



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Réception des soumissions - TPSGC / Bid Receiving  
- PWGSC

1550, Avenue d'Estimauville  
1550, D'Estimauville Avenue  
Québec  
Québec  
G1J 0C7

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Envir. fate ammunition residues	
<b>Solicitation No. - N° de l'invitation</b> W7701-207175/A	<b>Date</b> 2020-02-12
<b>Client Reference No. - N° de référence du client</b> W7701-207175	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$QCL-051-17872	
<b>File No. - N° de dossier</b> QCL-9-42184 (051)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-03-25</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Normale du l'Est HNE
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Fortin, Marie-Claire	<b>Buyer Id - Id de l'acheteur</b> qcl051
<b>Telephone No. - N° de téléphone</b> (418) 571-7258 ( )	<b>FAX No. - N° de FAX</b> (418) 648-2209
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Bâtiment 53 DRDC-Defence R&D Canada-Valcartier BATISSE 53 2459 ROUTE DE LA BRAVOURE QUEBEC Québec G3J1X5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

TPSGC/PWGSC  
601-1550, Avenue d'Estimauville  
Québec  
Québec  
G1J 0C7

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

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W7701-207175/A  
Client Ref. No. - N° de réf. du client  
W7701-207175

Amd. No. - N° de la modif.  
File No. - N° du dossier  
QCL-9-42184

Buyer ID - Id de l'acheteur  
QCL051  
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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:**

- Annex A Statement of Work
- Annex B Basis of Payment
- Annex C Security Requirements Check List
- Annex D Insurance Requirements
- Annex E DND 626, Task Authorization Form
- Annex F Contractor Disclosure of Foreground Information

#### **The Attachments include:**

List of Attachments:

- Attachment 1 : Financial Bid Presentation Sheet
- Attachment 2 : Evaluation of Price
- Attachment 3 : Mandatory and Point Rated Technical Criteria
- Attachment 4 : Federal Contractors Program for Employment Equity – Certification

### **1.2 Summary**

#### **1.2.1 Title**

Specialized technical services – Environmental fate of ammunition residues in the training areas

#### **1.2.2 Background**

One of the mandates of Defence Research and Development Canada (DRDC) – Valcartier Research Centre is to plan and execute applied R&D programs in accordance with Canada's Defence Policy (Ref AD1) and the Defence Energy and Environment Strategy (Ref AD2), in order to support force generation and ensure the sustainability of military training in the Canadian Armed Forces. Due to human resource

limitations, there is a requirement to contract out certain parts of the R&D program specific to hydrogeology and geology of the military training areas.

### 1.2.3 Scope of work

Defence Research and Development Canada (DRDC) – Valcartier Research Centre requires the specialized technical services of an expert in hydrogeology, geology, environmental fate and transport of munitions residues (energetic materials, metals and pyrotechnics) in the soil, groundwater and surface water of the military training areas. The Contractor must primarily assess the environmental impact of ammunition residues on the military training areas, analyze the options and provide the necessary informed advice to support training in the Department of National Defence (DND) by delivering services in the following fields:

- a) Hydrogeological and geological studies;
- b) Laboratory/field trials;
- c) Environmental remediation of military training areas;
- d) Design of new firing ranges;
- e) Study of the impacts of climate change on future military training; and
- f) Collateral damage estimate.

### 1.2.4 Client department

The organization for which the services are to be rendered is Defence Research and Development Canada (DRDC) – Valcartier Research Centre.

### 1.2.5 Period of the contract

The period of the contract is for the award of the contract for a period of sixty (60) months inclusive.

### 1.2.6 Additional Information

- i. There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website”.
- ii. This requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).
- iii. The requirement is limited to Canadian goods and/or services.
- iv. 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).
- v. 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.
- vi. Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.

- vii. For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 2.3 of Part 2 of the bid solicitation.
- viii. The work will be carried out entirely on an "as and when requested basis" using a Task Authorization (TA).

The estimated amount of available funding for this Contract is **\$4,000,00.00** Applicable Taxes extra.

In accordance with clause "Minimum Work Guarantee - All the Work – Task Authorizations" of the Contract, Canada's obligation under the Contract is limited to 10% of the estimated amount of available funding specified above.

A contract with Task Authorizations is a method of supply for services under which all of the work or a portion of the work will be performed **on an "as and when requested basis"**. Under contracts with TAs, the work to be carried out can be defined but the exact nature and timeframes of the required services, activities and deliverables will only be known as and when the service(s) will be required during the period of the contract. A TA is a structured administrative tool enabling the Crown to authorize work by a contractor on an "as and when requested" basis in accordance with the conditions of the contract. TAs are not individual contracts.

- ix. This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.
- x. Canada has determined that all Intellectual Property Rights in the Foreground Information belong to the Contractor as soon as they come into existence.
- xi. 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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

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

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

Delete: 60 days  
Insert: 180 days

#### **2.1.1 SACC Manual Clauses**

[A7035T](#) (2007-05-25), List of Proposed Subcontractors

### **2.2 Submission of Bids**

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

**2.2.1** By using the [epost Connect service provided by Canada Post Corporation](https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a) ([https://www.canadapost.ca/web/en/products/details.page?article=epost\\_connect\\_send\\_a](https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a))

The email address of PWGSC Quebec region Bid Receiving Unit is:

[TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca)

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

**2.2.2** By mail or in person at:  
Public Works and Government Services Canada (PWGSC)  
1550, Avenue of Estimaerville  
Quebec City, Quebec G1J 0C7

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

### **2.3 Former Public Servant**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide

the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

### Definitions

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

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

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

### Former Public Servant in Receipt of a Pension

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

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

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

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

### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

#### 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority, [marie-claire.fortin@tpsgc-pwgsc.gc.ca](mailto:marie-claire.fortin@tpsgc-pwgsc.gc.ca), no later than **eight (8) 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 Quebec

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 Bidder

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

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

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

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

Section I: Technical Bid (5 hard copies)  
Section II: Financial Bid (1 hard copy)  
Section III: Certifications (1 hard copy)  
Section IV: Additional Information (1 hard copy)

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

Due to the nature of the bid solicitation, bids transmitted by epost Connect service and by facsimile will not be accepted.¶

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

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

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

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## Section I: Technical Bid

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

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

Bidders must demonstrate their compliance with the following sections of the bid solicitation by providing substantial information describing completely and in detail how the requirement is met or addressed. Bidders must provide with their technical bid, a document indicating clearly where the substantial information for **Mandatory and Point Rated Technical Criteria** described in Sections 4.1.2.1 Part 4 of this document.

## Section II: Financial Bid

Bidders must submit their financial bid in accordance with the following:

The information must be provided in accordance with the **Financial Bid Presentation Sheet at Attachment 1**.

Prices must be in Canadian funds, Applicable Taxes excluded and Canadian customs duties and excise taxes included.

### 3.1.2.1 Exchange Rate Fluctuation

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

## Section III: Certifications

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

## Section IV: Additional Information

Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions [2003](#).

For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 2.3 of Part 2 of the bid solicitation.

Canada requests that bidders provide the following information:

**Administrative representative:**

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

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

Email : \_\_\_\_\_

**Technical representative :**

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

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

Email : \_\_\_\_\_

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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Phased Bid Compliance Process**

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

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

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE.

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

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.
- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2019-03-04) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).

- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

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

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.

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- (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.

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- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase 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 and Point Rated Technical Criteria**

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The Phased Bid Compliance Process will apply only to mandatory technical criteria identified by the superscript <sup>(PB)</sup>. Mandatory technical criteria not identified by the superscript <sup>(PB)</sup> will not be subject to the Phased Bid Compliance Process. **Refer to Attachment 3**, Mandatory and Point Rated Technical Criteria.

#### 4.1.2.2 Financial Evaluation

Bidders must present their financial bid in accordance with article 3.1.2, Section II: **Financial Bid of Part 3** of the Request for Proposals.

### 4.2 Basis of Selection

#### 4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit (60%) and Price (40%)

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 and group of criterion which are subject to point rating; and
  - (d) obtain the required minimum of points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 135 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 \$1,500,000.00.

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Buyer ID - Id de l'acheteur  
QCL051  
CCC No./N° CCC - FMS No./N° VME

**Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)**

		Bidder	Bidder	Bidder
		A	B	C
<b>Overall Technical Score</b>		130	120	135
		145	145	145
<b>Bid Evaluated Price</b>		1 500 000,00 \$	1 600 000,00 \$	1 650 000,00 \$
<b>Calculations</b>	<b>Technical Merit Score</b>	130/145 X 60	120/145 X 60	135/145 X 60
		53,8	49,7	55,9
	<b>Pricing Score</b>	(1 500 000/1 500 000) X 40	(1 500 000/1 600 000) X 40	(1 500 000/1 650 000) X 40
		40,0	37,5	36,4
<b>Combined Rating</b>		93,8	87,2	92,2
<b>Overall Rating</b>		1st	3rd	2nd

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex 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(s) offered is(are) a Canadian service as defined in paragraph 2 of clause [A3050T](#).

##### **5.2.3.1.1 SACC Manual clause [A3050T](#) (2014-11-27) Canadian Content Definition**

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

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

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

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

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after contract award. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

#### **5.2.3.4. References verifications**

When Canada evaluates the bids, it may, but still be required to, verify the references provided by the bidder in Attachment 3 - Mandatory and point rated technical criteria. Canada will send all email reference check requests to contacts supplied by all the Bidders using the email address provided in the bid.

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QCL051  
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The form of question to be used to request confirmation from customer references is as follows:

Has [the Bidder] provided your organization with [describe the services and, if applicable, describe any required time frame within which those services must have been provided]?

Yes, the Bidder has provided my organization with the services described above.

No, the Bidder has not provided my organization with the services described above.

I am unwilling or unable to provide any information about the services described above.

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

### **6.1 Security Requirements**

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

### **6.2 Financial Capability**

*SACC Manual* clause [A9033T](#) (2012-07-16) Financial Capability

### **6.3 Controlled Goods Requirement**

*SACC Manual* clause [A9130T](#) (2019-11-28) Controlled Goods Program

### **6.4 Insurance Requirements**

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex D.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

### **6.5 Visit Clearance Requests for Employees**

As soon as the contract is awarded, the supplier will be required to obtain, without delay, visit clearance from ISS. A minimum lead time of 25 working days is required to obtain a visit clearance from ISS. Without visit clearance, the supplier's employees will not have access to DRDC-Valcartier facilities, leaving the supplier liable for delays in delivery. Suppliers can consult the ISS Web site on visit clearances at: <http://iss-ssi.pwgsc-tpsgc.gc.ca/msi-ism/index-eng.html>, chapter

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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

The Contractor must perform the Work in accordance with the Statement of Work at Annex \_\_\_\_ and the Contractor's technical bid entitled \_\_\_\_\_, dated \_\_\_\_\_. *(to be completed at contract award)*

#### 7.1.2 Task Authorization

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

##### 7.1.2.1 Task Authorization Process

###### 7.1.2.1.1 Description of Task Authorization (TA) tasks

Canada will provide the Contractor with a description of tasks.

The description of TA tasks will include information on 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. It will also include the applicable bases and methods of payment as specified in the Contract.

More specifically, the description of TA tasks will include the following information:

- (a) the task number;
- (b) a detailed Statement of Work (SOW) for the task, outlining the activities to be performed and the deliverables (such as reports) to be submitted;
- (c) the required start and completion dates (if any);
- (d) a schedule of milestone completion dates for major work activities, deliverables and payments;
- (e) whether the work performance will require on-site activities at a given location;
- (f) the work site;
- (g) the level of security clearance required of the Contractor's personnel;

Where applicable, the description of TA tasks must also include the following:

- (a) a description of any travel requirements including the content and format of any required travel report;
- (b) the language profile required of the Contractor's personnel;
- (c) categories of key resources;
- (d) any other constraints that might affect task completion.

###### 7.1.2.1.2 Contractor's TA proposal

Within **ten (10) business days** of receipt of the description of TA tasks, the Contractor must provide Canada with the proposed total estimated cost for performing the tasks and a breakdown of that cost, established in accordance with Appendix B – Basis of Payment of the resulting Contract. The Contractor must submit a quote, identifying its proposed resources and detailing the cost and time to complete the task(s).

The proposal will be valid for **at least twenty (20) business days** from the date on which the offer was received. The Contractor will not be paid for preparing or submitting the quote or for providing other information required to prepare and issue the TA. The

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Contractor must provide all information requested and related to preparation of the TA, within five business days of the request by Canada.

When directed by Canada, the Contractor must also provide a technical proposal including, if applicable, the following:

- (a) a description of the understanding of the objectives and the scope of work;
- (b) a description of the approach and methodology that will be used to perform the work;
- (c) a description of the expected deliverables;
- (d) an estimate of the expected degree of success;
- (e) proposed deviations from the requirements;
- (f) identification of the major risks and a risk mitigation plan;
- (g) a comprehensive work schedule and prioritization of activities to be performed.

#### **7.1.2.1.3 Approval of the Task Authorization**

The Contractor must not begin the work until the approved TA has been received by Canada. The Contractor acknowledges that any work performed before the TA has been received will be done at the Contractor's own risk.

The work will be approved or confirmed by Canada through a Task Authorization Form – DND 626 in Annex E.

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

The DND Procurement Authority may authorize individual task authorizations up to a limit of **\$125,000.00**, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of these limits must be authorized by the Contracting Authority before issuance.

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

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 10%

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

### 7.1.2.6 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by The Procurement and Payment group at Defence Research and Development Canada (DRDC) – Valcartier Research Centre, represented by the DND Procurement Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

## 7.2 Standard Clauses and Conditions

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

### 7.2.1 General Conditions

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

## 7.3 Security Requirements

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

### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No W7701-207175

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP) of the Industrial Security Sector (ISS), Public Works and Government Services (PWGSC).
2. 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 PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP/ISS/**PWGSC**.
4. The Contractor/Offeror personnel requiring access to NATO UNCLASSIFIED information or assets do not require to hold a personnel security clearance, but **must be citizens of a NATO member country**; however, the Contractor must ensure that the NATO Unclassified information is not releasable to third parties and that the "need to know" principle is applied to personnel accessing this information.
5. The Contractor/Offeror personnel requiring access to FOREIGN PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP/ISS/**PWGSC**.
6. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
7. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP/ISS/**PWGSC**.

8. The Contractor/Offeror must comply with the provisions of the:
- a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - b) Industrial Security Manual (Latest Edition).

#### **7.4 Term of Contract**

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

The period of the contract will start on the later date between the award of the contract and April 1, 2020, for a period of sixty (60) months inclusive.

#### **7.5 Authorities**

##### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name : Marie-Claire Fortin  
Title : Procurement Specialist  
Public Services and Procurement Canada  
Supply and Compensation Directorate  
Address : 1550 D'Estimauville Avenue,  
Quebec City, Quebec, Canada  
G1J 0C7  
Telephone : 418-649-2764  
Facsimile : 418-648-2209  
E-mail : [marie-claire.fortin@tpsgc-pwgsc.gc.ca](mailto:marie-claire.fortin@tpsgc-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 Procurement Authority *(to be completed at contract award)***

The Procurement Authority for the Contract is:

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

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the

Solicitation No. - N° de l'invitation  
W7701-207175/A  
Client Ref. No. - N° de réf. du client  
W7701-207175

Amd. No. - N° de la modif.  
File No. - N° du dossier  
QCL-9-42184

Buyer ID - Id de l'acheteur  
QCL051  
CCC No./N° CCC - FMS No./N° VME

scope of Work can only be made through a contract amendment issued by the Contracting Authority.

### 7.5.3 Technical Authority

The Technical Authority for the Contract is:

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

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

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

### 7.5.4 Contractor's Representative

<b>Administrative representative :</b>	<b>Technical representative :</b>
Name : _____	Name: _____
Telephone : _____	Telephone: _____
Email: _____	Email: _____

### 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

One of the following Basis of payment will be part of the approved task authorization (TA). The price of the task will be established according to the Basis of Payment in Annex B.

(i) **For the Work provided under a Task Authorization subject to a Firm Price:**

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid a firm price in accordance with the basis of payment, in Annex B, as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

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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.

**(ii) For the Work provided under a Task Authorization subject to a Ceiling Price:**

The Contractor will be reimbursed its costs reasonably and properly incurred in the performance of the Work, plus a profit, as determined in accordance with the Basis of Payment in Annex B, to the ceiling price specified in the approved TA. Customs duties are included and Applicable Taxes are extra.

The ceiling price is subject to downward adjustment so as not to exceed the actual costs reasonably incurred in the performance of the Work and computed in accordance with the Basis of Payment.

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

**Ceiling price:** *A ceiling price is the maximum amount of money that may be paid to a contractor. By establishing a ceiling price, the contractor must fulfill all of its contractual obligations relative to the work to which this basis of payment applies without additional payment whether or not the actual costs incurred exceed the ceiling price.*

**(iii) For the Work provided under a Task Authorization subject to a Limitation of Expenditure:**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

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

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's liability to the Contractor under the authorized TA being exceeded before obtaining the written approval of the Contracting Authority.

**(iv) Travel and Living Expenses:**

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the [National Joint Council Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

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

### 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 completed at 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

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

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

#### 7.7.3.1 Single Payment (For a Firm Price TA, for a TA subject to a Limitation of Expenditure or a Ceiling Price)

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

- (a) an accurate and complete claim for payment using PWGSC-TPSGC 1111, Claim for Progress Payment (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>) 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.

#### 7.7.3.2 Milestone Payments (For a Firm Price TA)

For any task authorization issued under the Contract that includes a schedule of milestone payments to be made once specific portions of the work have been completed and accepted, Canada will make milestone payments in accordance

with the Schedule of Milestones detailed in the Task Authorization and the payment provisions of the Contract if:

- (a) an accurate and complete claim for milestone payment using PWGSC-TPSGC 1111, Claim for Progress Payment, (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>) 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.

**7.7.3.3 Progress Payments** (For a TA subject to a Limitation of Expenditure or a Ceiling Price)

- (a) Canada will make progress payments in accordance with the payment provisions of the Task Authorization and the Contract, no more than once a month, for costs incurred in the performance of the Work up to 90 percent of the amount claimed and approved by Canada if:
  - (i) an accurate and complete claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>), and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - (ii) the amount claimed is in accordance with the Basis of Payment and the Task Authorization;
  - (iii) the total amount for all progress payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Task Authorization.
  - (iv) all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.
- (b) The balance of the amount payable will be paid in accordance with the payment provisions of the Task Authorization and the Contract upon completion and delivery of all work required under the Task Authorization if the Work has been accepted by Canada and a final claim for the payment is submitted.
- (c) Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the right 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 Progress Reports**

1. The Contractor must submit monthly reports, in electronic format, on the progress of the Work, to both the Technical Authority and the Contracting Authority.
2. The progress report must contain three parts:

- (a) PART 1: The Contractor must answer the following three questions:
- (i) Is the project on schedule?
  - (ii) Is the project within budget?
  - (iii) Is the project free of any areas of concern in which the assistance or guidance of Canada may be required?

Each negative response must be supported with an explanation.

- (b) PART 2: A narrative report, brief, yet sufficiently detailed to enable the Technical Authority to evaluate the progress of the Work, containing as a minimum:
- (i) A description of the progress of each task and of the Work as a whole during the period of the report. Sufficient sketches, diagrams, photographs, etc., must be included, if necessary, to describe the progress accomplished.
  - (ii) An explanation of any variation from the work plan.
  - (iii) A description of trips or conferences connected with the Contract during the period of the report.
  - (iv) A description of any major equipment purchased or constructed during the period of the report.

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

[A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department  
[C0305C](#) (2014-06-26), Cost Submission

#### **7.7.6 Discretionary Audit**

SACC Manual Clause [C0705C](#) (2010-01-11), Discretionary Audit  
*This clause will be deleted in the case of a contract with a university.*

SACC Manual Clause [C0102C](#) (2010-01-11), Discretionary Audit - Canadian Universities and Colleges  
*This clause will be used in the case where the only responsive bid is from a university or a college.*

#### **7.7.7 Discretionary Audit**

SACC Manual Clause [C0711C](#) (2008-05-12), Time Verification

#### **7.8 Invoicing Instructions**

1. The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111 (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>).

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 Task Authorization (TA) number;

- 
- (d) the description of the milestone invoiced, as applicable.
2. For TAs subject to a Limitation of Expenditure or a Ceiling Price, each invoice must be supported by:
- (a) a list of all expenses, in accordance with the TA;
  - (b) a copy of time sheets to support the time claimed;
  - (c) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
  - (d) a copy of the monthly progress report.
3. 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.
4. The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC- TPSGC 1111, and forward to the address below for certification.

Supply and Support Clerk  
Public Works and Government Services Canada  
601-1550 Avenue D'Estimauville  
Québec, QC.  
G1J 0C7

The Contracting Authority will then forward the original and two (2) copies of the claim to the Technical Authority for appropriate certification after inspection and acceptance of the Work takes place, and onward submission to the Payment Office for the remaining certification and payment.

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

## **7.9 Certifications and Additional Information**

### **7.9.1 Compliance**

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

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

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

### **7.9.3 SACC Manual Clauses**

[A3060C](#) (2008-05-12), Canadian Content Certification

## 7.10 Applicable Laws

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

## 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2040 (2018-06-21)
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirements
- (g) Annex E, DND 626, Task Authorization Form
- (h) Annex F, Contractor Disclosure of Foreground Information;
- (i) the signed Task Authorizations (including all of its annexes, if any)
- (j) the Contractor's bid dated \_\_\_\_\_

## 7.12 Defence Contract

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

## 7.13 Foreign Nationals (Canadian Contractor)

*SACC Manual* clause A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)

## 7.14 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## 7.15 Controlled Goods Program

*SACC Manual* clause A9131C (2014-11-17), Controlled Goods Program

## **ANNEX A – STATEMENT OF WORK**

### **1. TITLE**

Specialized technical services – Environmental fate of ammunition residues in the training areas

### **2. BACKGROUND**

One of the mandates of Defence Research and Development Canada (DRDC) – Valcartier Research Centre is to plan and execute applied R&D programs in accordance with Canada's Defence Policy (Ref AD1) and the Defence Energy and Environment Strategy (Ref AD2), in order to support force generation and ensure the sustainability of military training in the Canadian Armed Forces. Due to human resource limitations, there is a requirement to contract out certain parts of the R&D program specific to hydrogeology and geology of the military training areas.

### **3. PURPOSE – SCOPE OF WORK**

Defence Research and Development Canada (DRDC) – Valcartier Research Centre requires the specialized technical services of an expert in hydrogeology, geology, environmental fate and transport of munitions residues (energetic materials, metals and pyrotechnics) in the soil, groundwater and surface water of the military training areas. The Contractor must primarily assess the environmental impact of ammunition residues on the military training areas, analyze the options and provide the necessary informed advice to support training in the Department of National Defence (DND) by delivering services in the following fields:

- a) Hydrogeological and geological studies;
- b) Laboratory/field trials;
- c) Environmental remediation of military training areas;
- d) Design of new firing ranges;
- e) Study of the impacts of climate change on future military training; and
- f) Collateral damage estimate.

### **4. ABBREVIATIONS AND ACRONYMS**

SOW	Statement of Work
CAF	Canadian Armed Forces
NATO	North Atlantic Treaty Organization
R&D	Research and development
DRDC	Defence Research and Development Canada
TTCP	The Technical Cooperation Program

### **5. APPLICABLE DOCUMENTS AND REFERENCES**

- AD1. Department of National Defence, Strong, Secure, Engaged: Canada's Defence Policy, 2017.  
<http://dgpapp.forces.gc.ca/en/canada-defence-policy/docs/canada-defence-policy-report.pdf>.  
Consulted on 10 May 2019.
- AD2. Department of National Defence. Defence Energy and Environment Strategy, 2017.  
[http://publications.gc.ca/collections/collection\\_2018/mdn-dnd/D2-394-2017-eng.pdf](http://publications.gc.ca/collections/collection_2018/mdn-dnd/D2-394-2017-eng.pdf). Consulted on 10 May 2019.
- AD3. R. Martel, U. Gabriel, and C. Deschênes-Rancourt (2012), Sampling and Characterisation Protocol for Groundwater, Surface Water and Water Contained in the Unsaturated Zone in the Land Forces

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Military Training Areas, Institut national de la recherche scientifique – Centre Eau, Terre et Environnement, Research Report R-1298.

AD4. S. Thiboutot, G. Ampleman, S. Brochu, I. Poulin, A. Marois, and A. Gagnon (2012), Sampling Munitions Residues in Military Life-Fire Training Ranges – Canadian Protocol 2011, Unclassified, DRDC Valcartier TR 2011-447.

AD5. Government of Canada (2019), Canada's Changing Climate, ed. E. Bush and D.S. Lemmen, Ottawa, Ontario.  
[https://changingclimate.ca/site/assets/uploads/sites/2/2019/04/CCCR\\_FULLREPORT-EN-FINAL.pdf](https://changingclimate.ca/site/assets/uploads/sites/2/2019/04/CCCR_FULLREPORT-EN-FINAL.pdf). Consulted on 27 May 2019.

## 6. Tasks

The Contractor must be able to provide the services described below. The tasks will be carried out on an “as and when requested basis” through task authorizations. A task authorization may refer to more than one task, and the same task may be repeated several times during the term of the contract.

For each task, the Contractor may be required to decide on the approach to take and the parameters to be monitored; supervise and conduct experiments in order to collect data, perform the interpretation of data and use specialized tools (software such as Feflow, 3D GoCAD, algorithms and models) to conduct analyses, produce a report/presentation, analyze the options and make recommendations. The nature and scope of the work to be performed for each task are described below.

### 6.1 Hydrogeological and geological studies

The goal of this task is to characterize the hydrogeology and geology of the military training sectors in order to better understand the risks posed by the presence of munitions residues, in accordance with the protocols described in references AD3 and AD4. The activities to be carried out could include, without being limited to, the following:

#### Before conducting the characterization

- a) Visit the training area to be characterized;
- b) Plan the hydrogeological and geological characterization to be carried out. Decide on the number and location of the data collection points required in order to adequately characterize the saturated zone, the unsaturated zone, the surface water and the surface and deep soils;
- c) Procure and ensure delivery to the test site of all the equipment and materials required for taking samples of groundwater, surface water, surface soils, deep soils and sediments, including the following:
  - i) The materials to be used in construction, development and purging of the monitoring wells;
  - ii) Lysimeters (suction, passive, etc.), drain gauges, Time Domain Reflectometry (TDR) probes, pressure transducers, pumps, etc.

#### During the characterization

- a) Install the equipment (or supervise the installation).
- b) Install, develop and purge the monitoring wells.
- c) Measure the water level, the hydraulic conductivity, the flow direction and flow rate of groundwater.
- d) Measure the flow rate and infiltration rate of surface water.
- e) Collect samples of groundwater and surface water and preserve them properly.
- f) Measure the physical and chemical parameters of water (temperature, conductivity, dissolved oxygen, pH, oxidation-reduction potential, etc.).
- g) Measure hydraulic permeability and hydraulic conductivity in the unsaturated zone.

- h) Determine the surface and sub-surface soil topography.
- i) Collect soil (surface and sub-surface) and sediment samples and preserve them properly.
- j) Ensure that materials to be used are delivered to the Contractor's site.

#### After conducting the characterization

- a) Analyze the samples and compile the data. The parameters to be determined could include, without being limited to, the following:
  - i) energetic materials;
  - ii) metals;
  - iii) perchlorate;
  - iv) dioxins and furans;
  - v) common ions (chlorine, bromine, nitrite, nitrate, etc.); and
  - vi) isotopic analysis.
- b) Perform particle-size and granulocchemical analyses of soils and munitions residues.
- c) Use specialized tools (software such as Feflow, 3D GoCAD, algorithms and models) to perform modelling and analysis and to produce the following:
  - i) tables and graphics presenting all the data collected through the previous activities;
  - ii) hydrogeological and geological maps, vulnerability and risk maps, and groundwater and surface water hazard maps; and
  - iii) conceptual models.

### **6.2 Laboratory/field testing**

The purpose of this task is to design tests for studying the environmental fate of munitions residues in the military training areas. The testing may be conducted in laboratories or in the field, at the prototype or pilot scale, and with solid or liquid matrices collected in the training sectors or contaminated artificially. The activities to be carried out could include, without being limited to, the following:

- a) Designing and conducting tests to measure volatilization, leaching, dissolution, dissolution kinetics, and absorption/adsorption of munitions residues (formulations or pure ingredients);
- b) Design and development of probes for identifying munitions residues and their degradation products in solid and liquid matrices; and
- c) Design, implementation and development of new methods for extraction and chemical analysis of munitions residues dispersed in solid and liquid matrices.

### **6.3 Environmental remediation of military training areas**

The purpose of this task is to develop new methods or evaluate the effectiveness of existing methods for remediating military training areas contaminated by munitions residues and exposed to climatic conditions typically observed in Canada, or to develop new remediation methods. These methods include both *in-situ* and *ex-situ* processes:

- a) chemical processes (hydrolysis, reduction, oxidation, zero-valent iron, etc.);
- b) physical processes (photolysis, selective adsorption/absorption, soil flushing, steam injection, air sparging, flotation, gravity separation, bioremediation, etc.);
- c) thermal processes (pyrolysis, etc.);
- d) aerobic and anaerobic biodegradation; and
- e) other methods, to be determined.

The activities to be carried out could include, without being limited to, the following:

- a) Run proof-of-concept tests in a laboratory.

- b) Design and test a prototype, in a laboratory or in the field.
- c) Test the method at the pilot scale, in the field.
- d) Apply / supervise application of the method in the contaminated training area.

#### **6.4 Design of new firing ranges**

The purpose of this task is to design, test and implement new firing range designs in order to mitigate the environmental impact of munitions residues and ensure that military training is sustainable. The Contractor must also provide DND with informed advice regarding the location of firing ranges, based on vulnerability maps, risk maps and energetic material hazard maps, and on their expertise in munitions residues. The activities to be carried out could include, without being limited to, the following:

- a) Identify, using the methods described in task 6.1, the problematic contaminants, the dimensions of the contamination plume, and the flow direction and rate of the munitions residues.
- b) Compile the geological, meteorological, hydrological and hydrogeological data collected, as well as the data collected during military activities, which will be used to produce the vulnerability maps and risk maps.
- c) Propose options for mitigating the environmental impact of munitions residues on sensitive receptors.
- d) Conduct feasibility studies.
- e) Run proof-of-concept tests in a laboratory.
- f) Design and test a prototype, in a laboratory or in the field.
- g) Conduct testing of the new design at the pilot scale, in the field.
- h) Plan and supervise implementation of the new design.
- i) Track outputs from the prototypes to verify their time-based performance.
- j) Determine the durability and longevity of the treatment methods.

#### **6.5 Impacts of climate change on future military training**

The effects of widespread climate warming are evident in numerous regions of Canada and are projected to intensify. In Canada, these effects include increases in annual and winter precipitation, reductions in summer precipitation in some parts of southern Canada, more frequent and more intense heatwaves, less frequent and less intense extreme cold snaps, longer growing seasons, shorter snow cover and ice cover seasons, earlier spring peak streamflow, thinning of the glaciers, melting of the permafrost, higher sea levels, and a change in the availability of fresh water (AD5).

The purpose of task 6.5 is to evaluate the impacts of climate change on military training from a hydrogeological and geological perspective. The activities to be carried out could include, without being limited to, the following:

- a) Acquire data from external meteorological organizations on the climate predictions for the next 50 to 100 years, based on various global warming scenarios.
- b) Acquire hydrogeological and geological data for Canada and from defence departments in other participating nations.
- c) Collect and integrate missing information on the training areas to be studied.
- d) Conduct numerical modelling of the projected water balance in training areas for the next 50 to 100 years and predict contaminant behaviour under those conditions.
- e) Evaluate the risks associated with concurrent effects such as erosion, landslides, increased sediment transport into streams, changes to natural habitats (e.g., wetlands), forest fires, floods, etc.
- f) Conceive vulnerability and risk maps to guide future range management.

#### **6.6 Environmental collateral damage**

The purpose of this task is to predict the collateral environmental damage caused by an accident involving ammunition or energetic materials. Such accidents could include, for example, an explosion or a spill from a tank at a factory producing solid, liquid or gaseous chemical products. The potential damage includes the dispersion of energetic materials, chemical products and their combustion products in air, soil and water. The activities to be carried out could include, without being limited to, the following:

- a) Identify and test the simulation software for estimating the dispersion of contaminants in air, soil and water.
- b) Design and develop new types of numerical models.
- c) For given scenarios, estimate the dispersion of energetic materials, chemical products, and their combustion products in air, soil and water. The parameters to be estimated could include, without being limited to, the following: dimensions of the contaminant plume, speed of contaminant migration, impact on nearby sensitive receptors, etc.

## 7. DELIVERABLES

The deliverables will be specified in the Statement of Work for each task authorization.

The deliverables for tasks 6.1–6.6 include, without being limited to, the following:

- a) Electronic files containing the compiled results;
- b) Maps produced during analysis of the results;
- c) Presentations in Microsoft PowerPoint;
- d) Complete contract reports in Microsoft Word and Adobe, including but not limited to the following:
  - i. executive summary in English and French;
  - ii. objectives of the task;
  - iii. background to the task request;
  - iv. complete step-by-step description of the work performed;
  - v. description and interpretation of the results;
  - vi. expert advice related to the task request;
  - vii. numerical model details with discussions related to the goals of the task request;
  - viii. graphical representations, tables and maps showing the results;
  - ix. conclusions and recommendations;
- e) Plans and specifications;
- f) External literature (articles); and
- g) Theses and dissertations.

## 8. LANGUAGE OF WORK

English or French.

## 9. LOCATION OF WORK

The work must be performed at the Contractor's offices, at DRDC, at CAF bases, at international NATO and TTCP meetings, or at international conferences/symposia. The complete addresses of these locations will be specified in the Task Authorizations.

## 10. MEETINGS

When required, a detailed description of the content of the meetings shall be provided with each task authorization. The meetings may be held in person, by teleconference or by videoconference.

## 11. GOVERNMENT-SUPPLIED MATERIAL (GSM)

The complete list of government-supplied material will be specified in each Task Authorization Statement of Work. The government-supplied material could include, without being limited to, any material that is commercially unavailable, such as the following:

- a. Samples of energetic materials (pure products, formulations, etc.);
- b. Contaminated soils, sediments, and groundwater or surface water from the training areas;
- c. Artificially contaminated soils, sediments, groundwater or surface water from the Defence Research and Development Canada (DRDC) – Valcartier Research Centre laboratory; and
- d. Lists of munitions fired in a specific training area.

## **12. GOVERNMENT-FURNISHED EQUIPMENT (GFE)**

None.

## **13. SPECIAL CONSIDERATIONS**

The Contractor is responsible for all aspects of project management, including producing project management documents, holding progress meetings, tracking work progress, following the project schedule and managing financial aspects.

**ANNEX B - BASIS OF PAYMENT**

*(to be completed by Canada at contract award)*

1. **LABOUR:** firm all-inclusive hourly rates, including labor cost, benefits, general and administrative expenses, and profit (excluding taxes).

Bidders must submit their financial bid in accordance with 1.2 Section II: Financial Bid, of Part 3 – Bid Preparation Instructions.

If the resource is working under sub-contract, the Bidder **should** indicate the name of the Subcontractor.

Resource Categories	April 1 2020 to March 31 2021	April 1 2021 to March 31 2022	April 1 2022 to March 31 2023	April 1 2023 to March 31 2024	April 1 2025 to March 2025
a) Senior Scientist (min. 1 resource)					
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
b) Project Manager (min. 1 resource)					
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Other categories proposed by the supplier in their technical bid (do not include a category for administrative resources since general and administrative expenses must be included in the firm all-inclusive hourly rates as defined in point 1 Labour.)					
Category :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Category :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr

Category:	_____ \$/hr				
Category :	_____ \$/hr				
Category :	_____ \$/hr				
Category :	_____ \$/hr				

2. **TRAVEL & LIVING:**

- (a) Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:
  - (i) services provided within the greater region of Quebec City (including Defence Research and Development Canada – Valcartier Research Centre); and
  - (ii) any travel between the Contractor's place of business and the greater region of Quebec City (including Defence Research and Development Canada – Valcartier Research Centre).
- (b) For services to be provided outside the 50 kilometer radius described in point 2. (a) (i),, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle provided in Appendices B, C and D of the National Joint Council Travel Directive (<http://www.njc-cnm.gc.ca/directive/index.php?did=10&dlabel=travel-voyage&lang=eng&merge=2&slabel=index>), and with the other provisions of the directive referring to “travellers”, rather than those referring to “employees”. Canada will not pay the Contractor any incidental expense allowance for authorized travel.
- (c) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
- (d) All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.

3. **MATERIALS AND SUPPLIES:** at laid down cost without markup.

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**Total limitation of expenditure for the contract (taxes extra): \$ \_\_\_\_\_**

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

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## **ANNEX C - SECURITY REQUIREMENTS CHECK LIST**



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat <b>W7701-207175</b>
Security Classification / Classification de sécurité Unclassified

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

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1 Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>MDN</b>		2 Branch or Directorate / Direction générale ou Direction <b>RDDC - Centre de recherches Valcartier</b>
3 a) Subcontract Number / Numéro du contrat de sous-traitance	3 b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4 Brief Description of Work / Brève description du travail Voir l'énoncé de travail pour le contrat de service en R&D sur l'hydrogéologie, la géologie et le devenir environnemental des matériaux énergétiques dans les secteurs d'entraînement militaires des Forces armées canadiennes		
5 a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
5 b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6 Indicate the type of access required / Indiquer le type d'accès requis		
6 a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7 c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7 c)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6 b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6 c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7 a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input checked="" type="checkbox"/>	Foreign / Étranger <input checked="" type="checkbox"/>
7 b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> Not releasable / À ne pas diffuser <input type="checkbox"/> Restricted to / Limité à <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays	All NATO countries / Tous les pays de l'OTAN <input checked="" type="checkbox"/> Restricted to / Limité à <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays	No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> Restricted to / Limité à <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays
7 c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/> PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET / SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input checked="" type="checkbox"/> NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET / NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET / SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



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

No / Non  Yes / Oui

9 Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

No / Non  Yes / Oui

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

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

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

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

Special comments / Commentaires spéciaux: Accès occasionnel au complexe expérimental et au secteur d'essai de RDDC - Centre de recherches Valcartier

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

10 b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?

On DND premises, unscreened personnel may only access public/reception zones

No / Non  Yes / Oui  
 No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11 a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

No / Non  Yes / Oui

11 b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

No / Non  Yes / Oui

**PRODUCTION**

11 c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

No / Non  Yes / Oui

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

11 d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

No / Non  Yes / Oui

11 e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

No / Non  Yes / Oui



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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

- 12 a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
- 12 b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

## ANNEX D - INSURANCE REQUIREMENTS

### Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than **\$2,000,000** per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

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- I. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

### **Errors and Omissions Liability Insurance**

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The following endorsement must be included:

Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.

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## **ANNEX E - DND 626 TASK AUTHORIZATION FORM**

# **Annex D**

## **Form DND 626, Task Authorization**



**TASK AUTHORIZATION  
AUTORISATION DES TÂCHES**

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

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## ANNEX F – CONTRACTOR DISCLOSURE OF FOREGROUND INFORMATION

Please refer to **Article 1 - Interpretation of 2040 General Conditions** for the definition of Foreground Information to determine what information must be disclosed.

The Contractor must provide the following information:

1. Contract No.:
2. What is the descriptive title of the FIP (Foreground Intellectual Property)?
3. Abbreviated description of the FIP and, if applicable, of the different systems and sub-systems.
4. What is or was the objective of the project?
5. Explain how the FIP meets the objective of the project (for example: the advantage of the new solution, what problem did the FIP resolve or what benefits did the FIP deliver).
6. Under which category (ies) would you best describe the FIP and why: Patents, Inventions, Trade Secrets, Copyright, Industrial Designs, Rights in Integrated Circuit Topography, Know-how, Other?
7. Describe the features or aspects of the FIP that are novel, useful and not obvious.
8. Has the FIP been tested or demonstrated? If yes, please summarise the results.
9. Has any publication or disclosure to others been made? If so, to whom, when, where and how?
10. Provide names and addresses of the inventors.
11. Provide an explicit and detailed description of the FIP developed during the contract (Refer to pertinent section of the technical report, if necessary).

Please specify name and position of person approving / authorizing this disclosure. This person is to sign and date the disclosure.

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Signature	Date
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Name	Title
------	-------

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(Internal DRDC Valcartier)

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Signature	Date
-----------	------

**ATTACHMENT 1 – FINANCIAL BID PRESENTATION SHEET**

- LABOUR:** firm all-inclusive hourly rates, including labor cost, benefits, general and administrative expenses, and profit (excluding taxes).

Bidders must submit their financial bid in accordance with 1.2 Section II: Financial Bid, of Part 3 – Bid Preparation Instructions.

If the resource is working under sub-contract, the Bidder **should** indicate the name of the Subcontractor.

Resource Categories	April 1 2020 to March 31 2021	April 1 2021 to March 31 2022	April 1 2022 to March 31 2023	April 1 2023 to March 31 2024	April 1 2025 to March 2025
For these two categories (a and b), the rates with a difference of more than 30% from the higher rate will not be considered for the financial evaluation.					
a) Senior Scientist (min. 1 resource)					
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
b) Project Manager (min. 1 resource) IF APPLICABLE					
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Other categories proposed by the supplier in their technical bid (do not include a category for administrative resources since general and administrative expenses must be included in the firm all-inclusive hourly rates as defined in point 1 Labor.)					
For these others categories, the rates with a difference of more than 30% from the higher rate will not be considered for the financial evaluation.					
Category :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Category :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr

Category:	_____ \$/hr				
Category :	_____ \$/hr				
Category :	_____ \$/hr				
Category :	_____ \$/hr				

2. **TRAVEL & LIVING:**

- (e) Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:
  - (i) services provided within the greater region of Quebec City (including Defence Research and Development Canada – Valcartier Research Centre); and
  - (ii) any travel between the Contractor's place of business and the greater region of Quebec City (including Defence Research and Development Canada – Valcartier Research Centre).
- (f) For services to be provided outside the 50 kilometer radius described in point 2. (a) (i),, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle provided in Appendices B, C and D of the National Joint Council Travel Directive (<http://www.njc-cnm.gc.ca/directive/index.php?did=10&dlabel=travel-voyage&lang=eng&merge=2&slabel=index>), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.
- (g) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
- (h) All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.

3. **MATERIALS AND SUPPLIES:** at laid down cost without markup.

## ATTACHMENT 2 - EVALUATION OF PRICE

For evaluation purposes only, the price of the bid will be determined as follows:

### 1 - Financial Bid

Bidders must be provided in accordance with the **Financial Bid Presentation Sheet at Attachment 1.**

### 2 - Calculation of bid price

The bid price will be calculated as follows in two separate evaluations:

#### **Bid price = Cost of labour**

The Total Bid Price will be calculated as set out in section 3 below and will be evaluated on the basis of the following estimated level of effort:

Group 1	Senior Scientist / Project Manager	20 %
Group 2	Other categories proposed by the tenderer	80 %

### 3 - Cost of labour:

The Cost of Labour for the **Group 1** (for a given bid) is the estimated level of effort multiplied by the average hourly rate provided for the given group (for a given bid) multiplied by 1650 hours.

[estimated level of effort for the **Group 1**]

X [1650 hours]

X [hourly rate bid for the **Group 1**]

---

[Cost of Labour for the **Group 1**]

Lastly, the Total Bid Price is then calculated by adding the Cost of Labour of Groups 1 and 2 for a given bid.

The average hourly rate is calculated by averaging all the rates for all the resources and / or categories of a group presented in the presentation sheet of the financial bid in Attachment 1.

For example (the rates and categories shown are for example only):

#### **BID A : Group 1**

Resource Categories	April 1 2020 to March 31 2021	April 1 2021 to March 31 2022	April 1 2022 to March 31 2023	April 1 2023 to March 31 2024	April 1 2025 to March 2025
---------------------	-------------------------------------	-------------------------------------	-------------------------------------	-------------------------------------	----------------------------------

a) Senior Scientist (min. 1 ressource)  Name : XXXX	100\$/hr	102\$/hr	103\$/hr	104\$/hr	105\$/hr
b) Project Manager (min.1 ressource)  Name : XXXX	75\$/hr	76\$/hr	77\$/hr	78\$/hr	70\$/hr
Name : XXXX	90\$/hr	91\$/hr	92\$/hr	93\$/hr	94\$/hr

- Hourly rate for **Group 1** of Bid A = Sum of all hourly rates divided by 15 = \$ 90 / hr
- Estimated level of effort for **Group 1** = 0.20

#### BID A - Group 2

Resource Categories	April 1 2020 to March 31 2021	April 1 2021 to March 31 2022	April 1 2022 to March 31 2023	April 1 2023 to March 31 2024	April 1 2025 to March 2025
Category : Professionnel	75\$/hr	76\$/hr	77\$/hr	78\$/hr	79\$/hr
Category : Technicien	50\$/hr	51\$/hr	52\$/hr	53\$/hr	54\$/hr

- Hourly rate for **Group 2** of Bid A = Sum of all hourly rates divided by 10 = \$ 64,50 / hr
- Estimated level of effort for **Group 2** = 0.80

Suppose that the average hourly rate for Bid A for **Group 1** is = \$ 90, that for Bid B = \$ 80 and that for Bid C = \$ 85.

Therefore, labor cost for **Group 1**, Bid A  
= 0.20 x \$ 90 x 1,650 hours = \$ 29,700.00.00

- cost of labor for **Group 1**, Bid B  
= 0.20 x \$ 80.00 x 1,650 hours = \$ 26,400.00

- labor cost for **Group 1**, Bid C  
= 0.20 x \$ 85.00 x 1,650 hours = \$ 28,050.50

#### 4 - Sample calculations for the price of the three bids

Solicitation No. - N° de l'invitation  
W7701-207175/A  
Client Ref. No. - N° de réf. du client  
W7701-207175

Amd. No. - N° de la modif.  
File No. - N° du dossier  
QCL-9-42184

Buyer ID - Id de l'acheteur  
QCL051  
CCC No./N° CCC - FMS No./N° VME

The following table provides an example of calculations for the price of 3 bids.

	estimated level of effort	Rate A	Price for A	Rate B	Price for B	Rate C	Price for C	Qté heure
Group 1	20%	90,00 \$	29 700,00 \$	80,00 \$	26 400,00 \$	85,00 \$	28 050,00 \$	1 650
Group 2	80%	64,50 \$	85 140,00 \$	70,00 \$	92 400,00 \$	68,50 \$	90 420,00 \$	1 650
<b>TOTAL :</b>		<b>114 840,00 \$</b>		<b>118 800,00 \$</b>		<b>118 470,00 \$</b>		

The "Estimated level of effort listed in the table are provided solely for the purpose of determining the estimated price for each bid. They represent approximate needs, provided in good faith, and should not be considered as a contractual guarantee. These rates are provided as an example only and must not be interpreted as an indicator of the experience of the labour categories.

### ATTACHMENT 3 - MANDATORY AND POINT RATED TECHNICAL CRITERIA

#### 1. MANDATORY EVALUATION CRITERIA

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

Failure to meet any of the mandatory evaluation criteria will render the proposal non-responsive and will automatically eliminate it from the process. The bidder must demonstrate compliance with criteria CO1–CO7 and meet or exceed the minimum scores indicated in criteria 2.1–2.5 in order to be declared responsive. To ensure that its proposal can be adequately evaluated, the bidder should provide a description of the projects, including the following information:

- Project title;
- Project description;
- List of the publications produced for the project (scientific articles, scientific reports) if applicable (see NOTE 1) (maximum of 5 publications per project);
- Name of the client and name, telephone number and email of a contact person who can confirm the information; (see 5.2.3.4. Reference Verifications)
- Start and end dates of the project (month and year);
- Start and end dates of the contribution made by the resources(s) presented in response to criterion CO1 on the project (month and year); and
- The work performed by the resource(s) presented in response to criterion CO1 who was (were) assigned to the project.

**Note: The Phased Bid Compliance Process will apply only to mandatory technical criteria identified by the superscript (PB).**

MANDATORY CRITERIA		YES	NO
<p>The same project may be used to fulfill more than one of mandatory criteria C02–C07.</p> <p>The projects must have been carried out and completed within the past 10 years and have had a minimum duration of 6 months and a minimum value of \$50,000 before taxes.</p> <p>If the bidder proposes more than one resource under criterion CO1, there is no requirement that each resource cover all of criteria CO3–CO7. However, when a resource wants to meet one of these mandatory criteria, it must alone present two projects as required for the criterion.</p> <p>Projects carried out by a resource as an employee of another supplier will be accepted.</p> <p>A maximum of two projects per scientist can be presented per criterion.</p>			
CO1 <sup>PB</sup>	<p><b>Senior scientist</b> The bidder must propose one or two (2) resources maximum who have a Ph.D. in earth science, hydrology, environmental science, geology or geological engineering, with a specialization in hydrogeology.</p>		
CO2 <sup>PB</sup>	<b>ONLY IF the senior scientist(s) is (are) not the project</b>		

	<b>manager(s)</b> : the bidder must identify one or two (2) resources maximum as project manager(s) and describe his/her/their qualifications. The proposed project manager(s) must have managed two projects. The demonstrated experience must be directly related to one or more of the fields identified in criteria CO3–CO7.		
<b>CO3<sup>PB</sup></b>	The bidder's proposed resource(s) for fulfillment of criterion CO1 must have carried out or managed two research projects <sup>1</sup> focused on hydrogeological characterization of the saturated zone (groundwater and surface water).		
<b>CO4<sup>PB</sup></b>	The bidder's proposed resource(s) for fulfillment of criterion CO1 must have carried out or managed two research projects <sup>1</sup> in the field of hydrogeological characterization of the unsaturated zone (aquifer).		
<b>CO5<sup>PB</sup></b>	The bidder's proposed resource(s) for fulfillment of criterion CO1 must have carried out or managed two research projects <sup>1</sup> in the field of surface and sub-surface soil geology.		
<b>CO6<sup>PB</sup></b>	The bidder's proposed resource(s) for fulfillment of criterion CO1 must have carried out or managed two research projects <sup>1</sup> involving the use of modelling and simulation to design conceptual hydrogeological models, produce hydrogeological maps and study the migration of residues in the environment.		
<b>CO7<sup>PB</sup></b>	The bidder's proposed resource(s) for fulfillment of criterion CO1 must have carried out or managed two research projects <sup>1</sup> involving the design, implementation and development of new analytical chemistry methods for residues dispersed in solid or liquid matrices.		

## 2. RATED EVALUATION CRITERIA

The rated criteria are summarized in the following table:

2. RATED EVALUATION CRITERIA	MIN	MAX
2.1 Technical capability – Field testing	6	35
2.2 Technical capability – Laboratory testing	5	30
2.3 Technical capability – Prototypes	6	30
2.4 Understanding of the mandate and planning		
2.4.1 Presentation, structure and quality of the language used	7	10

<sup>1</sup> NOTE 1: A research project is a scientific process aimed at obtaining information and formulating hypotheses on a given social or scientific phenomenon according to a precise methodology consisting in exposing the problem, formulating the phenomenon to be researched, establishing objectives, formulating hypotheses, establish a theoretical and reference framework, verify the hypotheses through field work by collecting quantitative data, analyze the data, draw conclusions and write the work. According to this definition, scientific articles and / or scientific reports should be provided.

2.4.2 Understanding of the mandate	7	10
2.4.3 Methods and tools used to perform the work	7	10
2.5 Team's expertise and experience	7	10
TOTAL	45	135

Criteria **2.4.1**, **2.4.2**, **2.4.3** and **2.5** will be evaluated using the evaluation grid that appears at the end of this section.

### Technical capability of the bidder's resource(s) proposed in response to criterion CO1

For each capability described in rated evaluation criteria 2.1–2.3, the following elements apply:

The bidder must provide sufficient information to permit a complete evaluation of the experience of each of the proposed resource(s). If the information provided is insufficient to confirm that the proposed resource's scientific and technical experience is relevant, no points will be awarded.

The same project may be used to demonstrate multiple capabilities.

The projects presented must have been carried out and completed within the past 10 years and must have had a minimum duration of 6 months and a minimum value of \$50,000 before taxes.

If more than one resource is proposed for a given capability, each resource will be evaluated individually. Points for each resource who achieved the required minimum in the capability will be totalled and then divided by the number of resources to arrive at an average score. In this way, the proposed resources are not required to qualify for all of the capabilities, but each resource must obtain the minimum required in the capabilities for which he/she is attempting to qualify. This average will be the rating awarded to the bidder for that criterion. The number of resources included in the average must be greater than or equal to 1.

All of the capabilities must be covered.

Projects carried out by a resource as an employee of another supplier will be accepted.

	Minimum	Maximum
<b>2.1 Technical capability – Field testing</b>		
Present a maximum of five (5) projects. One (1) point will be awarded for each time that one of the activities was carried out on a different project. If a minimum is required, it must be achieved.	6	35
<ul style="list-style-type: none"> <li>Select the type, number and location of groundwater monitoring wells based on the existing conceptual models.</li> </ul>	1	5
<ul style="list-style-type: none"> <li>Install and develop groundwater monitoring wells.</li> </ul>	1	5

<ul style="list-style-type: none"> <li>Collect samples from groundwater monitoring wells and preserve the samples.</li> </ul>	1	5
<ul style="list-style-type: none"> <li>Select and install equipment for collecting pore water (e.g., lysimeters) and use it to take samples.</li> </ul>	1	5
<ul style="list-style-type: none"> <li>Characterize the surface and sub-surface geology.</li> </ul>	1	5
<ul style="list-style-type: none"> <li>Install and use a field method (e.g., probes) to identify and quantify, <i>in situ</i>, the concentration of residues dispersed in liquid matrices.</li> </ul>	1	5
<ul style="list-style-type: none"> <li>Work experience in the military training areas.</li> </ul>	0	5

	Minimum	Maximum
<p><b>2.2 Technical capability – Laboratory testing</b></p> <p>Present a maximum of five (5) projects. One (1) point will be awarded for each time that one of the activities was carried out on a different project. If a minimum is required, it must be achieved.</p>	5	30
<ul style="list-style-type: none"> <li>Analyze residues dispersed in solid and liquid matrices.</li> </ul>	1	5
<ul style="list-style-type: none"> <li>Implement new methods of extraction and chemical analysis of residues dispersed in solid and liquid matrices.</li> </ul>	1	5
<ul style="list-style-type: none"> <li>Design and produce conceptual hydrogeological models defining the mobility and the environmental risks of residues.</li> </ul>	1	5
<ul style="list-style-type: none"> <li>Design and produce hydrogeological maps (hydrological, geological, piezometric, vulnerability, risk, hazard, etc.)</li> </ul>	1	5
<ul style="list-style-type: none"> <li>Design and test remediation methods for soil, groundwater and surface water containing residues.</li> </ul>	1	5
<ul style="list-style-type: none"> <li>The bidder must demonstrate its experience in working with explosive and propulsive materials.</li> </ul>	0	5

	Minimum	Maximum
<p><b>2.3 Technical capability – Prototypes</b></p> <p>Present a maximum of five (5) projects. One (1) point will be awarded for each time that one of the activities was carried out on a different project. If a minimum is required, it must be achieved.</p>	6	30
<ul style="list-style-type: none"> <li>Design equipment for collecting pore water (e.g., lysimeters).</li> </ul>	1	5
<ul style="list-style-type: none"> <li>Design field methods (e.g., probes) to identify and quantify, <i>in situ</i>, the concentration of residues dispersed in liquid matrices.</li> </ul>	1	5
<ul style="list-style-type: none"> <li>Design and test, at pilot scale, remediation measures for soil, groundwater or surface water containing</li> </ul>	1	5

residues.		
• Evaluate the migration of residues in soil, groundwater, surface water and the unsaturated zone by conducting tests at pilot scale.	1	5
• Design new methods of extraction and chemical analysis of residues dispersed in liquid matrices.	1	5
• Design new methods of extraction and chemical analysis of residues dispersed in solid matrices.	1	5

## 2.4 Understanding of the mandate and planning

### 2.4.1 Presentation, structure and quality of the language used

The presentation and structure of the bid must be clear so that the information in the document can be found easily. The quality of the bidder's proposal must meet the standards normally required for reports and studies in the field. The structure of the bid should follow the order of the mandatory and point-rated evaluation criteria. Particular attention will also be paid to the quality of the language used, including spelling, grammar and syntax.

### 2.4.2 Understanding of the mandate

The bidder should clearly demonstrate that it has understood the full scope and breadth of the services required, which may involve methods, techniques, criteria, regulatory requirements, etc. that will have impacts on the performance of the services and on the deliverables.

### 2.4.3 Methods and tools used to perform the work

The bidder should clearly describe the methods and tools that will be used to carry out each step of the mandate. Without limitation, the methods and tools may be used to plan the work, identify issues and priorities, evaluate the workload, monitor tasks and activities, monitor budgets, schedules and timelines, etc. In addition, the bidder should provide a description of the quality assurance and control plan for the services offered.

## 2.5 Team's expertise and experience

This criterion is used to evaluate the bidder's proposed team's capability to perform the work described in the statement of work.

The bid must present detailed information about the capabilities (training, knowledge, experience, expertise and complementarities) of the key resources who make up the proposed team, including the senior scientist(s) and/or the project manager(s) evaluated according to criteria CO1 and CO2, including sub-contractors, who would perform the six (6) tasks described in the statement of work.

The resources could include the following categories:

- professionals (hold a university degree);
- technicians (hold a technical diploma);
- drawing and cartography resources;
- information technology resources;
- others.

If sub-contracting is used, the same requirements apply to the sub-contractor's or sub-contractors' resources.

The bidder must provide the following:

- Proof that the proposed team has combined experience in all the key technical fields identified in all criteria CO3–CO7 and in all rated criteria 2.1, 2.2 and 2.3.
- A summary describing the qualifications and experience of each member of the team. Detailed résumés for all the resources must be provided in an annex to the bid. Each résumé should be no more than four pages in length. If any resource's résumé contains more than four pages (letter-size paper, 10-pt font or larger), only the first four pages will be taken into consideration in the evaluation.
- An organization chart illustrating the structure of the proposed team, including a description of the role and responsibilities of each team member.

#### Evaluation Grid

Rated criterion	Insufficient	Unsatisfactory	Poor	Fair	Acceptable	Good	Very Good	Excellent
	0 points	1–2 points	3–4 points	5–6 points	7 points	8 points	9 points	10 points
2.4.1 Presentation, structure and quality of the language used	Did not submit information which could be evaluated.	Presentation and structure are unsatisfactory.	Presentation and structure are poor.	Presentation and structure are fair.	Presentation and structure are acceptable.	Presentation and structure are good.	Presentation and structure are very good.	Presentation and structure are excellent.
2.4.2 Understanding of the mandate	Did not submit information which could be evaluated.	Understanding of the mandate is unsatisfactory.	Understanding of the mandate is poor.	Understanding of the mandate is fair.	Understanding of the mandate is acceptable.	Understanding of the mandate is good.	Understanding of the mandate is very good.	Understanding of the mandate is excellent.
2.4.3 Methods and tools used to perform the work	Did not submit information which could be evaluated.	Choice and description of the methods and tools used to perform the work are unsatisfactory.	Choice and description of the methods and tools used to perform the work are poor.	Choice and description of the methods and tools used to perform the work are fair.	Choice and description of the methods and tools used to perform the work are acceptable.	Choice and description of the methods and tools used to perform the work are good.	Choice and description of the methods and tools used to perform the work are very good.	Choice and description of the methods and tools used to perform the work are excellent.
2.5 Team's expertise and experience	Did not submit information which could be evaluated.	Team's expertise and experience are unsatisfactory.	Team's expertise and experience are poor.	Team's expertise and experience are fair.	Team's expertise and experience are acceptable.	Team's expertise and experience are good.	Team's expertise and experience are very good.	Team's expertise and experience are excellent.

#### **ATTACHMENT 4 - 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)