities for classified meetings up to SECRET. Access to classified information up to SECRET. Document/data safeguarding up to SECRET at the Contractor's facilities.	Not releasable
NATO Secret (access to information/assets)	Tasks under the Contract with a security requirement of "NATO SECRET". Includes access to NATO SECRET information for the purposes of research, analysis, trials support and reporting.	For access to NATO facilities (e.g. NATO Centre for Maritime Research and Experimentation – CMRE). For meetings at NATO SECRET and for access to up to NATO SECRET information. Document/data safeguarding up to NATO SECRET at the Contractor's facilities.	Restricted to: Canada, Canadian Permanent Residents, United States, United Kingdom, Norway, and Italy
NATO Secret (access to information/assets)	Tasks under the Contract with a security requirement of "NATO SECRET". Includes access to NATO SECRET information for the purposes of research, analysis, trials support and reporting.	For access to NATO facilities (e.g. NATO Centre for Maritime Research and Experimentation – CMRE). For meetings at NATO SECRET and for access to up to NATO SECRET information. Document/data safeguarding up to NATO SECRET at the Contractor's facilities.	All NATO Countries
Foreign Secret (access to information/assets)	Tasks under the Contract with a security requirement of	For access to Foreign facilities (e.g. Defence Science and Technology	Restricted to: Canada, United States, Australia, United

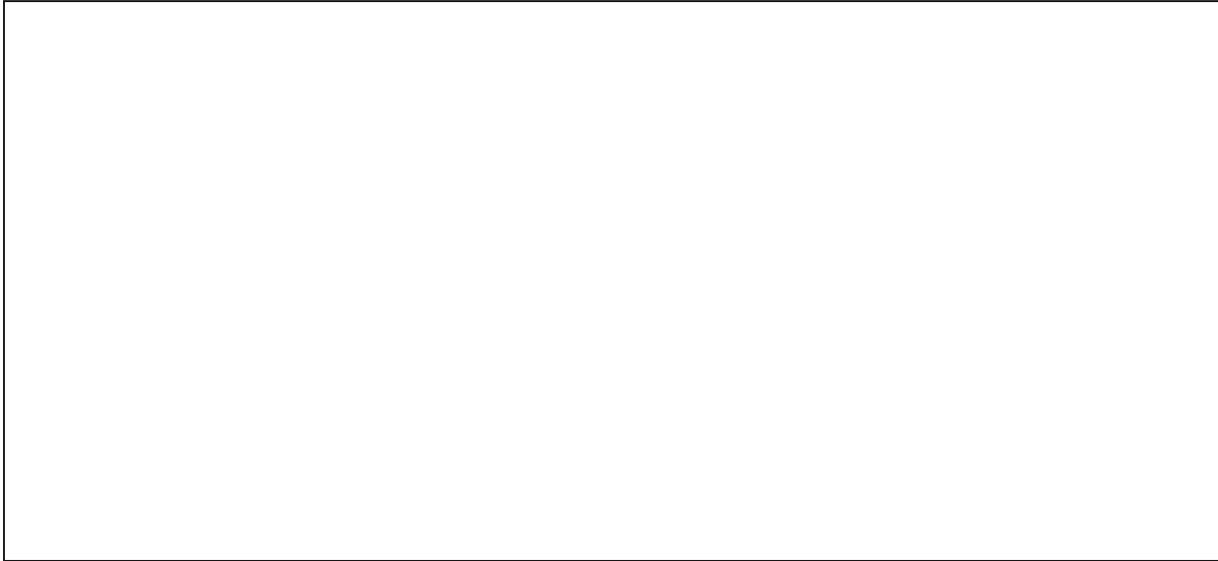
Security Requirement Checklist (SRCL) Supplemental Security Classification Guide

	“[FOREIGN] SECRET”. Includes access to [FOREIGN] SECRET information for the purposes of research, analysis, trials support and reporting.	Group / Australian Department of Defence). For meetings at [FOREIGN] SECRET and for access to up to [FOREIGN] SECRET information. Document/data safeguarding up to [FOREIGN] SECRET will be done at DRDC Atlantic Research Centre.	Kingdom and New Zealand
Secret (IT media)	Tasks under the use of Contractor IT systems to perform analysis of Secret data and the production of electronic reports at the Contractor’s facilities.	For receiving and storing Secret electronic information or assets on the Contractor’s site in order to perform data analysis and reporting using Contractor computer systems.	Not releasable
NATO Secret (IT Media)	Tasks under the use of Contractor IT systems to perform analysis of NATO Secret data and the production of electronic reports at the Contractor’s facilities.	For receiving and storing NATO Secret information or assets on the Contractor’s site in order to perform data analysis and reporting using Contractor computer systems.	Restricted to: Canada, Canadian Permanent Residents, United States, United Kingdom, Norway, and Italy
NATO Secret (IT Media)	Tasks under the use of Contractor IT systems to perform analysis of NATO Secret data and the production of electronic reports at the Contractor’s facilities.	For receiving and storing NATO Secret information or assets on the Contractor’s site in order to perform data analysis and reporting using Contractor computer systems.	All NATO Countries

Part C – Safeguards / Information Technology (IT) Media – 11d = yes
<p>IT security requirements must be specified in a separate technical document and submitted with the SRCL</p> <p>This SRCL contains an IT requirement. Electronic data from at-sea sonar trials will be provided to the Contractor and will consist of unclassified and classified data up to SECRET and NATO SECRET on CD / DVD and hard disks. The Contractor will be required to use its IT systems to process this data, perform analysis and produce reports. The applicable CISD physical inspections, approvals and authorities must be obtained prior to the Contractor using its IT systems to electronically process, produce or store classified information or data.</p>

Security Requirement Checklist (SRCL)
Supplemental Security Classification Guide

OTHER SECURITY INTRUCTIONS

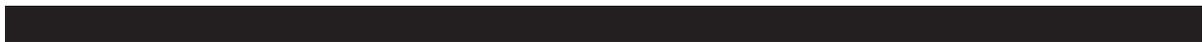
A large, empty rectangular box with a thin black border, occupying the upper half of the page. It is intended for the user to provide additional security instructions.

Department of National Defence (DND)
Information Technology Security Requirements
For
Contract W7707-196533

RELEASE HISTORY

Serial	Date Release	Version	Amendments Details
1	17 Apr 2018	1	Initial Draft
1	20 Apr 2018	1.1	Added MFD maintenance / disposal (3.8.4)
1	25 Apr 2018	1.2	Added rules on: IT Connections (2.5.7) Topology diagram (3.3.3) Log files modify / delete (3.3.9)
1	26 Apr 2018	1.3	Added advice on IT Security requirements selection (1.3)
1	03 May 2018	1.4	Amended as per comments from Mr. Lamoureux

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1.1 This document outlines the Information Technology (IT) Security requirements for the Department of National Defence's (DND) current contract W7707-196533 for the processing, production and/or storage of sensitive information up to and including the level of SECRET / NATO SECRET. Considering the IT portion of the Security clearance being contract specific, the intent of this document is to establish the minimum IT Security safeguards required for the processing, production and/or storage of sensitive information be approved by the DND authority.

1.2 Security is based upon layers of protection; that is, in order for the requirements of the IT Security (ITSEC) to effectively safeguard the information, they must be preceded and supported by other aspects of security and their associated policies. Prior to engaging in the contracted efforts, in accordance with the Policy on Government Security (PGS) and ITSEC related Policy, Directive and Standards, physical, personnel, procedural and information security safeguards, must exist prior to the implementation of ITSEC safeguards.

1.3 As a part of selecting contractual IT Security safeguards, Project Leads should carefully consider the impact of the selected IT security safeguards on cost, schedule and operational requirements. Project Leads should be looking for a reasonable trade-off between the incremental cost of security requirements and the risk mitigation that would result from their use. The DND DIM Secur can assist Project Leads with these decisions, when requested.

2.1. PSPC Validation for Physical Security

2.1.1 The application of the ITSEC safeguards listed in this document are based on the *mandatory requirement* that the physical premises have been inspected, assessed and authorized to process, produce and store SECRET / NATO SECRET information. Validation must be provided by the Canadian Industrial Security Directorate (CISD), Public Services & Procurement Canada (PSPC).

2.1.2 The Contractor must inform CISD and the DND Project Lead of all physical sites where contractual information will be processed, produced and/or stored. This includes as applicable but is not limited to the main/secondary contractor's offices, construction site, back-up storage location, and partner's / sub-contractor's offices.

2.1.3 Upon validation, CISD will notify the DND Project Lead, the Director Defence Security Operations (DDSO) Industrial Security Lead and the Directorate Information Management Security (DIM Secur) Operations of the successful completion of this requirement. Every site must be granted a Facility Security Clearance (FSC), a Designated Organisation Screening (DOS) or a Document Safeguarding Capability (DSC) as applicable, and be cleared for SECRET / NATO SECRET IT Security by CISD prior to be authorized to process, produce and/or store government sensitive information, up to and including SECRET / NATO SECRET.

2.1.4 IT Links are not required for this contract.

2.1.5 W7707-196533 has been evaluated at the SECRET / NATO SECRET level, the contractor is required to conform to the Communication Security Establishment (CSE) Emanation Security (EMSEC) specifications as depicted in CSE ITSG-11A. This publication can be obtained from CISD or the DND Project Lead.

2.2. Physical Security

2.2.1 The IS (identified herein as the "STAR IS [Software Tools for Research and Analysis Information System]") must be installed and be operated in a security zone or in a temporary security zone in accordance with the RCMP G1-026.

2.2.2 Access to the security zone or temporary security zone must be controlled by an Access Control List (ACL). The ACL must be affixed inside the security zone where the STAR IS is installed and operated.

2.2.3 Processing, production and/or storage of contractual information must only be performed in the facility(s) which has been authorized by CISD.

2.2.4 Processing, production and/or storage of contractual information must not be performed outside Canada.

2.2.5 Mobile computing / Teleworking involving the STAR IS is not authorised on this contract.

2.3. Personnel Security

2.3.1 All contractor personnel who have access to processed, produced or stored contractual SECRET / NATO SECRET information must each hold a valid personnel security screening at the SECRET / NATO SECRET level, must be a Canadian citizen and have a “*need to know*”. Contractor’s security screening SECRET / NATO SECRET must granted and be tracked by CISD.

2.3.2 All contractor personnel handling contractual sensitive information must be provided training/briefing session coordinated and delivered by the Company Security Officer (CSO or by the Alternate CSO (ACSO). This training must make reference to the Industrial Security Manual (ISM) and other security publications as determined by the DND Project Lead.

2.3.3 No foreign national can have the capability to affect the Confidentiality, Integrity and Availability of the data without a valid personnel security screening at the SECRET / NATO SECRET level and the prior approval from the CISD International section and the DND Project Lead.

2.3.4 Access to the zone where contractual information is being processed, produced and/or stored is prohibited to visitors, personnel not holding a valid personnel security screening at the SECRET / NATO SECRET level and personnel not previously authorised unless escorted at all times by an authorised contractor.

2.4. Procedural Security

2.4.1 The Contractor must create System IT Security Orders and Standard Operating Procedures (SOP) specifying as a minimum; roles and responsibilities, access management, acceptable use and incident management as it relates to the operation and maintenance of STAR IS.

2.4.2 All personnel having access to the IS must read the System IT Security Orders and sign a user agreement form.

2.4.3 The STAR IS must be administered and be maintained internally by individual(s) possessing at least, valid personnel security screening at the SECRET / NATO SECRET level. The STAR IS must not be remotely accessible.

2.4.4 The Contractor must continually monitor its overall security posture including; physical, personnel, procedural, information and IT security and inform CISD and the DND Project Lead of any changes that could potentially impact the security of the contractual information.

2.5. Information Security

2.5.1 Contractual information must be exchanged between the DND Project Lead, and all levels of contractor/sub-contractor companies using hard copy documents, IT media and/or an approved IT link. Hard copy documents and IT media and must be handled and be transported in accordance with Government of Canada guidelines (RCMP G1-009 “Operational Security Standard on Physical; Security”).

2.5.2 All hard copy documents and other media must be marked with the appropriate security designation or classification and be afforded a unique identifier to ensure positive control and tracking.

2.5.3 All hard copy documents and IT media will be packaged appropriately and be transmitted with a covering letter and a transmittal form or circulation slip marked to indicate the highest level of designation or classification of the attachments as stated in the contracts Security Requirements Check List (SRCL) as well as the date of transmission, the document unique identifier, the originator, and the destination.

2.5.4 All contractual information must be segregated from other contractual and corporate information in a way which allows all contractual information to be immediately security wiped upon request from CISD or the DND Project Lead.

2.5.5 Contractual information must not be stored using external “cloud” technology.

2.5.6 IT links are not authorized between the DND environment and the Contractor or the contractor and any other level of contractor/sub-contractor unless CISD and the DND Project Lead have been made aware and have authorised it. The IT link must be inspected and be validated by CISD.

2.5.7 IT Connections are not authorized between the STAR IS and any other network, system or equipment unless CISD and the DND Project Lead have been made aware and have authorised it. An additional IT security inspection may be required to validate and authorize the IT connection.



3.1. IT Security Policy Compliance and Monitoring

3.1.1 On a frequency and schedule to be determined by the DND ITSC, DND retains the right to conduct inspections of the Contractor’s facility to ensure compliance with the IT Security Requirements herein as well as the Government of Canada standards and policies with respect to the prevention, detection, response and recovery requirements as depicted in the TBS *Operational Security Standard: Management of Information Technology Security (MITS)*.

3.2. IT Equipment

3.2.1 A list of all equipment forming the STAR IS must be maintained by the Contractor. The list of equipment must contain but not be limited to: equipment description, quantity, make and model. If requested, the list of equipment must be made available to CISD and the DND Project Lead.

3.2.2 The contractor must inform CISD and the DND Project Lead of any major change to the STAR IS IT equipment.

3.3. IT System Configuration

3.3.1 The equipment used to process, produce and/or store the contractual information must consist of Commercial of the Shelf (COTS) equipment and must be labelled commensurate with the contractual information sensitivity SECRET / NATO SECRET level.

3.3.2 The STAR IS must be configured as a closed Local Area Network.

3.3.3 A topology diagram of the STAR IS must be provided upon request, to CISD and the DND Project Lead. The diagram must consist of a high level system design and include any IT links to other entities and/or connections to other networks / systems.

3.3.4 If configured as a segment of the contractor's corporate network, the contractor must segregate its corporate network into IT security zones and implement perimeter defence and network security safeguards. CSE provides the ITSG-38 and ITSG-22 guidelines on this specific subject. Details on segregation methodology (i.e. topology diagram and other documents as deemed necessary) must be provided to the DND Project Lead for evaluation. Network perimeter defence safeguards (e.g. firewalls, routers, etc.) must be used to mediate all traffic and to protect servers that are externally accessible.

3.3.5 All equipment interconnectivity must comply with 2.1.5 above, must be identifiable from the corporate system wiring, must be controlled and monitored to prevent inadvertent or deliberate connection to any unauthorised equipment, network or infrastructure.

3.3.6 Workstation(s) and server(s) (if applicable), must be configured with removable and/or external hard drives.

3.3.7 The STAR IS must operate on a supported Operating System (OS). OS security patches must be updated regularly; at least on a monthly basis. The OS must be configured to disable unnecessary processes and ports. The STAR IS SOP must identify the frequency and the method used to update the OS security patches and provide details on the OS configuration.

3.3.8 A supported antivirus application must be installed and be operational on the STAR IS. The antivirus definition files must be updated regularly; at least on a monthly basis. The antivirus application must be configured to automatically scan the STAR IS at power-on or on a

set interval. Every new file introduced onto the STAR IS must be scanned for viruses. The STAR IS SOP must identify the frequency and the method used to update its definition files as well as the configuration of the antivirus application.

3.3.9 Only applications required by the contract must be installed on the STAR IS. Application patches must be kept up to date and be managed through a defined configuration management process. The STAR IS SOP must list every installed application and identify the application patch management process.

3.3.10 OS log files must be active and be reviewed at least on a monthly basis. The review must consist of but not be limited to: unsuccessful login attempts, unauthorised changes to the system hardware / firmware / software, unusual system behaviour, unplanned disruption of systems / services, system errors, etc. Only system administrators shall be allowed to modify or delete log files. The STAR IS SOP must identify the frequency and the method used to review OS log files.

3.3.11 The use of wireless capabilities on the STAR IS is strictly prohibited.

3.4. Authorization and Access Control

3.4.1 The contractor must provide the DND Project Lead with a list of all individuals who have access to the contractual information. The list must also provide the type of account set for each user.

3.4.2 Specific user account must be created for each user. User accounts must never be share.

3.4.3 Specific administrator account must be created for each system administrator. If an administrator is also required to operate the STAR IS, a separate user account must be created for his/her operation of the system.

3.4.4 There must be no generic account on the STAR IS.

3.4.5 User accounts must be configured for limited privileges and must allow access only to files and folder required by the users to perform their duties.

3.4.6. Every account must be protected by a password. The passwords must: never be shared, consist of at least 8 characters and be composed of a combination of a minimum of three of the following: upper case, lower case, numerical and special character. Passwords must be changed at first login and subsequently, every 90 days. The OS remember option must be disabled, and the last 10 password changes be remembered.

3.4.7 System default administrator passwords must be changed. The new administrator password must be written and be placed in a sealed envelope. The envelope must be safeguarded commensurate with the highest level of contractual information SECRET / NATO SECRET and be locked in an approved security container in accordance with 2.5.1 above.

3.4.8 The STAR IS SOP must include an Authorization and Access Control process depicting the user addition and removal process.

3.5. IT Media

3.5.1 Every IT media, including removable and external hard drives, used to process, produce and/or store contractual information must be dedicated to this contract only.

3.5.2 Every IT media, including removable and external hard drives, must be afforded a unique identifier to ensure positive control and tracking.

3.5.3 Every IT media, including removable and external hard drives, must be identified and itemized by Designation or Classification, releasability caveat, model and serial number (if applicable). A list of all IT media, including removable and external hard drives, must be maintained by the Contractor. The list of IT media must contain but not be limited to: media description (CD/DVD, Memory stick ...), serial number if applicable, and unique identifier. If requested, the list of IT media must be made available to CISD and the DND Project Lead.

3.5.4 Every IT media, including removable and external hard drives, must be labelled. The label must contain: the highest level of information sensitivity SECRET / NATO SECRET it contains, the Contract number and the IT media unique number. If a label cannot be affixed directly on the IT media (i.e. memory sticks), the label must be attached to it using a string or other means.

3.5.5 All IT media, including removable and external hard drives, must be safeguarded commensurate with the contractual information sensitivity level SECRET / NATO SECRET. When not being used, all IT media (including failed, life cycled and longer required media) must be locked in an approved security container in accordance with 2.5.1 above.

3.5.6 The location of all IT media must be controlled via the use of a log book. The "IT media log book" must contain but not be limited to: the media description, unique identifier, the date it was removed from and returned to the approved container and, the initials of the individual who took the media.

3.5.7 In the event that equipment requires maintenance, support or replacement, NO IT MEDIA containing contractual information must be given or be made available to an outside vendor or service provider.

3.5.8 Throughout the duration of the contract, IT media that failed, is being life cycled or is no longer required must be disposed of in accordance with the "Disposal" section of this document.

3.6. Document Printing / Reproduction

3.6.1 The Contractor is authorized to print and/or reproduce contractual sensitive documents within the contractor's premises. External printing / reproduction services must be approved / authorized by CISD and the DND Project Lead.

3.6.2 Printers, plotters, scanners and/or Multi-Function Devices (MFD) used on W7707-196533 must not be equipped with internal hard drives. If unfeasible, printers, plotters, scanners and/or MFD must be equipped with removable hard drives.

3.6.3 The use of MFD is authorized if connected only to the STAR IS. Connection to other devices, network or telephone line is strictly prohibited.

3.6.4 When controlled documents (as identified by the DND Project Lead) are being reproduced, every copy of the original document must be afforded a unique identifier to ensure positive control and tracking.

3.6.5 In the event that printing and reproduction services are sub-contracted, the sub-contractor must abide by the contract specific "**Information Technology Security Requirements**" herein.

3.6.6 For the maintenance and disposal of printers, plotters, scanners and/or MFD, instructions provided in the "Disposal" section herein must be applied.

3.7. Recovery

3.7.1 The STAR IS SOP must include details on back-up frequency, methodology and storage.

3.7.2 The Contractor must elaborate and document a system disaster recovery plan. The STAR IS SOP must include details on the recovery, restoration, tests frequency, and methodology.

3.8. Disposal

3.8.1 The disposal of IT media (media that failed, is being life cycled or is no longer required), including removable and external hard drives, used on W7707-196533 must be authorized in advance by the DND Project Lead and must be documented / tracked. The local disposal of IT media is prohibited.

3.8.2 The disposal of IT media must be tracked via the use of a certificate of destruction (DND Project Lead will provide template) and a document Transit and receipt form (DND Project Lead will provide template). The contractor must retain a copy of every IT disposal evidence document and if requested, must make the evidence available to CISD and the DND Project Lead.

3.8.3 All IT media containing contractual information must be given to the DND Project Lead at the end of the contract.

3.8.4 The following process must be applied prior to removing printers, plotters, scanners and/or Multi-Function Devices (MFD) used on W7707-196533 for maintenance or disposal:

3.8.4.1 If the equipment contains an internal/external hard drive or any other non-volatile memory device, the hard drive and/or non-volatile memory must be removed and be disposed of as indicated above.

3.8.4.2 Volatile Memory (RAM, DRAM, SRAM) must be sanitized by removing all power for 24 hours. Ensure there is no internal power to the memory (e.g. internal batteries).

NOTE: If there is doubt concerning the removal of all internal power to Volatile Memory in highly sensitive equipment that is being decommissioned, consider removing the Volatile Memory (RAM, DRAM, SRAM).

3.8.4.3 Any stickers or security markings on the device must be removed.

3.8.4.4 For MFD used to process classified information, at least 50 pages of unclassified material (not blank) must be photocopied in order to remove any possible data on the drums or belts when so equipped.

**TASK AUTHORIZATION
AUTORISATION DES TÂCHES**

<p>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.</p>		<p>Contract no. – N° du contrat</p> <hr/> <p>Task no. – N° de la tâche</p>
<p>Amendment no. – N° de la modification</p>	<p>Increase/Decrease – Augmentation/Réduction</p>	<p>Previous value – Valeur précédente</p>
<p>To – À</p>	<p>TO THE CONTRACTOR</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>À L'ENTREPRENEUR</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>	
<p>Delivery location – Expédié à</p>	<p>_____</p> <p style="text-align: center;">Date</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">for the Department of National Defence pour le ministère de la Défense nationale</p>	
<p>Delivery/Completion date – Date de livraison/d'achèvement</p>	<p>_____</p>	
<p>Contract item no. N° d'article du contrat</p>	<p>Services</p>	<p>Cost Prix</p>
	GST/HST TPS/TVH	
	Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
<p>_____</p> <p style="text-align: center;">for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p>		

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.