



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

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

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scotia

B3J 1T3

Bid Fax: (902) 496-5016

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

### Comments - Commentaires

### Vendor/Firm Name and Address

### Raison sociale et adresse du

### fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

Atlantic Region Acquisitions/Région de l'Atlantique  
Acquisitions

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scot

B3J 1T3

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|---|--|
| <b>Title - Sujet</b><br>Signal Processing Dev & Support   |  |
| <b>Solicitation No. - N° de l'invitation</b><br>W7707-196494/A  | <b>Date</b><br>2020-01-13  |
| <b>Client Reference No. - N° de référence du client</b><br>W7707-19-6494  |  |
| <b>GETS Reference No. - N° de référence de SEAG</b><br>PW-\$HAL-309-10876   |  |
| <b>File No. - N° de dossier</b><br>HAL-8-81253 (309)  | <b>CCC No./N° CCC - FMS No./N° VME</b>                                     |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b><br><b>on - le 2020-02-07</b>  | <b>Time Zone</b><br><b>Fuseau horaire</b><br>Atlantic Standard Time<br>AST |
| <b>F.O.B. - F.A.B.</b><br><b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>   |  |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>MacNeil, Blaine A.   | <b>Buyer Id - Id de l'acheteur</b><br>hal309                               |
| <b>Telephone No. - N° de téléphone</b><br>(902) 403-3918 ( )  | <b>FAX No. - N° de FAX</b><br>(902) 496-5016                               |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br>DEPARTMENT OF NATIONAL DEFENCE<br>P.O.BOX 1012<br>DARTMOUTH<br>NOVA SCOTIA<br>B2Y3Z7<br>Canada |  |

Instructions: See Herein

Instructions: Voir aux présentes

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, 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 (DRDC) has a requirement to investigate, develop, and evaluate signal processing algorithms. Signal processing algorithms may be required for several types of acoustic receive arrays, including long, multi-aperture seabed arrays and drifting vertical line arrays (VLA). Data collected by these arrays could be used to advance the development of detection, classification, localization, and tracking (DCLT) algorithms and tools using acoustic signals from targets of opportunity in conjunction with ships' Automatic Identification System (AIS) data. In other situations, the required signal processing would be on-board (embedded) DCLT, with summary reports (including tracking information) sent via satellite communications when a Signal of Interest (SOI) has been detected.

In some cases, it may be beneficial to use signal processing algorithms previously developed at DRDC, and in other cases (e.g., where a signal processing gap has been noted), the Contractor will need to develop/implement new algorithms; thus, the final suite of signal processing algorithms will include those entirely developed by the Contractor, as well as those initially developed by DRDC. Additionally, the Contractor must have a clear plan for a software framework to organize the various signal processing

algorithms so that the algorithms can be easily connected to produce appropriate signal processing chains; e.g., for processing and analysis of acoustic and non-acoustic data. Examples of non-acoustic data may include AIS/GPS, and environment information. The Contractor may use and/or develop their own software framework or use DRDC's System Test Bed (STB); if this is required, the STB will be provided to the Contractor via Government Furnished Equipment (GFE).

- *The 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.

## 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>) 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

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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;

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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:

\* *national security;*

\* *the main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination;*

\* *the main purpose of the Contract, or of the deliverables contracted for, is to augment an existing body of Canada's Background Information as a prerequisite to the transfer of the expanded Background to the private sector, through licensing or assignment of ownership (not necessarily to the original Contractor), for the purposes of Commercial Exploitation;*

\* *the main purpose of the Contract, or of the deliverables contracted for, is to deliver a not-yet fully developed component or subsystem that will be incorporated into a complete system at a later date, as a*

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*prerequisite to the planned transfer of the complete system to the private sector, through licensing or assignment of ownership, for the purposes of Commercial Exploitation.*

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

"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.

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### 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

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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

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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

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

### PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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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

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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

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## **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 \$250,000, 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.



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#### 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>) 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.

4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services, apply to and form a part of the contract.

### 7.3 Security Requirements

#### 7.3.1 SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

##### PWGSC FILE No W7707-196494

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **SECRET**, with approved Document Safeguarding at the level of **SECRET**, issued by the 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 sensitive work site(s) must EACH hold a valid personnel security screening at the level of **RELIABILITY STATUS**, 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 EACH hold a valid personnel security screening at the level of **SECRET**, granted or approved by the CSP/ISS/PWGSC.
5. 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**.
6. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP/ISS/PWGSC.

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)

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## 7.4 Term of Contract

### 7.4.1 Period of the Contract

The period of the Contract is from the date of award until 31 March 2021.

### 7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **4** additional **1** year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## 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) H1000C

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.

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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**

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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 (SRCL);
- (g) Annex E Supplemental Security Classification Guide;
- (h) Annex F Information Technology Security Requirements Document;
- (i) Annex G Air Gap Computer Document;
- (j) the signed Task Authorizations (including all of its annexes, if any);
- (k) 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*

**ANNEXES A to G ARE ATTACHMENTED BELOW**

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## **ANNEX I 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 A - STATEMENT OF WORK

**PURCHASE REQUEST TOOL TRACKING NUMBER:** 2018-20736

### 1. TITLE

SIGNAL PROCESSING ALGORITHM DEVELOPMENT AND SUPPORT

### 2. BACKGROUND

Defence Research and Development (DRDC) has a requirement to investigate, develop, and evaluate signal processing algorithms. Signal processing algorithms may be required for several types of acoustic receive arrays, including long, multi-aperture seabed arrays and drifting vertical line arrays (VLA). Data collected by these arrays could be used to advance the development of detection, classification, localization, and tracking (DCLT) algorithms and tools using acoustic signals from targets of opportunity in conjunction with ships' Automatic Identification System (AIS) data. In other situations, the required signal processing would be on-board (embedded) DCLT, with summary reports (including tracking information) sent via satellite communications when a Signal of Interest (SOI) has been detected.

In some cases, it may be beneficial to use signal processing algorithms previously developed at DRDC, and in other cases (e.g., where a signal processing gap has been noted), the Contractor will need to develop/implement new algorithms; thus, the final suite of signal processing algorithms will include those entirely developed by the Contractor, as well as those initially developed by DRDC. Additionally, the Contractor must have a clear plan for a software framework to organize the various signal processing algorithms so that the algorithms can be easily connected to produce appropriate signal processing chains; e.g., for processing and analysis of acoustic and non-acoustic data. Examples of non-acoustic data may include AIS/GPS, and environment information. The Contractor may use and/or develop their own software framework or use DRDC's System Test Bed (STB); if this is required, the STB will be provided to the Contractor via Government Furnished Equipment (GFE).

### 3. ACRONYMS

|       |   |
|-------|---|
| AIS   | Automatic Identification System                       |
| CAUSE | Canadian Arctic Underwater Sentinel Experiment        |
| DCLT  | Detection, Classification, Localization, and Tracking |
| DND   | Department of National Defence                        |
| DRDC  | Defence Research and Development Canada               |
| SOI   | Signals Of Interest                                   |
| SOW   | Statement of Work                                     |
| TA    | Technical Authority                                   |
| UUV   | Unmanned Underwater Vehicle                           |
| VLA   | Vertical Line Array                                   |

### 4. APPLICABLE DOCUMENTS & REFERENCES

Applicable documents and references will be provided, as required, for each individual Task.

**AD1:** Publication Reference Manual, Parts A, B, and C

**AD2:** Security of Information updates

**AD3:** Security of Information chapter in the Publication Reference Manual, Part C

### 5. TASKS

Under the terms of the Task Authorization Contract, the Contractor will be asked to perform some or all of the following tasks on an "as and when requested" basis for the Technical Authority (TA) as detailed in each individual Task (DND-626).

## ANNEX A - STATEMENT OF WORK

### 5.1 **Data sets for development and testing of DCLT algorithms**

Under this task the Contractor must:

- 5.1.1 Examine existing acoustic and non-acoustic data sets held by Department of National Defence (DND) and produce new data sets for use in the development and testing of DCLT algorithms; this type of new data set will be composed of data extracted from existing data sets.
- 5.1.2 Produce new data sets for development and testing of DCLT algorithms using data simulated/synthesized by the Contractor. The Task (DND 626) will outline the types of data to be considered, data quality, and what is to be included in the resulting data set.

This task would result in a report and data set deliverables.

### 5.2 **Algorithm development and coding**

Under this task the Contractor must develop and code algorithms for signal processing of SOI. This could include tasks such as (but is not limited to):

- 5.2.1 Develop and code algorithms required for DCLT of passive sonar signals capable of processing large volumes of data efficiently and continuously, as well as DCLT algorithms for embedded processing;
- 5.2.2 Develop algorithms to deal with different data representations, including: time-series, spectral, and beamformed data;
- 5.2.3 Develop user interfaces to enable easy configuration of the signal processing software; for example, to configure detection parameters;
- 5.2.4 Evaluate the performance and/or efficiency of the signal processing algorithms developed under the Task;
- 5.2.5 Modify existing DRDC algorithms in order to improve their performance. For example, the Contractor may be required to translate the existing algorithms from current scientific programming languages (e.g., MATLAB, IDL, PYTHON) to another programming language (e.g., C, etc.); and
- 5.2.6 Identify algorithms that need to be developed. The Contractor, with input from the TA, must determine how new algorithms fit in to the DCLT processing chain. With approval from the TA, the Contractor must develop the necessary signal processing algorithms from conception to final code.

The TA will approve the choice of programming language in writing for all software and algorithms.

This task would result in a report and software deliverables.

### 5.3 **Acoustic and non-acoustic data analysis: Deficiencies and Recommendations**

Under this task the Contractor must use the signal processing algorithms generated under Task 5.2 to perform analysis of acoustic and non-acoustic data.

If deficiencies are identified in the signal processing algorithms during the analysis, the Contractor must report on the deficiencies and make recommendations on how to correct them. Upon confirmation of acceptance of the Deficiencies and Recommendations

## **ANNEX A - STATEMENT OF WORK**

Report, the Contracting Authority may amend the Task through a formal amendment to allow the Contractor to modify the existing algorithms or write new software in order to correct the deficiencies.

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

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

Under this task the Contractor must deliver an analysis system or components thereof. This task may require the Contractor to purchase equipment necessary to create an analysis system, install a framework for conducting embedded processing, install signal processing algorithms, perform system integration and related software development, and deliver the system to DRDC.

Hardware and commercial software licences in support of partial or complete analysis systems could be provided as GFE, or procured by the Contractor as specified in 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, must become the property of DRDC and must be delivered to DRDC as part of the final deliverables.

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

### **5.5 Support for DRDC sea or field trials**

Under this task the Contractor must provide support to the preparation for Trials and/or during Trials for algorithms or analysis methodologies developed under other tasks. Trials include those conducted either at sea or in the field in support of the development and demonstration of project activities, and activities under this task could require the Contractor to take part in sea or field trials.

This task may result in report or software deliverables.

### **5.6 Production of reports**

Under this task the Contractor must produce reports synthesizing the results of literature surveys or analysis conducted for Tasks 5.1 through 5.5. When reporting on analysis results, the Contractor must document their understanding of the data, how the data were processed, and describe and explain the results of the analysis.

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

## ANNEX A - STATEMENT OF WORK

### 6. RESOURCE CATEGORIES

|    | Resource Categories                  | Minimum Resources Required |        | Estimated LOE | Associated Tasks                            |
|----|--------------------------------------|----------------------------|--------|---------------|---|
|    |                                      | Junior/Intermediate        | Senior |               |   |
| A1 | Project Manager                      |                            | 1      | 5%            | All   |
| A2 | Scientific Programmer                | 1                          | 1      | 35%           | 5.1, 5.2, 5.3, 5.4, 5.5                     |
| A3 | Technical Expert (Signal Processing) |                            | 1      | 25%           | 5.1.2, 5.2.1-2, 5.2.4, 5.2.6, 5.3, 5.5, 5.6 |
| A4 | Acoustic Data Analyst                | 1                          | 1      | 25%           | 5.1.1, 5.3                                  |
| A5 | Software Engineer                    |                            | 1      | 10%           | 5.1, 5.2, 5.3                               |

Estimated level of effort (LOE) is based on the anticipated relative demand for each resource category over the duration of the TA.

### 7. DELIVERABLES

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

All written deliverables must be submitted in an electronic MS Word editable format or equivalent unless otherwise stated.

- 7.1 Short monthly progress report during the course of the contract to the TA.
- 7.2 Meeting agenda(s) and/or meeting minutes for each planning meeting attended in format structure acceptable to the TA.
- 7.3 Report deliverables, such as:
  - 7.3.1 final report summarizing work done under the Task,
  - 7.3.2 technical documentation, such as System Description, Training and/or User Manuals, Test Plans and Results, and
  - 7.3.3 scientific report related to key scientific findings of analysis and results.
- 7.4 Software deliverables, such as:
  - 7.4.1 acoustic and non-acoustic data sets,
  - 7.4.2 algorithms, and
  - 7.4.3 signal processing software suite.

Software deliverables may include executable files and source code. The TA must approve in writing the choice of programming language for all software and algorithms.
- 7.5 Analysis System deliverables, including:
  - 7.5.1 hardware (processors, hard drives, peripherals, etc.), and
  - 7.5.2 software (commercial software, with licenses, custom software (deliverable 6.4)).

## **ANNEX A - STATEMENT OF WORK**

### **8. DATE OF DELIVERY**

Date of delivery will be identified in each individual Task.

### **9. LANGUAGE OF WORK**

All work and deliverables must be provided in English.

### **10. LOCATION OF WORK**

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

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

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

### **11. TRAVEL**

The Contractor may be required to travel to locations that will be identified in each individual Task.

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

### **12. MEETINGS**

The Contractor will be required to attend meetings identified in each individual Task.

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

GSM will be identified in each individual Task.

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

GFE will be identified in each individual Task.

### **15. SECURITY**

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

## ANNEX “B” - BASIS OF PAYMENT

### A – PRICING TABLE FOR RESOURCES

**Fiscal Year (FY) Date of award for a one-year period.**

| ITEM | DESCRIPTION                                  | NUMBER OF RESOURCES REQUIRED      | UNIT OF MEASURE | TASKS EXPECTED FOR THE RESOURCE CATEGORY    | ESTIMATED HOURS PER YEAR<br>(A) | HOURLY RATE*<br>(B) | EXTENDED PRICE<br>(C = A X B) |
|------|--|-----------------------------------|-----------------|---|---------------------------------|---------------------|-------------------------------|
| 1    | Project Manager - Senior                     | 1                                 | EA              | All   | 415                             | \$                  | \$                            |
| 2    | Scientific Programmer - Junior/ Intermediate | 1                                 | EA              | 5.1, 5.2, 5.3, 5.4, 5.5                     | 2000                            | \$                  | \$                            |
| 3    | Scientific Programmer - Senior               | 1                                 | EA              | 5.1, 5.2, 5.3, 5.4, 5.5                     | 715                             | \$                  | \$                            |
| 4    | Technical Expert ( Signal Processing)        | 1                                 | EA              | 5.1.2, 5.2.1-2, 5.2.4, 5.2.6, 5.3, 5.5, 5.6 | 2000                            | \$                  | \$                            |
| 5    | Acoustic Data Analyst - Junior/ Intermediate | 1                                 | EA              | 5.1.1, 5.3                                  | 1500                            | \$                  | \$                            |
| 6    | Acoustic Data Analyst – Senior               | 1                                 | EA              | 5.1.1, 5.3                                  | 775                             | \$                  | \$                            |
| 7    | Software Engineer                            | 1                                 | EA              | 5.1, 5.2, 5.3                               | 1250                            | \$                  | \$                            |
|      |  | <b>ESTIMATED SUBTOTAL</b>         |                 |   |                                 |                     | \$                            |
|      |  | APPLICABLE TAXES ( 15 % HST)      |                 |   |                                 |                     | \$                            |
|      |  | TOTAL VALUE (Subtotal plus taxes) |                 |   |                                 |                     | \$                            |

**Option Year 1 – Dates TBD**

| ITEM | DESCRIPTION                                  | NUMBER OF RESOURCES REQUIRED      | UNIT OF MEASURE | TASKS EXPECTED FOR THE RESOURCE CATEGORY    | ESTIMATED HOURS PER YEAR<br>(A) | HOURLY RATE*<br>(B) | EXTENDED PRICE<br>(C = A X B) |
|------|--|-----------------------------------|-----------------|---|---------------------------------|---------------------|-------------------------------|
| 1    | Project Manager - Senior                     | 1                                 | EA              | All   | 210                             | \$                  | \$                            |
| 2    | Scientific Programmer - Junior/ Intermediate | 1                                 | EA              | 5.1, 5.2, 5.3, 5.4, 5.5                     | 1000                            | \$                  | \$                            |
| 3    | Scientific Programmer - Senior               | 1                                 | EA              | 5.1, 5.2, 5.3, 5.4, 5.5                     | 360                             | \$                  | \$                            |
| 4    | Technical Expert ( Signal Processing)        | 1                                 | EA              | 5.1.2, 5.2.1-2, 5.2.4, 5.2.6, 5.3, 5.5, 5.6 | 1000                            | \$                  | \$                            |
| 5    | Acoustic Data Analyst - Junior/ Intermediate | 1                                 | EA              | 5.1.1, 5.3                                  | 750                             | \$                  | \$                            |
| 6    | Acoustic Data Analyst – Senior               | 1                                 | EA              | 5.1.1, 5.3                                  | 390                             | \$                  | \$                            |
| 7    | Software Engineer                            | 1                                 | EA              | 5.1, 5.2, 5.3                               | 750                             | \$                  | \$                            |
|      |  | <b>ESTIMATED SUBTOTAL</b>         |                 |   |                                 |                     | \$                            |
|      |  | APPLICABLE TAXES ( 15 % HST)      |                 |   |                                 |                     | \$                            |
|      |  | TOTAL VALUE (Subtotal plus taxes) |                 |   |                                 |                     | \$                            |



**Option Year 2 – Dates TBD**

| ITEM | DESCRIPTION                                  | NUMBER OF RESOURCES REQUIRED      | UNIT OF MEASURE | TASKS EXPECTED FOR THE RESOURCE CATEGORY    | ESTIMATED HOURS PER YEAR<br>(A) | HOURLY RATE*<br>(B) | EXTENDED PRICE<br>(C = A X B) |
|------|--|-----------------------------------|-----------------|---|---------------------------------|---------------------|-------------------------------|
| 1    | Project Manager - Senior                     | 1                                 | EA              | All   | 210                             | \$                  | \$                            |
| 2    | Scientific Programmer - Junior/ Intermediate | 1                                 | EA              | 5.1, 5.2, 5.3, 5.4, 5.5                     | 1000                            | \$                  | \$                            |
| 3    | Scientific Programmer - Senior               | 1                                 | EA              | 5.1, 5.2, 5.3, 5.4, 5.5                     | 360                             | \$                  | \$                            |
| 4    | Technical Expert ( Signal Processing)        | 1                                 | EA              | 5.1.2, 5.2.1-2, 5.2.4, 5.2.6, 5.3, 5.5, 5.6 | 1000                            | \$                  | \$                            |
| 5    | Acoustic Data Analyst - Junior/ Intermediate | 1                                 | EA              | 5.1.1, 5.3                                  | 750                             | \$                  | \$                            |
| 6    | Acoustic Data Analyst – Senior               | 1                                 | EA              | 5.1.1, 5.3                                  | 390                             | \$                  | \$                            |
| 7    | Software Engineer                            | 1                                 | EA              | 5.1, 5.2, 5.3                               | 750                             | \$                  | \$                            |
|      |  | <b>ESTIMATED SUBTOTAL</b>         |                 |   |                                 |                     | \$                            |
|      |  | APPLICABLE TAXES ( 15 % HST)      |                 |   |                                 |                     | \$                            |
|      |  | TOTAL VALUE (Subtotal plus taxes) |                 |   |                                 |                     | \$                            |

**Option Year 3 – Dates TBD**

| ITEM | DESCRIPTION                                 | NUMBER OF RESOURCES REQUIRED      | UNIT OF MEASURE | TASKS EXPECTED FOR THE RESOURCE CATEGORY    | ESTIMATED HOURS PER YEAR<br>(A) | HOURLY RATE*<br>(B) | EXTENDED PRICE<br>(C = A X B) |
|------|---|-----------------------------------|-----------------|---|---------------------------------|---------------------|-------------------------------|
| 1    | Project Manager - Senior                    | 1                                 | EA              | All   | 210                             | \$                  | \$                            |
| 2    | Scientific Programmer - Junior/Intermediate | 1                                 | EA              | 5.1, 5.2, 5.3, 5.4, 5.5                     | 1000                            | \$                  | \$                            |
| 3    | Scientific Programmer - Senior              | 1                                 | EA              | 5.1, 5.2, 5.3, 5.4, 5.5                     | 360                             | \$                  | \$                            |
| 4    | Technical Expert ( Signal Processing)       | 1                                 | EA              | 5.1.2, 5.2.1-2, 5.2.4, 5.2.6, 5.3, 5.5, 5.6 | 1000                            | \$                  | \$                            |
| 5    | Acoustic Data Analyst - Junior/Intermediate | 1                                 | EA              | 5.1.1, 5.3                                  | 750                             | \$                  | \$                            |
| 6    | Acoustic Data Analyst – Senior              | 1                                 | EA              | 5.1.1, 5.3                                  | 390                             | \$                  | \$                            |
| 7    | Software Engineer                           | 1                                 | EA              | 5.1, 5.2, 5.3                               | 750                             | \$                  | \$                            |
|      |   | <b>ESTIMATED SUBTOTAL</b>         |                 |   |                                 |                     | \$                            |
|      |   | APPLICABLE TAXES ( 15 % HST)      |                 |   |                                 |                     | \$                            |
|      |   | TOTAL VALUE (Subtotal plus taxes) |                 |   |                                 |                     | \$                            |

**Option Year 4 – Dates TBD**

| ITEM | DESCRIPTION                                  | NUMBER OF RESOURCES REQUIRED      | UNIT OF MEASURE | TASKS EXPECTED FOR THE RESOURCE CATEGORY    | ESTIMATED HOURS PER YEAR<br>(A) | HOURLY RATE*<br>(B) | EXTENDED PRICE<br>(C = A X B) |
|------|--|-----------------------------------|-----------------|---|---------------------------------|---------------------|-------------------------------|
| 1    | Project Manager - Senior                     | 1                                 | EA              | All   | 210                             | \$                  | \$                            |
| 2    | Scientific Programmer - Junior/ Intermediate | 1                                 | EA              | 5.1, 5.2, 5.3, 5.4, 5.5                     | 1000                            | \$                  | \$                            |
| 3    | Scientific Programmer - Senior               | 1                                 | EA              | 5.1, 5.2, 5.3, 5.4, 5.5                     | 360                             | \$                  | \$                            |
| 4    | Technical Expert ( Signal Processing)        | 1                                 | EA              | 5.1.2, 5.2.1-2, 5.2.4, 5.2.6, 5.3, 5.5, 5.6 | 1000                            | \$                  | \$                            |
| 5    | Acoustic Data Analyst - Junior/ Intermediate | 1                                 | EA              | 5.1.1, 5.3                                  | 750                             | \$                  | \$                            |
| 6    | Acoustic Data Analyst – Senior               | 1                                 | EA              | 5.1.1, 5.3                                  | 390                             | \$                  | \$                            |
| 7    | Software Engineer                            | 1                                 | EA              | 5.1, 5.2, 5.3                               | 750                             | \$                  | \$                            |
|      |  | <b>ESTIMATED SUBTOTAL</b>         |                 |   |                                 |                     | \$                            |
|      |  | APPLICABLE TAXES ( 15 % HST)      |                 |   |                                 |                     | \$                            |
|      |  | TOTAL VALUE (Subtotal plus taxes) |                 |   |                                 |                     | \$                            |

**ANNEX C – EVALUATION CRITERIA**

**1. MANDATORY EVALUATION CRITERIA**

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

| <b>BIDDER EXPERIENCE</b> |  |                     |
|--------------------------|--|---------------------|
|                          | <b>Mandatory Criterion (M)</b>   | <b>MET/ NOT MET</b> |
|                          | <b>Please Cross Reference to Specific pages in your Proposal [COMPLETED BY BIDDER]</b>   |                     |
| <b>M1</b>                | The Bidder must have a minimum of 36 months of demonstrated experience within the last 60 months in underwater acoustic signal processing.   |                     |
| <b>M2</b>                | The Bidder's proposed technical resource(s) must provide proof that they have at a minimum a bachelor's degree in computer science, physics, engineering, engineering physics, acoustics, mathematics, or a closely related field.<br><br>Proof is considered to be a copy of the degree |                     |

## 2. POINT-RATED EVALUATION CRITERIA

Proposals will be evaluated in accordance with both the Technical and Proposed Resource(s) point rated criteria as detailed herein.

### **Bidder Technical Rated Evaluation Criteria**

The Bidder MUST achieve a minimum score of **110 out of 297 points overall** of the Technical point-rated evaluation criterion. Any Bid which fails to meet the minimum required score of **110 points** of the Bidder Technical Point-Rated Criteria will be deemed non-compliant and given no further consideration.

| <b>BIDDER EXPERIENCE</b>                                  |  |                   |                   |  |
|---|--|-------------------|-------------------|--|
| <b>The Bidder Technical Rated Evaluation Criteria (A)</b> |  | <b>Min Points</b> | <b>Max Points</b> | <b>Point Breakdown Structure</b>   |
| <b>P1</b>   | <p>The Bidder should provide examples of publicly available technical reports (such as literature reviews, peer-reviewed papers, or Bidder reports) published within the past 60 months describing:</p> <ul style="list-style-type: none"> <li>a) acoustic signal processing algorithm development; or</li> <li>b) results of acoustic data analysis</li> </ul> <p>An example is considered to have the following elements in order to be accepted:</p> <ul style="list-style-type: none"> <li>1) One of the technical resources must be either the first or second author of the report.</li> <li>2) A copy of, or link to, the technical reports, abstracts and references must be submitted for each report.</li> </ul> | <b>0</b>          | <b>15</b>         | <p>No technical reports provided – 0 points;</p> <p>2 technical reports provided – 10 points; and</p> <p>3 or more technical reports provided – 15 points.</p> |
| <b>P2</b>   | <p>The bidder should demonstrate that the technical resource, software engineer or scientific programmer has previous experience (has worked on one or more projects as defined in 1.c) generating synthetic data for the testing</p>  | <b>0</b>          | <b>10</b>         | <p>Less than 1 project– 0 points;</p> <p>1 project– 5 points;</p> <p>2 projects – 7 points; and</p> <p>greater than 2 projects – 10 points.</p>                |

Please Cross Reference to Specific pages in your Proposal  
[COMPLETED BY BIDDER]

|           |   |          |           |   |  |
|-----------|---|----------|-----------|---|--|
|           | of acoustic DCLT algorithms in the past 60 months.  |          |           |   |  |
| <b>P3</b> | <p>The Bidder should have demonstrated company experience in developing/implementing and maintaining a software framework to organize algorithms within the past 72 months.</p> <p>Examples of experience can include initial development of a software framework, and projects that include version upgrades to the framework. Incremental upgrades to the framework will be considered maintenance experience, and not development/implementation experience.</p> | <b>0</b> | <b>15</b> | <p>Less than 1 experience with either development or maintenance – 0 points;</p> <p>1 experience with maintenance – 2 points;</p> <p>1 experience with development – 5 points;</p> <p>1 experience with development and on-going maintenance – 10 points; and</p> <p>greater than 1 experience with development and on-going maintenance – 15 points.</p> |  |

| <b>RESOURCE EXPERIENCE</b>                                |  |                   |                   |   | <b>Please Cross Reference to Specific pages in your Proposal [COMPLETED BY BIDDER]</b> |
|---|--|-------------------|-------------------|---|--|
| <b>The Bidder Technical Rated Evaluation Criteria (A)</b> |  | <b>Min Points</b> | <b>Max Points</b> | <b>Point Breakdown Structure</b>  |  |
| <b>Project Manager</b>                                    |  |                   |                   |   |  |
| <b>P4</b>   | The bidder must demonstrate that the Project Manager has a minimum of 36 months of project management experience in the last 72 months.                | <b>5</b>          | <b>10</b>         | <p>Less than 36 months – 0 points</p> <p>36 to 48 months – 5 points</p> <p>49 months or greater – 10 points</p>         |  |
| <b>Technical Resource (Signal Processing)</b>             |  |                   |                   |   |  |
| <b>P5</b>   | The bidder must demonstrate that the signal processing resource has a minimum of 60 months of ocean acoustic signal processing in the last 120 months. | <b>10</b>         | <b>15</b>         | <p>Less than 60 months – 0 points</p> <p>60 months to 96 months – 10 points</p> <p>97 months or greater – 15 points</p> |  |

|   |  |           |           |  |  |  |  |
|---|--|-----------|-----------|--|--|--|--|
|   |  |           |           |  |  |  |  |
| <b>Scientific Programming Resource - Junior</b> |  |           |           |  |  |  |  |
| <b>P6</b>                                       | The bidder must demonstrate that the scientific programming resource has demonstrated experience in algorithm development in the last 36 months.   | <b>5</b>  | <b>10</b> | Less than 12 months – 0 points<br>12 months to 24 months – 5 points<br>24 months to 36 months – 10 points  |  |  |  |
| <b>P7</b>                                       | The bidder must demonstrate that the scientific programming resource has a minimum of 60 months of experience programming in one or more of C/C++, MATLAB/IDL, or PYTHON, within the past 36 months. | <b>5</b>  | <b>15</b> | Less than 18 months experience with C/C++, MATLAB/IDL, or PYTHON – 0 points;<br>Greater than 18 months experience with one of C/C++, MATLAB/IDL, or PYTHON – 5 points;<br>Greater than 18 months cumulative experience, with at least 9 months in each, in two of C/C++, MATLAB/IDL, or PYTHON – 10 points; and<br>Greater than 27 months cumulative experience, with at least 9 months for each, in all of C/C++, MATLAB/IDL, and PYTHON – 15 points. |  |  |  |
| <b>Scientific Programming Resource - Senior</b> |  |           |           |  |  |  |  |
| <b>P8</b>                                       | The bidder must demonstrate that the scientific programming resource has demonstrated experience in algorithm development in the last 120 months.  | <b>10</b> | <b>15</b> | Less than 60 months – 0 points<br>60 months to 96 months – 10 points<br>97 months or greater – 15 points   |  |  |  |
| <b>P9</b>                                       | The bidder must demonstrate that the scientific programming resource has demonstrated experience with embedded systems and/or software application development in the last 60 months.                | <b>5</b>  | <b>10</b> | Less than 12 months experience with embedded systems and software application development – 0 points   |  |  |  |

|  |  |           |           |  |  |  |
|--|--|-----------|-----------|--|--|--|
|  |  |           |           |  | 12 to 24 months experience with either embedded systems or software application development – 5 points |  |
|  |  |           |           |  | Over 24 months experience with both embedded systems and software application development – 10 points  |  |
| <b>P10</b>   | The bidder must demonstrate that the scientific programming resource(s) has a minimum of 60 months of experience programming in one or more of C/C++, MATLAB/IDL, or PYTHON, within the past 96 months.                            | <b>5</b>  | <b>15</b> | Less than 60 months experience with C/C++, MATLAB/IDL, or PYTHON – 0 points;<br><br>Greater than 60 months experience with one of C/C++, MATLAB/IDL, or PYTHON – 5 points;<br><br>Greater than 60 months cumulative experience, with at least 12 months in each, in two of C/C++, MATLAB/IDL, or PYTHON – 10 points; and<br><br>Greater than 60 months cumulative experience, with at least 12 months for each, in all of C/C++, MATLAB/IDL, and PYTHON – 15 points. |  |  |
| <b>Technical Resource – Acoustic Data Analyst - Junior</b> |  |           |           |  |  |  |
| <b>P11</b>   | The bidder must demonstrate that the technical resource has a minimum of 12 months experience applying algorithms for detection of one or more of tonal and transient acoustic signals, within the past 48 months.                 | <b>5</b>  | <b>10</b> | Less than 12 months experience – 0 points;<br><br>12 months to 24 months – 5 points<br><br>24 months or greater – 10 points  |  |  |
| <b>P12</b>   | The bidder must demonstrate that the technical resource has a minimum of 12 months experience evaluating or applying classification and/or machine learning algorithms for underwater acoustic signals, within the past 48 months. | <b>10</b> | <b>20</b> | Less than 12 months – 0 points<br><br>12 months to 24 months – 5 points<br><br>24 months or greater – 10 points  |  |  |



|  |  |           |           |  |  |
|--|--|-----------|-----------|--|--|
| <b>P13</b>   | The bidder must demonstrate that the technical resource has a minimum of 12 months experience evaluating or applying localization and tracking algorithms, for acoustic signals, within the past 48 months.  | <b>5</b>  | <b>10</b> | Less than 12 months – 0 points<br>12 months to 24 months – 5 points<br>24 months or greater – 10 points  |  |
| <b>Technical Resource - Acoustic Data Analyst - Senior</b> |  |           |           |  |  |
| <b>P14</b>   | The bidder must demonstrate that the technical resources have a minimum of 60 months experience developing, evaluating, and applying algorithms for detection of one or more of tonal and transient acoustic signals, within the past 96 months.   | <b>10</b> | <b>25</b> | Less than 60 months experience – 0 points;<br>A minimum of 60 months within the past 96 months experience developing detection algorithms for tonal <u>or</u> transient signals – 10 points;<br>A minimum of 60 months within the past 96 months experience developing detection algorithms for both tonal <u>and</u> transient signals – 25 points; and |  |
| <b>P15</b>   | The bidder must demonstrate that the technical resources have a minimum of 36 months experience developing, evaluating, and applying classification and/or machine learning algorithms for underwater acoustic signals, within the past 96 months. | <b>10</b> | <b>20</b> | Less than 36 months – 0 points<br>36 months to 72 months – 10 points<br>73 months or greater – 20 points   |  |
| <b>P16</b>   | The bidder must demonstrate that the technical resource(s) have a minimum of 60 months experience developing, evaluating, and applying one or more of localization and tracking algorithms, for acoustic signals, within the past 96 months.       | <b>10</b> | <b>20</b> | Less than 60 months – 0 points<br>A minimum of 60 months within the last 96 months experience with localization <u>or</u> tracking algorithms – 10 points<br>A minimum of 60 months within the last 96 months experience with both localization <u>and</u> tracking experience – 20 points   |  |

|                                   |   |           |           |  |  |  |
|-----------------------------------|---|-----------|-----------|--|--|--|
| <b>P17</b>                        | The bidder must demonstrate that the technical resources have a minimum of 36 months experience developing, evaluating, and applying underwater acoustic beamforming methods for one or more of linear, planar, and 3-dimensional arrays, within the past 72 months.  | <b>5</b>  | <b>7</b>  | Less than 36 months experience in the past 72 months underwater acoustic beamforming experience – 0 points<br><br>36 months or greater experience in the past 72 months beamforming one of the array types – 5 points<br><br>36 months or greater experience in the past 72 months beamforming two of the array types – 6 points<br><br>36 months or greater experience in the past 72 months beamforming all three of the array types – 7 points. |  |  |
| <b>P18</b>                        | The bidder should demonstrate that the technical resource has demonstrated experience developing, evaluating, and applying underwater acoustic beamforming methods for arrays with unevenly spaced elements, within the past 60 months.   | <b>0</b>  | <b>10</b> | Less than 12 months – 0 points<br><br>12 months to 24 months – 5 points<br><br>24 months or greater – 10 points  |  |  |
| <b>P19</b>                        | The bidder should demonstrate that the technical resource has demonstrated experience involving polar underwater acoustics in the past 72 months. Polar underwater acoustics is defined as the study of acoustics in a region in which the presence of ice cover influences the underwater acoustic propagation and ambient noise environments. | <b>0</b>  | <b>10</b> | Less than 6 months – 0 points<br><br>6 months to 12 months – 5 points<br><br>12 months or greater – 10 points  |  |  |
| <b>Software Engineer Resource</b> |   |           |           |  |  |  |
| <b>P20</b>                        | The bidder must demonstrate that the software engineer resource has worked on and completed a minimum of 1 project(s) involving storing and processing, and developing  | <b>10</b> | <b>25</b> | No projects with large volumes of data – 0 points;<br>1 or 2 projects with large volumes of pre-recorded data – 5 points;  |  |  |

|   |   |            |            |   |  |
|---|---|------------|------------|---|--|
|   | algorithms for large volumes of data (defined as data sets greater than 5 TB in size), within the past 72 months.   |            |            | greater than 2 projects with large volumes of pre-recorded data – 10 points;<br>1 or 2 projects with large volumes of (near) real-time data stream – 15 points;<br>greater than 2 projects with large volumes of (near) real-time data stream – 20 points;<br>2 or more projects with large volumes of both pre-recorded data and (near) real-time data stream – 25 points. |  |
| <b>P21</b>  | The bidder should demonstrate that the software engineer resource has demonstrated experience developing/integrating software for, and operating, DRDC's System Test Bed (STB) system, within the past 72 months. | <b>0</b>   | <b>10</b>  | Less than 12 months – 0 points<br>12 months to 36 months – 5 points<br>36 months or greater – 10 points   |  |
| <b>Total Points for Bidder Technical Proposal</b> |   | <b>110</b> | <b>297</b> |   |  |

### 3. SELECTION METHODOLOGY

Select the desired selection methodology.

☐ **Lowest-priced Responsive Proposal**

☐ **Lowest Responsive Cost-per-point Proposal**

☒ **Highest Responsive Combined Rating of Technical Merit and Price**

- Weighting factor for the price: **40%**

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



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W7707-196494

Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization /  
Ministère ou organisme gouvernemental d'origine **Department of National Defence**

2. Branch or Directorate / Direction générale ou Direction  
**Defence Research and Development Canada**

3. a) Subcontract Number / Numéro du contrat de sous-traitance

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail

Contract for signal processing algorithm development and support for acoustic surveillance of the Canadian Arctic.

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

NATO / OTAN ☐

Foreign / Étranger ☐

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions  
Aucune restriction relative à la diffusion ☒

Not releasable  
À ne pas diffuser ☐

Restricted to: / Limité à: ☐

Specify country(ies): / Préciser le(s) pays:

All NATO countries  
Tous les pays de l'OTAN ☐

Restricted to: / Limité à: ☐

Specify country(ies): / Préciser le(s) pays:

No release restrictions  
Aucune restriction relative à la diffusion ☐

Restricted to: / Limité à: ☐

Specify country(ies): / Préciser le(s) pays:

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

PROTECTED A ☐  
PROTÉGÉ A  
PROTECTED B ☐  
PROTÉGÉ B  
PROTECTED C ☐  
PROTÉGÉ C  
CONFIDENTIAL ☐  
CONFIDENTIEL  
SECRET ☒  
TOP SECRET ☐  
TRÈS SECRET  
TOP SECRET (SIGINT) ☐  
TRÈS SECRET (SIGINT)

NATO UNCLASSIFIED ☐  
NATO NON CLASSIFIÉ  
NATO RESTRICTED ☐  
NATO DIFFUSION RESTREINTE  
NATO CONFIDENTIAL ☐  
NATO CONFIDENTIEL  
NATO SECRET ☐  
NATO SECRET  
COSMIC TOP SECRET ☐  
COSMIC TRÈS SECRET

PROTECTED A ☐  
PROTÉGÉ A  
PROTECTED B ☐  
PROTÉGÉ B  
PROTECTED C ☐  
PROTÉGÉ C  
CONFIDENTIAL ☐  
CONFIDENTIEL  
SECRET ☐  
TOP SECRET ☐  
TRÈS SECRET  
TOP SECRET (SIGINT) ☐  
TRÈS SECRET (SIGINT)





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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes  
Non Oui

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

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

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

☒ RELIABILITY STATUS  
COTE DE FIABILITÉ ☐ CONFIDENTIAL  
CONFIDENTIEL ☒ SECRET  
SECRET ☐ TOP SECRET  
TRÈS SECRET  
☐ TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT ☐ NATO CONFIDENTIAL  
NATO CONFIDENTIEL ☐ NATO SECRET  
NATO SECRET ☐ COSMIC TOP SECRET  
COSMIC TRÈS SECRET  
☐ SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments:  
Commentaires spéciaux : The SOW requires site access for classified and unclassified work. Supplementary security guide is attached.

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☐ No ☒ Yes  
Non Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes  
Non Oui  
ON DND PREMISES, UNSCREENED  
PERSONNEL MAY ONLY ACCESS PUBLIC  
RECEPTION ZONES PM

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



**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<br>Catégorie  | PROTECTED<br>PROTÉGÉ |   |   | CLASSIFIED<br>CLASSIFIÉ          |        |                                     | NATO  |  |                |   | COMSEC               |   |   |              |        |                                     |
|--|----------------------|---|---|----------------------------------|--------|-------------------------------------|---|--|----------------|---|----------------------|---|---|--------------|--------|-------------------------------------|
|  | A                    | B | C | CONFIDENTIAL<br><br>CONFIDENTIEL | SECRET | TOP<br>SECRET<br><br>TRÈS<br>SECRET | NATO<br>RESTRICTED<br><br>NATO<br>DIFFUSION<br>RESTREINTE | NATO<br>CONFIDENTIAL<br><br>NATO<br>CONFIDENTIEL | NATO<br>SECRET | COSMIC<br>TOP<br>SECRET<br><br>COSMIC<br>TRÈS<br>SECRET | PROTECTED<br>PROTÉGÉ |   |   | CONFIDENTIAL | SECRET | TOP<br>SECRET<br><br>TRÈS<br>SECRET |
|  |                      |   |   |                                  |        |                                     |   |  |                |   | A                    | B | C |              |        |                                     |
| Information / Assets<br>Renseignements / Biens<br>Production |                      |   |   |                                  | ✓      |                                     |   |  |                |   |                      |   |   |              |        |                                     |
| IT Media /<br>Support TI                                     |                      |   |   |                                  | ✓      |                                     |   |  |                |   |                      |   |   |              |        |                                     |
| IT Link /<br>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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).





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Security Classification / Classification de sécurité

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

**13. Organization Project Authority / Chargé de projet de l'organisme**

|  |   |   |                     |
|--|---|---|---------------------|
| Name (print) - Nom (en lettres moulées)<br>Jennifer Spearman | Title - Titre<br>Project Manager                  | Signature<br>   | Date<br>17 Dec 2018 |
| Telephone No. - N° de téléphone<br>902-407-0386              | Facsimile No. - N° de télécopieur<br>902-407-8792 | E-mail address - Adresse courriel<br>jennifer.spearman@forces.gc.ca |                     |

**14. Organization Security Authority / Responsable de la sécurité de l'organisme**

|  |  |  |                        |
|--|--|--|------------------------|
| Name (print) - Nom (en lettres moulées)<br><b>Dawn Murray - DDSO - Industrial Security</b> | Title - Titre<br><b>SRCL team lead</b> | Signature<br>  | Date<br>8 October 2019 |
| Telephone No. - N° de téléphone<br><b>Tel: 613-996-0274</b>                                | Facsimile No. - N° de télécopieur      | E-mail address - Adresse courriel<br><b>E-mail: dawn.murray@forces.gc.ca</b> |                        |

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?

☐ No / Non ☒ Yes / Oui

**16. Procurement Officer / Agent d'approvisionnement**

|   |                                   |                                   |      |
|---|-----------------------------------|-----------------------------------|------|
| Name (print) - Nom (en lettres moulées) | Title - Titre                     | Signature                         | Date |
| Telephone No. - N° de téléphone         | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel |      |

**17. Contracting Security Authority / Autorité contractante en matière de sécurité**

|   |                                   |  |
|---|-----------------------------------|--|
| Name (print)<br><b>Vikenti Gorokhovski</b><br>Contract Security Officer, Contract Security Division<br><a href="mailto:vikenti.gorokhovski@tpsgc-pwgsc.gc.ca">vikenti.gorokhovski@tpsgc-pwgsc.gc.ca</a><br>Tel/Tél 613-957-9337 | Signature<br>                     | Date<br>2019.10.11<br>09:04:14 -04'00' |
| Telephone   | E-mail address - Adresse courriel |  |

Digitally signed by  
Gorokhovski,  
Vikenti  
Date: 2019.10.11  
09:04:14 -04'00'

# 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           |                   |                     |
| Not Releasable   |                   |   |                 |                   |             |                   |                     |
| Restricted to:   |                   |   |                 |                   |             |                   |                     |
| Permanent Residents Included*  |                   |   |                 |                   |             |                   |                     |
| NATO Information   |                   |   |                 |                   |             |                   |                     |
| Citizenship Restriction  | NATO UNCLASSIFIED |   | NATO RESTRICTED | NATO CONFIDENTIAL | NATO SECRET | COSMIC TOP SECRET |                     |
| All NATO Countries   |                   |   |                 |                   |             |                   |                     |
| Restricted to:   |                   |   |                 |                   |             |                   |                     |
| Permanent Residents Included*  |                   |   |                 |                   |             |                   |                     |
| Foreign Information  |                   |   |                 |                   |             |                   |                     |
| Citizenship Restriction  | PROTECTED         |   |                 | CLASSIFIED        |             |                   |                     |
|  | A                 | B | C               | CONFIDENTIAL      | SECRET      | TOP SECRET        | TOP SECRET (SIGINT) |
| No Release Restrictions  |                   |   |                 |                   |             |                   |                     |
| Restricted to :  |                   |   |                 |                   |             |                   |                     |
| Permanent Residents Included*  |                   |   |                 |                   |             |                   |                     |
| 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          |                   |                     |
| SECRET clearance with CEO applies  |                   |   |                 |                   |             |                   |                     |

\*When release restrictions are indicated, specify if permanent residents are allowed to be included.



## Security Requirement Checklist (SRCL)

### Supplemental Security Classification Guide

| 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<br>(e.g. Reliability, Secret)  | Position /<br>Description/Task   | Access to sites and/or<br>information.<br>Levels of Information to be<br>accessed.   | Citizenship<br>Restriction (if any) |
| Reliability   | Meetings and<br>administration   | For site access to DRDC<br>Atlantic Research Centre<br>facilities  |                                     |
| Secret (access to<br>information/assets)  | For tasks under the<br>Contract with a<br>requirement of<br>SECRET. Includes<br>access to SECRET<br>information for the<br>purposes of<br>research, analysis,<br>trials support, and<br>reporting. | For access to DRDC and<br>other DND facilities for<br>classified meetings up to<br>SECRET. Access to<br>information up to SECRET.<br>Document/data<br>safeguarding up to SECRET<br>at the Contractor's<br>facilities.  |                                     |
| Secret (production)   | For tasks under the<br>Contract with the<br>requirement of<br>SECRET. Includes<br>production of<br>SECRET reports, and<br>data sets.   | For access to DRDC and<br>other DND facilities for<br>classified meetings up to<br>SECRET. Access to<br>information up to SECRET<br>that may be used to<br>generate reports and data<br>sets. Document/data<br>safeguarding up to SECRET<br>at the Contractor's<br>facilities. |                                     |
| Secret (IT media)   | Use of Contractor IT<br>systems to perform<br>analysis of SECRET<br>data and the<br>production of<br>electronic reports at<br>the Contractor's<br>facilities.                                      | For receiving and storing<br>SECRET electronic<br>information or assets on<br>the Contractor's site in<br>order to perform data<br>analysis and reporting<br>using Contractor computer<br>systems.   |                                     |
|   |  |  |                                     |
|   |  |  |                                     |

| Part C – Safeguards / Information Technology (IT) Media – 11d = yes                                     |
|---|
| IT security requirements must be specified in a separate technical document and submitted with the SRCL |

## Security Requirement Checklist (SRCL) Supplemental Security Classification Guide

This SRCL contains an IT requirement. Electronic data collected by DND will be provided to the Contractor and will consist of unclassified and up to SECRET data on CD/DVD and hard disks. The Contractor will be required to use their 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.

### **OTHER SECURITY INSTRUCTIONS**

Insert instructions

**Department of National Defence (DND)**

**Information Technology Security Requirements Document**

**for**

**Contract W7707-196494**

## RELEASE HISTORY

| VERSION | AMENDMENT DATE | AMENDMENT DETAILS                       | AMENDED BY   |
|---------|----------------|---|--|
| 1.0     | 13 Aug 2019    | Initial draft                           | Carolyn Binder, DRDC                                   |
| 2.0     | 10 Sep 2019    | Reviewed and revised                    | Kelly Lister, DIM Secur                                |
| 3.0     | 16 Sep 2019    | Revision reviewed and comments provided | Carolyn Binder, DRDC                                   |
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| 6.0     | 4 Oct 2019     | Reviewed and revised; comments added    | Kelly Lister, DIM Secur                                |
| 7.0     | 4 Oct 2019     | Reviewed and accepted                   | Carolyn Binder, DRDC<br>and<br>Kelly Lister, DIM Secur |
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## 1. INTRODUCTION

**1.1** This "Contract W7707-196494 IT Security Requirements Document" is being provided in accordance with the instructions for completion of Part C, Section 11.d of the Treasury Board Secretariat (TBS) Form 350-103 which states:

"Will the supplier be required to use its IT systems to electronically process and/or produce or store PROTECTED and/or CLASSIFIED information and/or data? If Yes, . . . The client department and/or organization will be required to specify the IT security requirements for this procurement in a separate technical document. . ."

**1.2** This document outlines the Department of National Defence's (DNDs) Information Technology (IT) security requirements for the electronic processing, production, and/or storage of this contract's Proprietary Information up to and including the level of SECRET.

**1.3** Throughout this document the term "Proprietary Information" is defined as "any information provided or generated pursuant to this contract, regardless of form or type, including but not limited to scientific, technical, business and/or financial information, whether or not it is included in the Public Services and Procurement Canada (PSPC) Controlled Goods Program." Additional information on the PSPC Controlled Goods Program is available on the internet from "Controlled Goods Regulations (SOR/2001-32)" at <https://laws-lois.justice.gc.ca/eng/regulations/SOR-2001-32/> and by email to [dmc-cgd@tpsgc-pwgsc.gc.ca](mailto:dmc-cgd@tpsgc-pwgsc.gc.ca). For this contract, the contractor will require access to Controlled Goods.

**1.4** In the event that the Information System (IS) used to electronically process, produce and/or store this Proprietary Information is required to electronically connect to DND's infrastructure (Security Requirements Check List (SRCL) Part C, Section 11.e is checked as "YES"), a separate IT Link "Connectivity Criteria" document will be completed by the Project Officer (PO) for the DND Project Management Office (PMO) and will require validation and authorization from Canadian Industrial Security Directorate (CISD).

**1.5** Security is based upon layers of protection; in order for IT security requirements to effectively safeguard information they must be preceded and supported by other aspects of security and their associated policies. Contracted efforts should be preceded by the implementation of physical, personnel, procedural, information, and IT Security safeguards.

**1.6** Additional security information is available on the internet from the Canadian Industrial Security Directorate (CISD) of Public Services and Procurement Canada (PSPC), the Communications Security Establishment (CSE), the Canadian Centre for Cyber Security (Cyber Centre), and the Royal Canadian Mounted Police (RCMP).

## **2. MANDATORY PREREQUISITES**

### **2.1 PSPC Validation**

2.1.1 The application of the IT security 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/or store SECRET information. Validation must be provided by PSPC/CISD.

2.1.2 The contractor must inform CISD and the DND PO of all physical sites where Proprietary Information will be processed, produced and/or stored (e.g. any applicable main and/or alternate contractor offices, construction sites, back-up storage locations, partners, all levels of sub-contractors offices, etc.). The contractor must inform the DND PO and officially register with CISD any partners and all levels of partnership and sub-contractors involved in this contract.

2.1.3 Every site used to electronically process, produce and/or store this contract's Proprietary Information must be granted a Facility Security Clearance (FSC) as well as either a Designated Organization Screening (DOS) or a Document Safeguarding Capability (DSC), as applicable. Every site must also be cleared by CISD prior to being authorized to electronically process, produce and/or store Proprietary Information.

2.1.4 As this contract has been evaluated at the SECRET level, the contractor is required to conform to Emanation Security (EMSEC) specifications as depicted in the CSE/Cyber Centre "*Emission Security (EMSEC) Guidance (ITSG-11A)*". This publication can be obtained from CISD or the DND PO.

### **2.2 Physical Security**

2.2.1 Processing, production and/or storage of this contract's Proprietary Information must only be performed in facilities which have been authorized by CISD. All data must be processed, produced and/or stored in a secure manner that prevents unauthorized viewing, access, or manipulation.

2.2.2 In accordance with the RCMP's "*G1-026 Guide to the Application of Physical Security Zones*", the IS (identified herein as the Secure\_SigProc\_IIS) will be installed and operating in a security zone or in a temporary security zone.

2.2.3 Access to the security zone will be controlled by an Access Control List (ACL); a copy of the ACL will be affixed inside the security zone where the IS is installed and operating. This ACL will be updated by the Company Security Officer (CSO) or the Alternate Company Security Officer (ACSO) whenever there is a change of personnel who are authorized to access this area.

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

2.2.5 Mobile computing/teleworking involving the IS or Proprietary Information is not authorized under this contract.

### **2.3 Personnel Security**

2.3.1 All contractor personnel who have access to any Proprietary Information must:

2.3.1.1 hold - at minimum - a valid Secret (Level II) Security Clearance which must be granted and be tracked by CISD;

2.3.1.2 be assigned system privileges on the criteria of least privilege; this means applying the most restrictive set of privileges and the need-to-know principle (i.e. limiting access to information only to those whose duties require such access) necessary for the performance of authorized tasks; and

2.3.2 No visitors, foreign nationals or unauthorized personnel shall have access to the Proprietary Information, the Secure\_SigProc\_IIS, or the zone where the Proprietary Information is being processed, produced and/or stored unless they possess a valid Secret (Level II) Security Clearance level and are escorted by an authorized contractor employee.

2.3.3 All contractor personnel handling Proprietary Information must be provided training and/or a briefing session coordinated and delivered by the CSO or the ACSO. This training must, at minimum, make reference to the Government of Canada (GC) "Industrial Security Manual" (ISM) and other security information as determined by the DND PO as well as the IT Security Orders and Standard Operating Procedures (SOP) for the Secure\_SigProc\_IIS.

## **2.4 Procedural Security**

2.4.1 The contractor must create System IT Security Orders and SOPs relating to the operation and maintenance of the Secure\_SigProc\_IIS. These documents must - at minimum - address:

2.4.1.1 roles and responsibilities (e.g. CSO, technical authority, and/or system administrator(s) for the IS);

2.4.1.2 access management for the security zone and the IS;

2.4.1.3 acceptable use of the IS;

2.4.1.4 incident management procedures; and

2.4.1.5 any other subject identified in this document.

2.4.2 All personnel having access to the IS must read the System IT Security Orders and sign an associated User Agreement Form, as produced and tracked by the CSO or ACSO. All changes to the System IT Security Orders, SOPs and/or User Agreement Form must be promulgated to all personnel having access to the IS.

2.4.3 The IS must be administered and maintained internally by individual(s) possessing - at minimum - a valid Secret (Level II) Security Clearance.

2.4.4 The contractor must continually monitor its overall security posture including physical, personnel, procedural, information and IT security. The contractor must inform CISC and the DND PO of any issues that could potentially impact the security of the Proprietary Information or the IS.

## **2.5 Information Security**

2.5.1 All documents containing Proprietary Information must be marked with the appropriate security level (of the information contained in the document) and be afforded a unique identifier to ensure positive control and tracking.

2.5.2 The contractor must protect the security of the Proprietary Information at rest through physical and/or IT security measures:

2.5.2.1 When unattended, all hardcopy containing Proprietary Information (e.g. paper printouts, etc.) must be physically locked in approved secure containers.



2.5.2.2 When unattended all removable IT media used to process, produce and/or store Proprietary Information must be physically locked in approved secure containers or encrypted using GC-approved encryption technology appropriate for the sensitivity level of the Proprietary Information.

2.5.2.3 Only contractor personnel authorized to have access to the Proprietary Information will have the ability to unencrypt electronic documents and/or have access to the key/combination for the approved secure container(s).

2.5.3 When exchanging Proprietary Information between DND and all levels of contractors/sub-contractors via hard copy and/or removable IT media, all hard copy documents and removable IT media must be handled and transported/transmitted in accordance with GC guidelines as depicted in the ISM or the RCMP's "G1-009 Transport and Transmittal of Protected and Classified Information". When transported/transmitted, all electronic media must be encrypted using GC encryption technology approved for the sensitivity level of the information contained in the electronic media.

2.5.4 All hard copy documents and IT media must be packaged appropriately and transported/transmitted with a covering letter as well as a transmittal form or circulation slip which must indicate:

2.5.4.1 the highest sensitivity level of information contained in the media;

2.5.4.2 the date of transport/transmission;

2.5.4.3 the unique identifier for each document/IT media in the package;

2.5.4.4 the name and phone number of the originator;

2.5.4.5 the physical street address of the destination; and

2.5.4.6 the name and phone number of the recipient.

2.5.5 Exchange of Proprietary Information with partners, sub-contractors or DND must not be done via IT links.

2.5.6 All Proprietary Information (e.g. hard copy documents, IT media, and electronic documents, etc.) must be segregated from other contractual and corporate information in a way that allows all Proprietary Information to be securely destroyed or wiped, immediately upon request from CISC or the DND PO as indicated in the Cyber Centre's publication "*IT Media Sanitization (ITSP.40.006)*".

2.5.7 The contractor is ultimately responsible for ensuring that all security requirements and all relevant and/or associated security documentation relating to this contract are provided to the contractor's partners and all levels of sub-contractors.

### 3. MINIMUM IT SECURITY REQUIREMENTS

#### 3.1 IT Security Policy Compliance and Monitoring

3.1.1 On a frequency and schedule to be determined by the DND IT Security Authority, DND retains the right to conduct inspections of every contractor's facility involved in this contract to ensure compliance with the IT Security requirements herein as well as compliance with GC standards and policies concerning the prevention, detection, response, and recovery requirements.

#### 3.2 IT System Configuration

3.2.1 Basic system configuration: The anticipated basic system configuration will be either a closed LAN, or one more stand-alone workstations (PCs or laptops) and a local printer. An Air Gap computer will be used to scan removable media for viruses and malware.

3.2.2 The equipment used to process, produce and/or store the Proprietary Information can consist of Commercial-Off-The-Shelf (COTS) or TEMPEST equipment and must be labelled commensurate with the highest sensitivity level of Proprietary Information to be processed on the equipment.

3.2.3 The Secure\_SigProc\_IIS must be configured as a closed LAN, or one or more stand-alone workstations.

3.2.4 Processing equipment must be configured with removable hard drives. Examples of processing equipment for this IS include workstations (e.g. PCs, laptops, tablets, etc.), servers, printers, scanners, etc.

3.2.5 Operating System. The IS must operate on a supported Operating System (OS); i.e. the vendor of the OS must be creating and providing current security patches for the OS. OS security patches must be installed regularly, at least monthly. The OS must be configured to disable unnecessary processes, services, and ports. The IS SOP must provide details on the OS configuration and identify the frequency and the method used to update the OS security patches.

3.2.6 Anti-virus/Anti-malware Software. A supported anti-virus/anti-malware application must be installed and operating on all workstations and servers (as applicable). Anti-virus/anti-malware definition files must be updated regularly, at least weekly. The IS SOP must provide details on the configuration of the anti-virus application as well as identify the frequency and the method used to update the anti-virus/anti-malware definition files. Configuration of the anti-virus/anti-malware application must:

3.2.6.1 allow only changes made by the system administrator(s);

3.2.6.2 automatically scan all Secure\_SigProc\_IIS workstations/servers at power-on or on a set interval, at least weekly;

3.2.6.3 scan - for malicious code - every new file introduced to the IS workstations/servers;

3.2.7 Software and Applications. Only applications required under this contract must be installed on the IS. Application patches must be kept up to date and be managed through a defined configuration management process. The IS SOP must list every installed application and its version, as well as identify the application patch management process.

3.2.8 Logging and Auditing. OS logging must be active and the log files must be reviewed by the Secure\_SigProc\_IIS system administrator at least monthly. The review must consist of - but not be limited to - successful logins; unsuccessful login attempts; unauthorized changes to the

system hardware, firmware, and software; unusual system behaviour; unplanned disruption(s) of systems and/or services; system errors; etc. Only the system administrator(s) shall be allowed to modify or delete log files and only after being authorized by the CSO or A/CSO. The IS SOP must identify the frequency and the method used to review OS log files.

### **3.3 IT Equipment**

3.3.1 A list of all equipment forming the IS must be maintained by the contractor. This equipment list must contain - at minimum - the equipment's description, make, model, and quantity. If requested, this equipment list must be made available to CISD and the DND PO.

3.3.2 The contractor must inform CISD and the DND PO of any major change(s) to the Secure\_SigProc\_IIS IT equipment.

3.3.3 The use of wireless or Wi-Fi capabilities on the IS is strictly prohibited.

3.3.4 The Proprietary Information must not be stored using "cloud" technology.

3.3.5 All equipment interconnectivity must:

3.3.5.1 use appropriate computer cables for peripheral devices connected directly to the workstations (PCs and/or laptops);

3.3.5.2 use CAT 6 (if utilising COTS equipment) and/or fibre optic cable (if utilising TEMPEST equipment) to connect the IS equipment in a closed LAN configuration;

3.3.5.3 be identifiable from any other system wiring;

3.3.5.4 be controlled and monitored to prevent inadvertent or deliberate connection to any unauthorized equipment, network or infrastructure; and

3.3.5.5 be installed in separate conduits if applicable for the closed LAN system.

3.3.6 A topology diagram of the Secure\_SigProc\_IIS must be provided, upon request, to CISD and/or the DND PO. The diagram must consist of a high-level system design and include any IT links to other entities and/or connections to other networks and/or systems, where applicable.

3.3.7 Maintenance and disposal of any IT equipment used to process, produce and/or store Proprietary Information (e.g. printers, plotters, scanners, photocopiers and/or Multi-Function Devices (MFDs)/Multi-Function Printer (MFPs), etc.) must follow the instructions provided in the "Disposal" section, below.

### **3.4 Authorization and Access Control**

3.4.1 The contractor must maintain a list of authorized individuals who have access to the IS. This list must be updated whenever there is a change of personnel or an individual's information contained on the list. The list must contain:

3.4.1.1 the individual's name

3.4.1.2 the individual's clearance level; and

3.4.1.3 the type of access (e.g. user, power user, administrator, etc.).

3.4.2 The IS must not contain any:

3.4.2.1 generic accounts,

- 3.4.2.2 guest accounts,
- 3.4.2.3 temporary accounts, or
- 3.4.2.4 shared accounts of any kind.

3.4.3 An individual account must be created for each user. User accounts must be configured for limited privileges and must allow access only to the files and folders required by the user to perform their specific duties.

3.4.4 An individual Administrator account must be created for each system administrator. If an individual requires both administrator access and regular user access, the individual must have two separate accounts on the IS. Administrator accounts must not be used for standard day-to-day operations.

3.4.5 Each account must be protected by a password with an enforced minimum password complexity. The password complexity must include the following:

- 3.4.5.1 the password must contain a minimum of eight (8) characters;
- 3.4.5.2 the password must contain three of the following four criteria:
  - 3.4.5.2.1 at least one uppercase letter (A through Z),
  - 3.4.5.2.2 at least one lowercase letter (a through z),
  - 3.4.5.2.3 at least one number (0 through 9), and
  - 3.4.5.2.4 at least one special character (e.g. !, \$, #, %);
- 3.4.5.3 password lifetime restrictions of minimum (1 day) and maximum (90 days);
- 3.4.5.4 password reuse is prohibited for the previous ten (10) passwords; and
- 3.4.5.5 the account will lock after four (4) consecutive failed logon attempts.

3.4.6 Any password used to access the IS must:

- 3.4.6.1 never be shared with anyone;
- 3.4.6.2 be changed at first login;
- 3.4.6.3 be changed every 90 days thereafter;
- 3.4.6.4 be changed whenever there is any suspicion of compromise; and
- 3.4.6.5 not be saved or remembered by the OS or any application accessed by the OS.

3.4.7 The local administrator password on all workstations/servers forming the IS must be changed; vendor default passwords must not be used. Each time a local administrator password is changed it must be written down and placed in a sealed envelope which has been signed over the flap by the CSO, ACSO or system administrator. The envelope must be safeguarded commensurate with the highest sensitivity level of data processed on the system and it must be locked in an approved container.

3.4.8 All network elements (physical and/or virtual) of the IS must be tracked and be accessible (e.g. via access control list (ACL), Active Directory, etc.) only to authorized personnel.

3.4.9 The IS SOP must include an Authorization and Access Control process depicting the procedures for adding, disabling, and deleting user accounts.

### 3.5 IT Media

3.5.1 Throughout the duration of this contract, all IT media used to process, produce and/or store Proprietary Information must be disposed of in accordance with the "Disposal" section of this document.

3.5.2 In the event that equipment requires maintenance, support or replacement, **no IT media containing any Proprietary Information** (e.g. internal hard drives, removable IT media, etc.) will be given or made available to any outside vendor, service provider or other unauthorized personnel.

3.5.3 All IT media (e.g. internal hard drives, removable hard drives, external hard drives, CDs/DVDs, USB sticks, etc.) used to process, produce and/or store Proprietary Information must:

- 3.5.3.1 be dedicated to this contract only;
- 3.5.3.2 be given a unique identifier to ensure positive control and tracking;
- 3.5.3.3 be identified and inventoried by:
  - 3.5.3.3.1 the type of media (e.g. CD/DVD, USB stick, etc.);
  - 3.5.3.3.2 the information sensitivity level,
  - 3.5.3.3.3 the release-ability caveat (if applicable), and
  - 3.5.3.3.4 the model and serial number (if applicable);
- 3.5.3.4 be labelled with:
  - 3.5.3.4.1 the highest sensitivity level of the data it contains,
  - 3.5.3.4.2 the government department (in this case DND),
  - 3.5.3.4.3 the contract number, and
  - 3.5.3.4.4 the IT media's unique identifier.

3.5.4 If a label cannot be affixed directly on the IT media, the label must be attached to the IT media by other means (e.g. string, etc.).

3.5.5 All IT media must be safeguarded commensurate with the highest sensitivity level of the data it contains. When not being used all removable IT media - including failed, life cycled and long-term use media (e.g. backup media, etc.) - must be locked in a secure container approved to the information sensitivity level of the data that it contains.

3.5.6 If required to interact with untrusted sources (e.g. the internet, another network, removable IT media from another source, etc.) the contractor will be required to provide a standalone Air Gap Workstation. Data transfer security requirements and related instructions for the Air Gap Workstation will be provided by the DND PO in a separate technical document; a template for this is available from DIM Secur upon request.

3.5.7 The location of all removable IT media must be tracked and controlled via the use of a log book. The log book must contain, at minimum:

- 3.5.7.1 the type of media (e.g. CD/DVD, USB stick, etc.);
- 3.5.7.2 the IT media's unique identifier;
- 3.5.7.3 the date and time it was removed;
- 3.5.7.4 the name or initials of the individual who signed it out;
- 3.5.7.5 the date and time it was returned; and
- 3.5.7.6 the name or initials of the individual who returned the media.

### **3.6 Personal IT Devices (PITDs)**

3.6.1 The contractor must ensure that all Personal IT Devices (e.g. cell phones, smart watches, fit bits, etc.) are kept a minimum of one (1) metre away from the Secure\_SigProc\_IIS.

### **3.7 Document Printing and/or Reproduction**

3.7.1 The contractor is:

- 3.7.1.1 authorized to print and/or reproduce any Proprietary Information within the contractor's premises; and
- 3.7.1.2 not authorized to use external printing and/or reproduction services.

Use of either of these services to print and/or reproduce any Proprietary Information must first be approved and authorized by CISC and the DND PO.

3.7.2 Printers, plotters, scanners, photocopiers and/or MFDs/MFPs used to process Proprietary Information must not be equipped with internal hard drives. If a device does not support removable hard drives, a different device with no hard drive must be used.

3.7.3 Unless the IS is configured as a segment of the contractor's corporate network, all printers, plotters, scanners, photocopiers and/or MFDs/MFPs must only be connected to the IS. Connection to other devices or networks is strictly prohibited.

3.7.4 The connection of telephone lines to any MFD/MFP used to process Proprietary Information is strictly prohibited.

3.7.5 Reproduction of Proprietary Information must first be approved by the DND PO. If approved for reproduction every copy must be afforded a unique identifier to ensure positive control and tracking.

3.7.6 In the event that printing and/or reproduction services are sub-contracted, the sub-contractor must abide by the requirements in this "Contract W7707-196494 IT Security Requirements Document".

### **3.8 Recovery**

3.8.1 The Proprietary Information must be backed up regularly, at least once a week; and must be safeguarded at a remote location. If the contractor does not have a remote location to safeguard the backups, arrangements can be made with the DND PO. Backups safeguarded by another party must be addressed through a sub-contract. The IS SOP must include details on the back-up frequency, methodology and storage.

3.8.2 The contractor must develop, and document a Disaster Recovery Plan (DRP) for the IS. This DRP must include details on the recovery, restoration, tests frequency, and methodology.

### 3.9 Disposal

3.9.1 The disposal of all IT media used on this contract - including removable media, internal and external hard drives - must be authorized in advance by the DND PO and must be documented and tracked. This includes for example, IT media that has failed, is being life cycled, is no longer required, etc. If hard drives cannot be removed from devices used to process, produce and/or store Proprietary Information (e.g. tablets, etc.) then the devices must be returned to the DND PO.

3.9.2 Disposal of IT media on-site at the contractor's facility is prohibited; the contractor must make arrangements for disposal with the DND PO.

3.9.3 The disposal of IT media must be tracked via the use of a "Certificate of Destruction" (if applicable) and a "Transit and Receipt Form"; the DND PO will provide templates for these documents. The contractor must retain a copy of all IT disposal documents as evidence that the IT media has been properly disposed of. The contractor must make these IT disposal documents available to CISC and the DND PO upon request.

3.9.4 At the end of the contract all Proprietary Information (hard copies and electronic) must be returned to the DND PO. This includes all paper copies of documents as well as any IT media used to process, produce and/or store Proprietary Information (e.g. internal hard drives (used in workstations, laptops, servers, photocopiers, MFDs/MFPs, etc.); CDs/DVDs; USB sticks; SD cards; external hard drives; etc.). If hard drives cannot be removed from devices used to process, produce and/or store Proprietary Information (e.g. tablets, etc.) then the devices must be returned to the DND PO.

3.9.5 If maintenance and/or disposal of IT equipment is necessary, the following procedures must be applied prior to removing any IT equipment used to process, produce and/or store Proprietary Information; this process applies to all IT equipment containing IT media (e.g. servers, workstations, printers, plotters, scanners, MFDs/MFPs, etc.):

3.9.5.1 Any device used to print this contract's Protected C, Secret, or Top Secret Proprietary Information must print at least 50 copies of a page completely filled with unclassified text; this is in order to remove any possible data remaining on the drums, belts or other internal components of the device.

3.9.5.2 All non-volatile memory devices (internal, removable, and external hard drives, etc.) must be removed and be disposed of as indicated in this section

3.9.5.3 Volatile memory (e.g. RAM, DRAM, SRAM, etc.) must be sanitized by removing all power for a minimum of 24 consecutive hours. The contractor must ensure there is no power to the memory (e.g. internal batteries or through connection to another device). If there is any doubt concerning the removal of all power to volatile memory in equipment used to process, produce and/or store highly sensitive Proprietary Information, the contractor must remove the volatile memory from the device and have it destroyed

3.9.5.4 Any stickers or security markings on the device - in connection with this contract or the IS - must be removed.

**Department of National Defence (DND)**

**Air Gap Computer Document**

**for**

**Contract W7707-196494**



**RELEASE HISTORY**

| VERSION | AMENDMENT DATE | AMENDMENT DETAILS             | AMENDED BY              |
|---------|----------------|-------------------------------|-------------------------|
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## 1. INTRODUCTION

**1.1** This document outlines the Information Technology (IT) security requirements for Department of National Defence (DND) Contract W7707-196494 for the transfer of electronic information between the Information System (IS) - identified herein as the Secure\_SigProc\_IIS - used to process, produce, and/or store this contract's Proprietary Information up to and including the level of Secret. The scope of this "Air Gap Computer Document for Contract W7707-196494" is to state the minimum IT security requirements necessary to transfer electronic information to and from the IS.

**1.2** Throughout this document the term "Proprietary Information" is defined as "any information provided or generated pursuant to this contract, regardless of form or type, including but not limited to scientific, technical, business and/or financial information, whether or not it is included in the Public Services and Procurement Canada (PSPC) Controlled Goods Program." Additional information on the PSPC Controlled Goods Program is available on the internet from "Controlled Goods Regulations (SOR/2001-32)" at <https://laws-lois.justice.gc.ca/eng/regulations/SOR-2001-32/> and by email to [dmc-cgd@tpsgc-pwgsc.gc.ca](mailto:dmc-cgd@tpsgc-pwgsc.gc.ca). For this contract, the contractor will require access to Controlled Goods.

**1.3** As this contract may require data inputs from untrusted sources, there is a need for an additional level of IT security to mitigate the possibility of infection or malware originating from untrusted sources. These extra steps are intended to protect not only the Secure\_SigProc\_IIS but also any other system exchanging information with the IS. The transfer of all Proprietary Information into the IS will be required to transition through an Air Gap Computer.

**1.4** The application of the IT security 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/or store information up to and including Secret. Validation must be provided by the Public Services & Procurement Canada (PSPC)/Canadian Industrial Security Directorate (CISD).

## 2.

### 2.1 Description

2.1.1 A standalone workstation (i.e. PC or laptop) equipped with a removable hard drive as well as two approved and supported anti-virus/anti-malware applications must be used for all electronic data transfers into the IS. The transfer of electronic data into this IS is allowed only from a system of equivalent sensitivity level or lower.

2.1.2 The transfer of electronic data from the Secure\_SigProc\_IIS must first be authorized in writing by the Department of National Defence (DND) Project Officer (PO).

### 2.2 Terminology

2.2.1 The following terminology will be used in this document.

|                       |   |
|-----------------------|---|
| Source File           | The data to be transferred to the Target System; the Source File must not have a higher sensitivity level than the Target System.   |
| Source System         | The IS that the Source File came from.  |
| Target System         | The IS that the Source File will be uploaded to. The Target System is the Secure_SigProc_IIS.   |
| Source Transfer Media | <p>The removable electronic media (e.g. CDs/DVDs, USB sticks, SD cards, external hard drives, etc.) containing the Source File from the Source System.</p> <p>For the Secure_SigProc_IIS the type(s) of Source Transfer Media will be any removable media approved by the DND PO.</p> |
| Target Transfer Media | <p>The removable electronic media to be used to move the Source File from the W7707-196494 Air Gap Computer to the Target System.</p> <p>For the Secure_SigProc_IIS the type(s) of Target Transfer Media will be any removable media approved by the DND PO.</p>                      |

### 2.3 Hardware

2.3.1 This Air Gap Computer must consist of a stand-alone PC or laptop with only a monitor, keyboard and mouse. No other peripheral equipment (e.g. printer, scanner, etc.) can be attached to the Air Gap Computer.

2.3.2 For the entire length of the contract, this Air Gap Computer must be used only for this purpose.

2.3.3 This Air Gap Computer must be owned by the contractor; be composed of Commercial-Off-the-Shelf (COTS) equipment; and be installed, configured, and operational before being inspected by CISD.

2.3.4 If using a PC, the Air Gap Computer must be equipped with a removable hard drive.

2.3.5 This Air Gap Computer must be installed and operating in the same Security zone or the temporary Security zone where the Secure\_SigProc\_IIS is installed.

2.3.6 If processing Protected C and/or Classified data, this Air Gap Computer must be located at least one meter away from all IT equipment and all personal IT devices (PITDs).

2.3.7 Labelling. This Air Gap Computer and removable hard drive (if applicable) must be affixed with a label identifying the highest sensitivity level of the contract's Proprietary Information which is being transferred using this equipment.

2.3.8 Labelling of Transfer Media. The Transfer Media to be used on this Air Gap Computer must be marked with the following information:

2.3.8.1 the highest sensitivity level of the data it contains,

2.3.8.2 the government department (in this case DND),

2.3.8.3 the contract number (in this case W7707-196494),

2.3.8.4 the IT media's unique identifier, as discussed in para 3.5.3.2 of the "Contract W7707-196494 IT Security Requirements Document", and

2.3.8.5 the transfer media category (either "Source Transfer Media" or "Target Transfer Media").

2.3.8.6 If this information cannot be written directly on the media or if a large label (approximately 4" by 6") cannot be affixed directly on the media, the label must be attached to the IT media by other means (e.g. string, etc.).

2.3.8.7 The "Source Transfer Media" and the "Target Transfer Media" should be labelled with different colours (e.g. black for one, red for the other) to easily differentiate between them.



Figure 1: example labels

## 2.4 IT System Configuration

2.4.1 This Air Gap Computer must operate on a supported Operating System (OS) and must follow all items specified in the paragraph "Operating System" of the "Contract W7707-196494 IT Security Requirements Document". As well as disabling unnecessary processes, services, and ports, all unnecessary computer components (e.g. network card, microphone, speakers, etc.) must also be disabled.

2.4.2 Two different anti-virus/anti-malware applications must be installed on this contract's Air Gap Computer and these applications must be supported. This contract's Air Gap Computer must follow all items specified in the paragraph "Anti-virus/Anti-malware Software" of the "W7707-196494 IT Security Requirements Document".

2.4.3 Any other applications installed on this contract's Air Gap Computer shall be deleted/uninstalled, and no other applications can be installed on this computer.

2.4.4 OS logging must be active on this contract's Air Gap Computer, and all items specified in the paragraph "Logging and Auditing" of the "W7707-196494 IT Security Requirements Document" must be followed.

2.4.5 All accounts on this contract's Air Gap Computer must follow the applicable sections of the paragraph "Authorization and Access Control" of the "W7707-196494 IT Security Requirements Document". No shared or generic accounts are authorized.

2.4.6 The following paragraphs of the "Contract W7707-196494 IT Security Requirements Document" are applicable to this Air Gap Computer and must be followed:

- "Unattended Removable Media";
- "IT Media";
- "Personal IT Devices (PITDs)"; and
- "Disposal".

## **2.5 Air Gap Computer and SOP**

2.5.1 The Secure\_SigProc\_IIS SOP must include the procedures and details mentioned in this "Air Gap Computer Document for Contract W7707-196494" for all applicable aspects of this Air Gap Computer.

### 3. DATA TRANSFER PROCEDURE

- 3.1 The following process must be used to transfer electronic data from any untrusted source(s) to the IS.
- 3.2 These Data Transfer Procedures must be posted near the W7707-196494 Air Gap Computer.

#### DATA TRANSFER PROCEDURES

1. Power on the W7707-196494 Air Gap Computer and logon.
2. Ensure that the definition files for both anti-virus/anti-malware applications are current. If not current, update the necessary definition files before proceeding.
3. Copy the Source File(s) from the Source System to the Source Transfer Media. If the Source File(s) is/are already on removable electronic media (e.g. removable media received from a vendor, etc.), then this can be used as the Source Transfer Media.
4. Label the Source Transfer Media and connect it to the Air Gap Computer.
5. Scan the Source Transfer Media and all Source File(s) using both anti-virus/anti-malware applications.
  - a. If any viruses/malware are detected, STOP the procedure. Clean/delete the file(s) as directed by the anti-virus/anti-malware applications and inform the Company Security Officer (CSO) or the Alternate Company Security Officer (ACSO).
  - b. If no viruses/malware are detected, proceed to the next step.
6. Copy the Source File(s) from the Source Transfer Media onto the Air Gap Computer.
7. Remove the Source Transfer Media from the Air Gap Computer.
8. Label the Target Transfer Media and connect it to the Air Gap Computer.
9. Copy the scanned Source File(s) from the Air Gap Computer to the Target Transfer Media.
10. Remove the Target Transfer Media from the Air Gap Computer.
11. Connect the Target Transfer Media to the Target System.
12. Copy the scanned Source File(s) from the Target Transfer Media to the Target System.
13. Ensure that the scanned Source File(s) copied to the Target System can be opened and are not corrupted.
14. If the Source File(s) on the Target System is/are satisfactory:
  - a. delete the Source File(s) from the Target Transfer Media;
  - b. remove the Target Transfer Media from the Target System; and
  - c. delete the Source File(s) from the Air Gap Computer.
15. Log off and shut down the Air Gap Computer.

**TASK AUTHORIZATION**  
**AUTORISATION DES TÂCHES**

|   |  |   |
|---|--|---|
| All invoices/progress claims must show the reference Contract and Task numbers.<br>Toutes les factures doivent indiquer les numéros du contrat et de la tâche.                                      |  | Contract no. – N° du contrat  |
|   |  | Task no. – N° de la tâche   |
| Amendment no. – N° de la modification   | Increase/Decrease – Augmentation/Réduction   | Previous value – Valeur précédente  |
| To – À  | <b>TO THE CONTRACTOR</b><br><br>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.<br><br>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.<br><br><b>À L'ENTREPRENEUR</b><br><br>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.<br><br>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   |  |   |
| Delivery/Completion date – Date de livraison/d’achèvement   | Date   | for the Department of National Defence<br>pour le ministère de la Défense nationale |
| Contract item no.<br>N° d'article<br>du contrat   | Services   | Cost<br>Prix  |
|   |  |   |
|   |  | GST/HST<br>TPS/TVH  |
|   |  | Total   |
| <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. |  |   |
| for the Department of Public Works and Government Services<br>pour le ministère des Travaux publics et services gouvernementaux   |  |   |



## 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.