



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Public Works and Government Services Canada  
Canada Place/Place du Canada  
10th Floor/10e étage  
9700 Jasper Ave/9700 ave Jasper  
Edmonton  
Alberta  
T5J 4C3  
Bid Fax: (780) 497-3510

**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**

<b>Title - Sujet</b> Counter Improvised Explosive Device	
<b>Solicitation No. - N° de l'invitation</b> W7702-206216/A	<b>Date</b> 2019-12-18
<b>Client Reference No. - N° de référence du client</b> W7702-206216	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$EDM-066-11763	
<b>File No. - N° de dossier</b> EDM-9-42182 (066)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-01-17</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Standard Time MST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Lee, Mony	<b>Buyer Id - Id de l'acheteur</b> edm066
<b>Telephone No. - N° de téléphone</b> (780) 224-6675 ( )	<b>FAX No. - N° de FAX</b> (780) 497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE BLDG 560 RECEIVING 560 MOUNT SORRELL ROAD RALSTON Alberta T0J2N0 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada  
Canada Place/Place du Canada  
10th Floor/10e étage  
9700 Jasper Ave/9700 ave Jasper  
Edmonton  
Alberta  
T5J 4C3

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

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Solicitation No. - N° de l'invitation  
W7702-206216/A  
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Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-9-42182

Buyer ID - Id de l'acheteur  
EDM066  
CCC No./N° CCC - FMS No./N° VME

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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 requirements; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

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

### **1.2 Summary**

- 1.2.1 Defence Research and Development Canada (DRDC) – Suffield Research Centre is conducting an R&D program to counter the threat from Improvised Explosive Devices (IED) in current and future operations. The intent of this program is to test handheld counter improvised explosive devices (CIED) as unmanned aerial system (UAS) payloads. In support of this R&D program, Suffield Research Centre has a requirement for a Contractor to design, fabricate, modify and install mechanical and electrical devices and installation fixtures for mounting CIED equipment on the UAS simulation apparatus, or for modifying equipment. It may also be necessary for the Contractor to assist with the development and/or execution or scientific testing along with analysis and reporting.

The services will be required through Task Authorizations.

The Contract will be effective from the date of contract award to 2022-March-31.

- 1.2.2 The requirement is limited to Canadian services.
- 1.2.3 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-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.
- 1.2.3 This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

### **1.3 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days

Insert: 120 days

### 2.2 Submission of Bids

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

<b>Bid Receiving Unit (BRU):</b>	Western Region
<b>Physical delivery address:</b>	Bid Receiving Public Works and Government Services Canada Canada Place, Suite 1000 9700 Jasper Avenue Edmonton AB, T5J 4C3
<b>epost Connect service email address:</b>	<a href="mailto:ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca">ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca</a>
<i>(Bids/Offers will be not be accepted if emailed directly to this email address. This email address is to be used to open an ePost Connect conversation, as detailed in Standard Instructions <a href="#">2003</a>, or to send bids through an ePost Connect message if the bidder is using its own licensing agreement for ePost Connect.)</i>	
<b>Bid facsimile number:</b>	(780) 497-3510

### 2.3 Former Public Servant - Competitive Bid

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

#### 2.3.1 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.

### 2.3.2 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](#).

### 2.3.3 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 Alberta.

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

## 2.6 Improvement of Requirement During Solicitation Period

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

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

Defence Research and Development Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#): an exemption has been granted through a Treasury Board submission.

# PART 3 - BID PREPARATION INSTRUCTIONS

## 3.1 Bid Preparation Instructions

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

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

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

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

- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.
- Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:
  - (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
  - (b) use a numbering system that corresponds to the bid solicitation.
- In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573). To assist Canada in reaching its objectives, bidders should:
  - 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
  - 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

### 3.1.1 Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work. Bidders should describe their capability and experience, the project management team and provide client contact(s).

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

### 3.1.2 Section II: Financial Bid

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

#### 3.1.2.2 Electronic Payment of Invoices – Bid

*The Bidder must complete Annex "G" - Electronic Payment Instruments to identify which electronic payment instruments they are willing to accept.*

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "G" - Electronic Payment Instruments, to identify which ones are accepted.

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

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

### 3.1.3 Section III: Certifications

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

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

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical/management and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

Mandatory technical evaluation criteria are included in Annex "H".

#### **4.1.2 Financial Evaluation**

4.1.2.1 Financial evaluation as per Annex "H", Evaluation Criteria.

4.1.2.2 *SACC Manual* clause [A0220T \(2014-06-26\)](#), Evaluation of Price-Bid.

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection – Mandatory Technical Criteria**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

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

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

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

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

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

provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

### 5.2.1 Integrity Provisions – Required Documentation

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

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

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

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

### 5.2.3 Additional Certifications Precedent to Contract Award

#### 5.2.3.1 Canadian Content Certification

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

5.2.3.1.2 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](#).

Bidders should submit the completed certification with their bid. If the certification is not completed and submitted with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to submit this completed certification. Failure to comply with the request of the Contracting Authority and submit the completed certification will render the bid non-responsive.

#### 5.2.3.2 Status and Availability of Resources

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

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

### 5.2.3.3 Education and Experience

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

## PART 6 – SECURITY REQUIREMENTS

### 6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](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.

## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled \_\_\_\_\_, dated \_\_\_\_\_.

#### **7.1.2 Task Authorization**

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

##### **7.1.2.1 Task Authorization Process**

- a) The Procurement Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex "C".
- b) 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.
- c) The Contractor must provide the Procurement Authority within ten (10) 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.
- d) Contractor must not commence work until a TA authorized by the Procurement Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

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

The Procurement Authority may authorize individual task authorizations up to a limit of **\$40,000.00**, Applicable Taxes included, inclusive of any revisions.

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

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

- a) 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%.
- b) 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.

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

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

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

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "D". 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 fifteen (15) calendar days after the end of the reporting period.

#### **Reporting Requirement- Details**

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

For each authorized task:

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

For all authorized tasks:

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

#### **7.1.2.5 Task Authorization - Department of National Defence**

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

## **7.2 Standard Clauses and Conditions**

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

### 7.2.1 General Conditions

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

### 7.2.2 SACC Manual Clauses

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

### 7.3 Security Requirements

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP) of the Industrial Security Sector (ISS), Public Works and Government Services (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the CSP/ISS/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP/ISS/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - a) Security Requirements Check List and security guide (if applicable), attached at Annex F;
  - 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 **date of Contract to 2022-03-31** inclusive.

### 7.5 Authorities

#### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Mony Lee  
Procurement Specialist  
Procurement Branch, Western Region  
Public Services and Procurement Canada  
Canada Place, Suite 1000  
9700 Jasper Avenue  
Edmonton AB, T5J 4C3

Telephone: 780-224-6675  
Facsimile: 780-497-3510  
Email: [mony.lee@pwgsc-tpsgc.gc.ca](mailto:mony.lee@pwgsc-tpsgc.gc.ca)

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

#### 7.5.2 Technical Authority

Solicitation No. - N° de l'invitation  
W7702-206216/A  
Client Ref. No. - N° de réf. du client  
W7702-206216

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-9-42182

Buyer ID - Id de l'acheteur  
EDM066  
CCC No./N° CCC - FMS No./N° VME

The Technical Authority for the Contract is: **(To be named in the Contract.)**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 7.5.3 Procurement Authority

The Procurement Authority for the Contract is: **(To be named in the Contract.)**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 7.5.4 Contractor's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

### 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 7.7 Payment

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

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

### 7.7.2 Basis of Payment - Task Authorizations

- 7.7.2.1 The Basis of Payment, Annex "B", will be used to price any Task Authorization requested under this Contract. Depending on the type of Task Authorization, one of the following will apply:
- (a) **For Firm Price Task Authorizations:** In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm price stipulated in the authorized TA, calculated in accordance with the Basis of Payment in Annex "B". Customs duties are included and Applicable Taxes are extra, if applicable.
- Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.
- (b) **For Task Authorizations subject to a Ceiling Price:** The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work in the authorized Task Authorization (TA), to the ceiling price stipulated in the authorized TA, calculated in accordance with the Basis of Payment in Annex "B".
- The ceiling price is subject to downward adjustment so as not to exceed the actual charges and costs reasonably incurred in the performance of the Work and computed in accordance with the basis of payment specified in the authorized TA.
- (c) **For Task Authorizations subject to a Limitation of Expenditure:** The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex "B", to the limitation of expenditure specified in the authorized TA.
- Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra, if applicable.

### 7.7.3 Method of Payment

#### 7.7.3.1 For Firm Price Task Authorizations

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

#### 7.7.3.1.1 Single Payment

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

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

#### 7.7.3.1.2 Milestone Payments Subject to a Holdback

- a) Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Task Authorization and the payment provisions of the Contract and the Task Authorization, up to 90 percent of the amount claimed and approved by Canada if:
  - (i) an accurate and complete claim for payment using form PWGSC-WR01, Claim for Progress Payment, and any other document required by the Task Authorization have been submitted in accordance with the invoicing instructions provided in the Contract;
  - (ii) the total amount for all milestone payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Task Authorization;
  - (iii) all the certificates appearing on form PWGSC-WR01 have been signed by the respective authorized representatives;
  - (iv) all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.
- b) The balance of the amount payable will be paid in accordance with the payment provisions of the Contract and the Task Authorization upon completion and delivery of all Work required under the Task Authorization if the Work has been accepted by Canada and a final claim for the payment is submitted.

#### 7.7.3.1.3 Milestone Payments Not Subject to a Holdback

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

- (a) an accurate and complete claim for payment using form PWGSC-WR01, Claim for Progress Payment, and any other document required by the Task Authorization have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all the certificates appearing on PWGSC-WR01, 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.

#### **7.7.3.2 For Task Authorizations Subject to a Limitation of Expenditure or a Ceiling Price**

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

##### 7.7.3.2.1 Single Payment

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

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

#### 7.7.3.2.2 Progress Payments Subject to a Holdback

- a) For Task Authorizations with a duration of more than one (1) month, Canada will make progress payments in accordance with the payment provisions of the Task Authorization, no more than once a month, for cost incurred in the performance of the Work, up to ninety (90) percent of the amount claimed and approved by Canada if:
  - (i) an accurate and complete claim for payment using form PWGSC-WR01 and any other document required by the Task Authorization have been submitted in accordance with the invoicing instructions provided in the Contract;
  - (ii) the amount claimed is in accordance with the basis of payment;
  - (iii) the total amount for all progress payments paid by Canada does not exceed 100 percent of the total amount to be paid under the Task Authorization;
  - (iv) all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.
- b) The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Task Authorization if the Work has been accepted by Canada and a final claim for the payment is submitted.
- c) Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

#### **7.7.4 Electronic Payment of Invoices – Contract**

*Contracting officers must reproduce below, the information from Annex "F" - Electronic Payment Instruments, in which were identified electronic payment instruments accepted by the Contractor and renumber accordingly.*

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

#### **7.7.5 SACC Manual Clauses**

A9117C (2007-11-30), T1204 - Direct Request by Customer Department  
C0705C (2010-01-11), Discretionary Audit  
C0102C (2010-01-11), Discretionary Audit - Canadian Universities and Colleges (*applicable to universities and colleges only*)

#### **7.8 Invoicing Instructions**

##### **7.8.1 For Task Authorizations subject to Single Payment**

7.8.1.1 The Contractor must a claim for progress payment using form PWGSC-WR01, Claim for Progress Payment, in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

7.8.1.2 Claims must be distributed as follows:

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

### **7.8.2 For Task Authorizations subject to Milestone Payments**

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

- a) all information required on form PWGSC-WR01;
- b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- c) holdback of 10 percent, as applicable;
- d) the description and value of the milestone claimed as detailed in the Task Authorization.

### **7.8.3 For Task Authorizations subject to Progress Payments**

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

- a) all information required on form PWGSC-WR01;
- b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- c) a list of all expenses;
- d) a copy of time sheets to support the time claimed;
- e) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
- e) a copy of the invoice for total consumables and non-consumable items valued at \$1,000 or more; (*Universities only*)
- f) withholding of 10 per cent, if applicable;
- g) a copy of the monthly progress report as detailed in the Task Authorization.

7.8.4 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.

7.8.5 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 Disclosure Certification**

On completion of the Work, the Contractor must submit to the Procurement Authority and to the Contracting Authority a copy of the Disclosure Certification attached as Annex "D" stating that all applicable disclosures were submitted or that there were no disclosures to submit under section 27 and 28 of general conditions 2040.

### 7.9.3 SACC Manual Clauses

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

### 7.10 Applicable Laws

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

### 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions **2040 (2016-04-04)**, General Conditions - Research & Development;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the signed Task Authorizations (including all of its annexes, if any);
- (f) Annex D, Task Authorization Reports;
- (g) Annex E, Disclosure Certification;
- (h) Annex F, Security Requirements Check List;
- (i) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:* ", as clarified on \_\_\_\_\_ " **or** ",as amended on \_\_\_\_\_ " *and insert date(s) of clarification(s) or amendment(s)*).

### 7.12 Defence Contract

SACC Manual clause **A9006C (2012-07-16)**, Defence Contract

### 7.13 SACC Manual clauses

**A2000C (2006-06-16)**, Foreign Nationals (Canadian Contractor)  
**A9062C (2011-05-16)**, Canadian Forces Site Regulations  
**B6800C (2007-11-30)**, List of Non-Consumable Equipment and Material

### 7.14 Insurance Requirements

SACC Manual clause **G1005C (2016-01-28)**, Insurance - No Specific Requirement

## ANNEX "A" - STATEMENT OF WORK

### 1. TITLE

Design, Construction and Modification of Defence Related UAS payload Counter-IED Equipment

### 2. BACKGROUND

Defence Research and Development Canada (DRDC) – Suffield Research Centre is conducting an R&D program to counter the threat from Improvised Explosive Devices (IED) in current and future operations. The intent of this program is to test handheld CIED devices as unmanned aerial system (UAS) payloads. In support of this R&D program, Suffield Research Centre has a requirement for a Contractor to design, fabricate, modify and install mechanical and electrical devices and installation fixtures for mounting CIED equipment on the UAS simulation apparatus, or for modifying equipment. It may also be necessary for the Contractor to assist with the development and/or execution or scientific testing along with analysis and reporting.

### 3. ACRONYMS

DRDC	Defence Research and Development Canada
CIED	Counter Improvised Explosive Device
EPG	Experimental Proving Grounds
IED	Improvised Explosive Device
TA	Technical Authority
UAS	Unmanned Aerial Systems

### 4. APPLICABLE DOCUMENTS & REFERENCES

None

### 5. TASKS

The Contractor must produce adequate documentation, of each final design and equipment installation including shop drawings, instructions, welding procedures and photographs such that a competent third party will be able to duplicate the installation based only on this documentation.

The work requires the Contractor to perform the following tasks:

#### 5.1 Design, Fabrication and Assembly of Benchtop Dual Output Harmonic Radar System

The Contractor must provide the following support services to DRDC research activities:

##### 5.1.1 Design of Benchtop Dual Output Harmonic Radar System

For a given task authorization, Suffield Research Centre will provide the Contractor with a conceptual design for the Dual Output Harmonic Radar System for evaluation. Conceptual designs will be provided either verbally, hard copy, or electronic format. In some cases a detailed design may be provided. When a conceptual design is supplied by Suffield Research Centre, the Contractor must produce the detailed design for the installation of the equipment. The detailed design must include connection of sub components and sub-elements of the Dual Output Harmonic Radar System.

The Contractor must design mechanical and electrical components of the Dual Output Harmonic Radar System to a prototype level incorporating reasonable precautions such that the Dual Output Radar

equipment functions properly within the lab environment.

All electrical/electronic installation designs must incorporate adequate protection from Electro-Magnetic Interference (EMI) by using standard commercial methods and hardware for EMI control. Any special equipment-specific EMI requirements beyond commercial standard practice will be defined by Suffield Research Centre in the task authorization.

### **5.1.2 Fabrication and Assembly of the Benchtop Dual Output Harmonic Radar System**

All Dual Output Radar designs and methods must be approved by the TA before fabrication starts. The Contractor must supply, fabricate and assemble all material and components of the mechanical and electrical installations in accordance with the approved installation design.

## **5.2 Design, Fabrication and Assembly of UAS Simulation Apparatus Modifications**

The Contractor must provide the following support services to DRDC research activities:

### **5.2.1 Design of UAS Simulation Apparatus Modifications**

For a given work package task, Suffield Research Centre will provide the Contractor with a conceptual design for the modification of the UAS simulation apparatus. Conceptual designs will be provided either verbally, hard copy, or electronic format. In some cases a detailed design may be provided. When a conceptual design is supplied by Suffield Research Centre, the Contractor must produce the detailed design for the apparatus modification.

The Contractor must design mechanical and electrical components of the UAS Simulation Apparatus modifications to a prototype level incorporating reasonable precautions such that the Dual Output Radar equipment functions properly within the lab environment.

All electrical/electronic installation designs must incorporate adequate protection from Electro-Magnetic Interference (EMI) by using standard commercial methods and hardware for EMI control. Any special equipment-specific EMI requirements beyond commercial standard practice will be defined by Suffield Research Centre in the task authorization.

### **5.2.2 Fabrication and Assembly of the UAS Simulation Apparatus Modifications**

All UAS Simulation Apparatus Modification designs and methods must be approved by the TA before fabrication starts. The Contractor must supply, fabricate and assemble all material and components of the mechanical and electrical installations in accordance with the approved installation design.

## **5.3 Design, Fabrication and Assembly of the Ruggedized Dual Output Harmonic Radar System**

The Contractor must provide the following support services to DRDC research activities:

### **5.3.1 Design of Ruggedized Dual Output Harmonic Radar System**

For a given work package task, Suffield Research Centre will provide the Contractor with a conceptual design for the ruggedized version of the Dual Output Harmonic Radar System for evaluation. Conceptual designs will be provided either verbally, hard copy, or electronic format. In some cases a detailed design may be provided. When a conceptual design is supplied by Suffield Research Centre, the Contractor must produce the detailed design for the installation of the equipment. The detailed design must include connection of sub-components and sub-elements of the Dual Output Harmonic Radar System.

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The Contractor must design mechanical and electrical components of the Ruggedized Dual Output Harmonic Radar System to a prototype level incorporating reasonable precautions such that the Dual Output Radar equipment functions properly within the lab environment.

All electrical/electronic installation designs must incorporate adequate protection from Electro-Magnetic Interference (EMI) by using standard commercial methods and hardware for EMI control. Any special equipment-specific EMI requirements beyond commercial standard practice will be defined by Suffield Research Centre in the task authorization.

### **5.3.2 Fabrication and Assembly of the Ruggedized Dual Output Harmonic Radar System**

All ruggedized Dual Output Harmonic Radar System designs and methods must be approved by the TA before fabrication starts. The Contractor must supply, fabricate and assemble all material and components of the mechanical and electrical installations in accordance with the approved installation design.

### **5.4 Experimental Field Trial Support**

The Contractor must provide additional personnel support for field trial purposes. Technologist and/or engineer personnel support may be required to assist in any of the design, preparation, execution, data collection, data analysis and reporting phases of experimental field trials to support the CIED goals of this program. Typically the trial preparation and execution phases would include from one to four qualified people for period of one to two weeks, and would require outdoor work at any time of year.

## **6. Deliverables**

Documentation must be provided in electronic formats which are fully compatible with Microsoft Office 2010 and PDF-A-1b standards. Drawings must be compatible with Autodesk formats (AutoCAD or inventor) or SolidWorks. Software must be in Visual C, MatLab, or LabVIEW formats. Additional formats may be required at the request of the TA.

### **Deliverable 6.1 for Task 5.1**

The deliverables for this task consist of the design, fabrication and assembly of mechanical and electrical components of the Dual Output Harmonic Radar System as outlined in individual task authorizations.

### **Deliverable 6.2 for Task 5.2**

The deliverables for this task consist of the design, fabrication and assembly of mechanical and electrical components of the UAS Simulation Apparatus modifications as outlined in individual task authorizations.

### **Deliverable 6.3 for Task 5.3**

The deliverables for this task consist of the design, fabrication and assembly of the Ruggedized Dual Output Harmonic Radar System to a prototype level as outlined in individual task authorizations.

### **Deliverable 6.4 for Task 5.4**

Successful completion of required field trials.

## **7. Language of Work**

English

Solicitation No. - N° de l'invitation  
W7702-206216/A  
Client Ref. No. - N° de réf. du client  
W7702-206216

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-9-42182

Buyer ID - Id de l'acheteur  
EDM066  
CCC No./N° CCC - FMS No./N° VME

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## **9. Location of Work**

The work may be performed on Contractor site or at DRDC Suffield

Defence Research and Development Canada – Suffield Research Centre  
Building 146, Experimental Proving Grounds  
Alberta T0J 2N0  
Canada

## **10. Travel**

The Contractor may be required to travel to the following location

Defence Research and Development Canada – Suffield Research Centre  
Building 146, Experimental Proving Grounds  
Alberta T0J 2N0  
Canada

Travel and living expenses will not be reimbursed.

## **11. MEETINGS**

The Contractor must attend meetings at Suffield Research Centre as requested by the Technical Authority. Meetings may be called to discuss the requirements of a task authorization, review the Contractor's task authorization proposal, deal with problems or issues during the conduct of the work and other valid reasons related to the nature and scope of the work.

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

None

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

**GFE 1:** UAS Simulation Apparatus

Quantity: 1

Part number: N/A

Serial number: N/A

Inventory number: N/A

As a courtesy, basic hand tools may be available to the Contractor but this is not guaranteed. The building is located on the Suffield Research Centre Experimental Proving Ground (EPG). Unless otherwise specified in a task authorization, the Contractor must be responsible for providing any required tools, computers, test equipment, data acquisition hardware and software, and all other materials for executing the work. Office space, office furniture and supplies, telephone service, and internet and email services will not be provided by Suffield Research Centre.

## **14. SPECIAL CONSIDERATIONS**

The Contractor will have to work unescorted on the Suffield Research Centre Experimental Proving Ground (EPG). It is therefore essential that:

- I. The Contractor holds a valid Security Clearance during the entire period of the contract;
- II. All onsite Contractor personnel attend a mandatory annual Range Safety Briefing; and
- III. All onsite Contractor personnel abide by all of the applicable EPG rules and regulations.

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In accordance with DRDC Suffield regulations, all Contractor employees and subcontractors participating in Experimental Proving Ground (EPG) activities that are not escorted by DRDC Suffield personnel or the DRDC-authorized Contract principal will attend a general EPG safety briefing lasting approximately one hour at the Field Operations Section (FOS). This briefing will take place annually for long standing Contracts and new or additional Contractor employees or subcontractors will be required to take the briefing before beginning work.

An access permit is required for non-DND vehicles travelling on the EPG. In addition, a two-way radio, compatible with the DRDC Suffield communication system, will be supplied for safety reasons. Other forms/briefings related to safety and security may be required.

Contractor's employees or subcontractors supporting DRDC Suffield personnel on specific Field Trial Plans (FTP's), Standing Operating Procedures (SOP's), Study Approval Form (SAF), or other procedure will attend work-specific briefings by the DRDC Technical Authority (TA) lasting approximately one (1) hour relating to health, safety, environmental and emergency response procedures. Documentation including FTP's, SOP's, SAF or other procedures, safety standards and EPG regulations will be cited or made available to the Contractor employees or subcontractors on a loan basis for reference, as applicable.

The Contractor, their employees and subcontractors must comply with all DND/DRDC Suffield regulations in force at the worksite, including the observance of all safety, health and environmental standards and those in place to preserve and protect DND property from loss or damage from all causes including fire.

The Contractor is responsible to ensure that all employees and subcontractors that will be working on the site are fully briefed and have completed and signed the Safety Checklist prior to the start of any portion of the onsite work. A copy of the signed checklist must be provided by the Contractor to the DRDC Suffield Technical Authority.

**ANNEX "B" - BASIS OF PAYMENT**

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

1. Labour at firm hourly rates.

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

	Description (Title)	Period 1 : Contract Award to 2020-03-31		Period 2: 2020-04-01 to 2021-03-31		Period 3: 2021-04-01 to 2022-03-31		Extended Price
		Est. Usage (A)	Hourly Rate (B)	Est. Usage (C)	Hourly Rate (D)	Est. Usage (E)	Hourly Rate (F)	(AxB)+(CxD) + (ExF)
A.	Project Manager (Senior) Name: _____	30	\$	30	\$	30	\$	\$
B.	Electrical Engineer (Senior) Name: _____	50		50		50		
C.	Mechanical Engineer (Senior) Name: _____	50		50		50		
D.	Mechanical Technician (Senior) Name: _____	100		100		100		
E.	Electrical Technician (Senior) Name: _____	100		100		100		
F.	Administrative Support (Seniort)	20		20		20		
<b>Total Estimated Labour:</b>								<b>\$</b>

2. Material and supplies at laid down cost without mark-up, as supported by invoice, including (list items).
3. Purchased equipment at laid down cost without mark-up, including (list items).

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

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

With the exception of the firm rate(s) and price(s), the amounts shown in the various items specified above are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Technical Authority, and provided that the estimated cost does not exceed the aforementioned "Limitation of Expenditure.

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

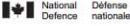
F.O.B. Point: Defence Research and Development Canada - Suffield

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## ANNEX "C" - DND 626 TASK AUTHORIZATION FORM

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

DND 626 (01-05)

Design: Forms Management 993-4050  
Conception: Gestion des formulaires 993-4062

**ANNEX "D" - TASK AUTHORIZATION REPORT**

The Contractor must provide quarterly Task Authorization (TA) usage reports. The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

PERIOD OF WORK	REPORT DUE
1 <sup>st</sup> quarter: 01 April to 30 June	15 July
2 <sup>nd</sup> quarter: 01 July to 30 September	15 October
3 <sup>rd</sup> quarter: 01 October to 31 December	15 January
4 <sup>th</sup> quarter: 01 January to 31 March	15 April

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
<b>Total Dollar Value of TAs for this Period:</b>			
<b>Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):</b>			

Check this box if you are submitting a **NIL REPORT**  
(We have not done any business with Canada under this Contract, for this period).

**SEND TO:**

[TPSGC.ROPAequipedesoutien-WRAPSupportTeam.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.ROPAequipedesoutien-WRAPSupportTeam.PWGSC@tpsgc-pwgsc.gc.ca)

OR Facsimile: (780) 497-3510

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### ANNEX "E" - DISCLOSURE CERTIFICATION

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

<b><u>Contracting Authority</u></b> Mony Lee Procurement Specialist Public Services and Procurement Canada Procurement Branch, Western Region Canada Place, Suite 1000 Suite 1000, 9700 Jasper Avenue Edmonton AB, T5J 4C3	<b><u>Technical Authority</u></b> (T.A.)  Defence Research & Development Canada – Suffield Research Centre  P.O. Box 4000 Main Medicine Hat, AB T1A 8K6
---	--

**CONTRACT TITLE:** \_\_\_\_\_  
(Department of \_\_\_\_\_, Prof. \_\_\_\_\_)

Please tick appropriate box:

We hereby certify that all applicable disclosures were submitted in compliance with Section 27 and 28, General Conditions 2040 - Research and Development.

**YOUR ATTENTION IS DRAWN TO SECTION 28, REGARDING IMPLICATIONS ON NON-DISCLOSURE OF** any Technical Documentation, Prototypes, Inventions and Technical Information arising during the performance of work pursuant to the above identified contract.

OR

We hereby certify that there are no disclosures to submit under the above-referenced Contract, referred to in Section 27 and 28, General Conditions 2040 - Research and Development.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Date

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## **ANNEX "F" - SECURITY REQUIREMENTS CHECK LIST**

See attached document.

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## **ANNEX "G" - ELECTRONIC PAYMENT INSTRUMENTS**

*As indicated in Part 3, clause 3.1.2, the Bidder must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.*

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

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

## ANNEX "H" - EVALUATION CRITERIA

### A. TECHNICAL EVALUATION:

#### A.1. Mandatory Technical Criteria:

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

Curriculum vitae or other documentation must be included to demonstrate compliance to the mandatory technical criteria.

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

	Mandatory Technical Criteria	Met	Not Met
<b>M1</b>	<p>The Bidder must demonstrate that the proposed Senior Project Manager resource meets the following criteria:</p> <ul style="list-style-type: none"> <li>a. The resource must have a minimum education requirement of an engineering degree, with a Project Management Professional (PMP) certification.</li> <li>b. The resource must have a minimum of 5 projects within the past 5 years in the preparation of engineering drawings.</li> </ul>		
<b>M2</b>	<p>The Bidder must demonstrate that the proposed Senior Electrical Engineer resource meets the following criteria:</p> <ul style="list-style-type: none"> <li>a. The resource must have a minimum education requirement of a bachelor's university degree in electrical engineering.</li> <li>b. The resource must be a registered professional engineer.</li> <li>c. The resource must have a minimum of 5 projects within the past 5 years in the design, fabrication and implementation of installations of electrical and electronic equipment.</li> </ul>		
<b>M3</b>	<p>The Bidder must demonstrate that the proposed Senior Mechanical Engineer resource meets the following criteria:</p> <ul style="list-style-type: none"> <li>a. The resource must have a minimum education requirement of a bachelor's university degree in mechanical engineering.</li> <li>b. The resource must be a registered professional engineer.</li> <li>c. The resource must have a minimum of 5 projects within the past 5 years in the design, fabrication and implementation of installations of mechanical and electromechanical equipment.</li> </ul>		
<b>M4</b>	<p>The Bidder must demonstrate that the proposed Junior/Intermediate Mechanical Technician resource meets the following criteria:</p>		

	<p>a. The resource must have a journeyman machinist certificate</p> <p>b. The resource must have a minimum of 5 projects within the past 5 years in the design, fabrication and implementation of installations of mechanical and electromechanical equipment.</p>		
<b>M5</b>	<p>The Bidder must demonstrate that the proposed Junior/Intermediate Electrical Technician resource meets the following criteria:</p> <p>a. The resource must have a journeyman electrician certificate</p> <p>b. The resource must have a minimum of 5 projects within the past 5 years in the design, fabrication and implementation of installations of electrical and electronic equipment.</p>		
<b>M6</b>	<p>The Bidder must demonstrate that the proposed Administration Support resource meet the following criteria:</p> <p>The resource must have a minimum education requirement of a high school diploma from a recognized institution.</p>		

**B. FINANCIAL EVALUATION:**

Bidders must submit their Financial Bid in accordance with Annex B - Basis of Payment.

The Evaluated Bid Price will be determined based on the total cost of item 1. Labour. The Evaluated Bid Price will be calculated as follows:

- The Estimated Usage for Period 1 (A) will be multiplied by the quoted Hourly Rate (B) determine the extended total for Period 1 (AB); the Estimated Usage for Period 2 (C) will be multiplied by quoted Hourly Rate for Period 2 (D) rate to determine the extended total for Period 2 (CD); the Estimated Usage for Period 3 (E) will be multiplied by the quoted Hourly Rate for Period 3 (F) rate to determine the extended total for Period 3 (EF);
- The extended totals AB, CD, and EF will be aggregated to determine the total Evaluated Bid Price.



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

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>DND</b>		2. Branch or Directorate / Direction générale ou Direction <b>Defence R&amp;D Canada, Suffield Research Centre</b>
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 Site access required, no access to classified information or assets. <b>DESIGN, CONSTRUCTION AND MODIFICATION OF DEFENCE RELATED UAS PAYLOAD COUNTER-IED EQUIPMENT</b>		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of Information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / 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<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET-SIGINT<br>TRÈS SECRET - SIGINT          | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:  
Commentaires spéciaux : 10b Unclassified work performed off site, unscreened pers may only access public/reception zones

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



Government of Canada

Gouvernement du Canada

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Security Classification / Classification de sécurité Unclassified

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC						
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
				CONFIDENTIEL		TRES SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC TRES SECRET	A	B	C	CONFIDENTIEL		TRES SECRET	
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).