



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scotia

B3J 1T3

Bid Fax: (902) 496-5016

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scot

B3J 1T3

Title - Sujet Maritime Information Warfare	
Solicitation No. - N° de l'invitation W7707-196524/B	Date 2020-03-05
Client Reference No. - N° de référence du client W7707-19-6524	
GETS Reference No. - N° de référence de SEAG PW-\$HAL-104-5989	
File No. - N° de dossier HAL-9-82018 (104)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-03-23	Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Nowakowski, Leanne	Buyer Id - Id de l'acheteur hal104
Telephone No. - N° de téléphone (902) 403-7112 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE DRDC ATLANTIC PO BOX 1012 STN MAIN DARTMOUTH NOVA SCOTIA B2Y3Z7 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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This bid solicitation cancels and supersedes previous bid solicitation number W7707-196524/A dated August 21, 2019 with a closing of September 13, 2019 at 2:00pm AST. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

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

1.2 Summary

DRDC ARC requires research and analysis associated with the combining and utilization of maritime-relevant information that supports the concepts of Maritime Information Warfare. The goal of this research and analysis is to better describe the overall situation being encountered by one or more military assets, thereby providing improved knowledge and predictability of the evolving situation.

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website".

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

The requirement is subject to a preference for Canadian services.

This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside the resulting contract.

This bid solicitation allows bidders to use the ePost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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:

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

1713 Bedford Row
Halifax, N.S. / Halifax, (N.É.)
B3J 1T3

Bid Fax: (902) 496-5016

Bid Email: TPSGC.RAReceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca
Bids/Offer will be not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions.

2.3 Security Requirements

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

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;

- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- 2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer 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.

2.4 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.

2.5 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) 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.

2.6 Applicable Laws

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

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

2.7 Basis for Canada's Ownership of Intellectual Property

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

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

2.8 SACC MANUAL CLAUSES

SACC Manual Clause A9130T (2014-11-27) Controlled Goods Program

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

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

Section I: Technical Bid (two hard copies)
Section II: Financial Bid (one hard copy)
Section III: Certifications (one 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.

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

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

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

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

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

Section I: Technical Bid

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

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

Section II: Financial Bid

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

3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “F” Electronic Payment Instruments, to identify which ones are accepted.

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

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

Section III: Certifications

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

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, financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex E.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

SACC Manual Clause [A0220T](#) (2014-06-26) Evaluation of Price-Bid

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit and Price

- a. To be declared responsive, a bid must:
 - comply with all the requirements of the bid solicitation; and
 - meet all mandatory criteria; and
 - obtain the required minimum of 120 points overall for the technical evaluation criteria which are subject to point rating.
- 2. Bids not meeting (a) or (b) or (c) 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 70% for the technical merit and 30% 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 70% .
- 5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30% .
- 6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

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

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

The Bidder certifies that:

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

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

5.2 Certifications Precedent to Contract Award

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/canada/esdc-labour) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

5.2.3 Status and Availability of Resources

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

5.2.4 Education and Experience

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

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

6.1.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

6.1.2 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.

6.1.2.1 Task Authorization Process:

1. The Technical Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex D.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within 14 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.1.2.2 Task Authorization Limit

The Procurement Authority may authorize individual task authorizations up to a limit of \$215,000.00 Applicable Taxes included, inclusive of any revisions.

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

6.1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

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

"Minimum Contract Value" means 10%.

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

6.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

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

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report. The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.

Reporting Requirement- Details

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

For each authorized task:

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

For all authorized tasks:

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

6.1.2.5 Task Authorization - Department of National Defence

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

6.2 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.

6.2.1 General Conditions

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

6.2.2 SACC Manual Clauses

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

6.3 Security Requirements

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

1. 1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **SECRET** with approved Document Safeguarding at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2023 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

6.4.3 Comprehensive Land Claims Agreements (CLCAs)

The Contract with Task Authorizations is to establish the delivery of the requirement detailed under the Contract, to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement outside the Contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Leanne Nowakowski
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch, Atlantic Region
Address: 1713 Bedford Row
Halifax, NS B3J 3C9

Telephone: (902) 403-7112
Facsimile: (902) 496-5016
E-mail address: Leanne.Nowakowski@pwgsc-tpsgc.gc.ca

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

6.5.2 Project Authority

The Technical Authority for the Contract is: **To be Announced.**

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

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

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the 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.

6.5.3 Procurement Authority: To be Announced.

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 and is responsible for administrative matters concerning the Work under the Contract. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.4 Contractor's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6.6 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

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit prices 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.

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.

6.7.2 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 upon Contract Award). Customs duties are included and applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or

- c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
- 4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Progress Payments

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

6.7.4 SACC Manual Clauses

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

6.7.5 Electronic Payment of Invoices – Contract

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

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

6.8 Invoicing Instructions

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

Each claim must show:

- a. all information required on form [PWGSC-TPSGC 1111](#);
- b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;

Each claim must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
 - c. a copy of the monthly progress report.
2. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
 3. The Contractor must prepare and certify one original and two (2) copies of the claim on form [PWGSC-TPSGC 1111](#), and forward it to the Technical Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

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

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

6.9 Certifications and Additional Information

6.9.1 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.

6.9.2 SACC Manual Clauses

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

6.10 Applicable Laws

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

6.11 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) - Research & Development;
Annex A, Statement of Work;
- (c) Annex B, Basis of Payment;
- (d) Annex C, Security Requirements Check List;
- (e) the signed Task Authorizations (including all of its annexes, if any);
- (f) the Contractor's bid dated _____.

6.12 SACC Manual Clauses

SACC Manual Clause [A9006C](#) (2012-07-16) Defence Contract
SACC Manual Clause [A9131C](#) (2014-11-27) Controlled Goods Program

6.13 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance

Annex A – Statement of Work

Purchase request tool tracking number: 2017-15150

1. TITLE

MARITIME INFORMATION WARFARE (MIW) RESEARCH AND DEVELOPMENT

2. BACKGROUND

The concepts of anti-air warfare or anti-surface warfare are well established in the Defence and Security research community. More recently, the concept of MIW has emerged as an important warfare area in its own right.

MIW is currently being defined by the Navies and international collaborative bodies in Defence and Security. At the most basic level it is recognized that information warfare must be a form of warfare that exists in the information space; just as surface warfare is considered to exist in the surface space (i.e., on the water's surface). Although variations exist in the definition of MIW among the world's Navies, these definitions do have commonality in areas such as interoperability, understanding and distributing the information that is required, information superiority, and decision superiority (incomplete list).

The primary effort of this Task Authorization Contract (TAC) is related to:

- a. Research and analysis associated with the combining and utilization of maritime-relevant information that supports the concepts of MIW. The goal of this research and analysis is to better describe the overall situation being encountered by one or more military assets, thereby providing improved knowledge and predictability of the evolving situation.
- b. Software programming related to a. above. The goal of the programming is the development of automated procedures that implement analysis techniques.

3. ACRONYMS

AIS	Automatic Identification System
DBMS	Database Management System
DRDC	Defence Research and Development Canada
GFE	Government Furnished Equipment
GIS	Geographic Information System
GUI	Graphical User Interface
GSM	Government Supplied Material
IDL	Interactive Data Language
MDS	Maritime Decision Support (Section)
MIW	Maritime Information Warfare
STK	Satellite Took Kit
TAC	Task Authorization Contract
TA	Technical Authority

4. APPLICABLE DOCUMENTS & REFERENCES

None

5. TASKS

5.1 General

Under the terms of this TAC, the Contractor will be required to support the ongoing development and refinement of tools relevant to the Maritime Decision Support (MDS) Section in support of MIW research and development. In general this includes software design, development, coding, software implementation, data analysis, and concept development. This may also include the representation (e.g., visualization) of information products or more generally, results of computations.

The Contractor must be capable of identifying broad objectives that the tasks will contribute towards, building upon existing tools or methodology. Individual Task Authorizations under this contract will include a detailed scope of work using the Department of National Defence DND-626 task form.

Tasks against this TAC will include one or more of the following elements:

- 5.1.1 Design, develop, manage, test, and/or implement specific software or data source modules including but not limited to:
 - 5.1.1.1 Development of web services related to data delivery, assessing the operational status of a remote system or applications. This is an assessment of the operational capacity of the system;
 - 5.1.1.2 Database design, development, and implementation for one or more information sources;
 - 5.1.1.3 Application or system level architectural design and development;
 - 5.1.1.4 Analysis, tool design, development, coding, or implementation relevant to MIW. This could involve diverse information sources such Automatic Identification System (AIS), digital images, digital information products, uncertainty associated with the information, negative information, etc.;
 - 5.1.1.5 The design, development, and incorporation of metadata tagging techniques to support MIW-related activities (e.g., image metadata tagging);
 - 5.1.1.6 Graphical User Interface (GUI) development for input, output, displaying results, potentially geo-referencing results where applicable;
 - 5.1.1.7 Creating linkages between the internal tools, and external or internal information sources;
 - 5.1.1.8 Assess information sources, structures or the business model used by the source. In this context, business model refers to the methods or processes used by the information source including communication, design, agility, governance, etc.
- 5.1.2 Provide advice to the Defence Research and Development Canada (DRDC) defence scientists on deficiencies in the algorithms, information or data sources, processing techniques, software languages, information management concepts, etc. used or proposed to be used in the tools.

- 5.1.3 Conducting specific end-to-end testing of existing or added tools with real and/or simulated data or information.

5.2 Required Roles and Skills

The current tools use an assortment of technologies including, but not limited to:

1. PostgreSQL Database Management System (DBMS) with Post Geographic Information System (GIS) extensions;
2. JAVA applications;
3. Python applications
4. Interactive Data Language (IDL) applications;
5. Socket-based communications;
6. over-the-air data communications;
7. AGI Satellite Tool-Kit (STK);
8. Google Earth as a virtual globe visualization tool;
9. Apache Tomcat; and
10. Apache CAMEL
11. Apache Hadoop
12. OpenShift/OpenStack
13. Docker
14. Microsoft Hololens

6. DELIVERABLES

6.1 General

In addition to the deliverables outlined in each Task (DND-626), the Contractor must deliver the following with each Task.

Number	Task Reference	Description of the Deliverables	Quantity and Format
6.1	All	Progress Reports, at a minimum showing progress against scope, schedule and budget	Electronically submitted report

6.2 Acceptance of Deliverables

Unless otherwise specified in the Task (DND-626), all deliverables must be submitted to the Technical Authority for acceptance. All deliverables completed will be reviewed within a time frame indicated in the Task (DND-626), on the basis of suitability, quality and adherence to the established schedule and standards identified within the DND-626. All documentation, reports and working papers are to be legible, properly indexed and cross-referenced, and in the format requested by the Technical Authority.

If software forms part of the deliverable, individual DND-626 task forms may indicate specific requirements related to the deployment environment.

7. DATE OF DELIVERY

The date of delivery will be identified in each Task (DND-626).

The period of this TAC is from Contract award to 31 March 2023, with an option to extend the term of the TAC by up to one two year period under the same Terms and Conditions.

8. RESOURCE CATEGORIES

Resource categories	Minimum number of resources required	Level of Effort
Project Manager	1	5%
Software Engineer/Designer – Junior	1	15%
Software Engineer/Designer – Senior	1	10%
Database Engineer – Junior	1	15%
Database Engineer – Senior	1	10%
Computer Programmer – Junior	1	15%
Computer Programmer – Senior	1	10%
Subject Matter Expert – SME INFO	1	10%
Subject Matter Expert – SME MSA	1	10%

9. LANGUAGE OF WORK

All work and deliverables must be provided in English.

10. LOCATION OF WORK

The work must be performed on Contractor site, at DRDC Atlantic or at a third-party site chosen by the Technical Authority.

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

Address of DRDC Atlantic:
Defence Research and Development Canada – Atlantic Research Centre
9 Grove Street, Dartmouth, Nova Scotia, Canada B2Y 3Z7

11. TRAVEL

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

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

12. MEETINGS

Meeting requirements will be identified in each Task (DND 626).

Meetings must be conducted in accordance with the requirements of the Task.

The Contractor may be required as detailed in the DND 626 to attend meetings via teleconference, video conference, or in person at DND facilities with a minimum of meetings upon seventy-two (72) hours' notice.

13. GOVERNMENT SUPPLIED MATERIAL (GSM)

GSM requirements will be identified in each Task (DND 626).

14. GOVERNMENT FURNISHED EQUIPMENT (GFE)

GFE requirements will be identified in each Task (DND 626).

15. SPECIAL CONSIDERATIONS

Special Considerations will be identified in each Task (DND 626).
The use of subcontractors may be approved by the technical authority on a case-by case basis.

Appendix A (Of Annex A, Statement of Work)

Department of National Defence (DND) Information Technology Security Requirements for

W7707-196524

RELEASE HISTORY

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

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INTRODUCTION

1.1 This document outlines the Information Technology (IT) Security requirements for the Department of National Defence's (DND) current contract W7707-196524 for the processing, production and/or storage of sensitive information up to and including the level of SECRET. Considering the IT portion of the Security clearance being contract specific, the intent of this document is to establish the minimum IT Security safeguards required for the processing, production and/or storage of sensitive information be approved by the DND authority.

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

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

MANDATORY PREREQUISITES

PSPC Validation for Physical Security

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

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

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

2.1.4 IT Links are not required for this contract.

2.1.5 As W7707-196524 has been evaluated at the SECRET level, the contractor is required to conform to the Communication Security Establishment (CSE) Emanation Security (EMSEC) specifications as depicted in CSE ITSG-11A. This publication can be obtained from CISD or the DND Project Lead.

Physical Security

2.2.1 The IS (identified herein as the SecureMIW) must be installed and be operated in a security zone or in a temporary security zone in accordance with the RCMP G1-026.

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

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

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

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

Personnel Security

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

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

2.3.3 No foreign national can have the capability to affect the Confidentiality, Integrity and Availability of the data.

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

Procedural Security

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

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

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

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

Information Security

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

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

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

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

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

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

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

2.5.8 The Contractor must use CSE approved encryption technology to ensure the contractual information's confidentiality, integrity, authentication and non-repudiation, or removable hard drive(s) for the SecureMIW. The removable hard drive(s) must be secured in an approved secure cabinet when not in use.

MINIMUM IT SECURITY REQUIREMENTS

IT Security Policy Compliance and Monitoring

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

IT Equipment

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

3.2.2 The contractor must inform CISC and the DND Project Lead of any major change to the SecureMIW IT equipment.

IT System Configuration

3.3.1 If permissible under the EMSEC guidelines referenced in 2.1.5 above, COTS equipment may be used to process, produce and/or store the contractual information; otherwise TEMPEST equipment must be used. In all cases, equipment must be labelled commensurate with the contractual information sensitivity SECRET level.

3.3.2 The SecureMIW must be configured as either a stand-alone workstation, or a closed LAN.

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

3.3.4 The SecureMIW is not to be configured as a segment of the contractor's corporate network.

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

3.3.6 Workstation(s) and server(s) (if applicable), must be configured with removable and external hard drives. When not in use, the removable and external hard drives must be secured within a Security Zone in an approved secure cabinet in accordance with Government of Canada and Department of National Defence guidelines (RCMP G1-001).

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

3.3.8 A supported antivirus application must be installed and be operational on the SecureMIW. The antivirus definition files must be updated regularly; at least on a monthly basis. The antivirus application must be configured to automatically scan the SecureMIW at power-on or on a set interval. Every new file introduced onto the SecureMIW must be scanned for viruses. The SecureMIW SOP must identify the frequency and the method used to update its definition files as well as the configuration of the antivirus application.

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

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

3.3.11 The use of wireless capabilities on the SecureMIW is strictly prohibited. Modification of the wireless setting must not be authorized at the user level (limited privileges).

Authorization and Access Control

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

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

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

3.4.4 There must be no generic account on the SecureMIW.

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

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

3.4.7 System default administrator passwords must be changed. The new administrator password must be written and be placed in a sealed envelope. The envelope must be safeguarded commensurate with the highest level of contractual information SECRET and be locked in an approved security container in accordance with 3.3.6 above.

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

IT Media

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

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

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

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

3.5.5 All IT media, including removable and external hard drives, must be safeguarded commensurate with the contractual information sensitivity level (i.e. SECRET). When not being used, all IT media (including failed, life cycled and longer required media) must be locked in an approved security container in accordance with 3.3.6 above.

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

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

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

Document Printing / Reproduction

3.6.1 The Contractor is authorized to print and/or reproduce contractual sensitive documents within the contractor’s premises. External printing / reproduction services are strictly prohibited.

3.6.2 Printers, plotters, scanners and/or Multi-Function Devices (MFD) used on W7707-196524 must not be equipped with internal hard drives. Printers, plotters, scanners and/or MFD must be equipped with removable hard drives or with no drive.

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

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

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

Recovery

3.7.1 The contractual information must be backed-up regularly (at least once a week) and be safeguarded at a remote location. If the contractor does not have a remote location to safeguard the backups, arrangements can be made with the DND Project Lead. If backups are safeguarded with another contractor, CISD and the DND Project Lead must be informed, validate and authorise the initiative. The SecureMIW SOP must include details on the back-up frequency, methodology and storage.

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

Disposal

3.8.1 The disposal of IT media (media that failed, is being life cycled or is no longer required), including removable and external hard drives, used on W7707-196524 must be authorized in advance by the DND Project Lead and must be documented / tracked. The local disposal of IT media is prohibited.

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

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

3.8.4 The following process must be applied prior to removing printers, plotters, scanners and/or Multi-Function Devices (MFD) used on W7707-196524 for maintenance or disposal:

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

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

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

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

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

Annex B – Basis of Payment

Labour: at the following firm rates including profit, overhead and travel fees (unless travel is required/specified as per the Task Authorization), GST/HST extra.

Initial Contract Period - Date of Contract award to 31 March 2021

ITEM	DESCRIPTION	NUMBER OF RESOURCES REQUIRED	UNIT OF MEASURE	TASKS EXPECTED FOR THE RESOURCE CATEGORY	ESTIMATED HOURS PER YEAR (A)	HOURLY RATE* (B)	EXTENDED PRICE (C = A X B)
1	Project Manager	1	EA	All	110	\$	\$
2	Software Engineer / Designer - Junior	1	EA	All	340	\$	\$
3	Software Engineer / Designer - Senior	1	EA	All	200	\$	\$
4	Database Engineer – Junior	1	EA	All	340	\$	\$
5	Database Engineer - Senior	1	EA	All	200	\$	\$
6	Computer Programmer – Junior	1	EA	All	340	\$	\$
7	Computer Programmer - Senior	1	EA	All	200	\$	\$
8	Subject Matter Expert – SME INFO	1	EA	All	200	\$	\$
9	Subject Matter Expert – SME MSA	1	EA	All	200	\$	\$

Year #2 - April 1, 2021 to 31 March 2022

ITEM	DESCRIPTION	NUMBER OF RESOURCES REQUIRED	UNIT OF MEASURE	TASKS EXPECTED FOR THE RESOURCE CATEGORY	ESTIMATED HOURS PER YEAR (A)	HOURLY RATE* (B)	EXTENDED PRICE (C = A X B)
1	Project Manager	1	EA	All	110	\$	\$
2	Software Engineer / Designer - Junior	1	EA	All	340	\$	\$
3	Software Engineer / Designer - Senior	1	EA	All	200	\$	\$
4	Database Engineer – Junior	1	EA	All	340	\$	\$
5	Database Engineer - Senior	1	EA	All	200	\$	\$
6	Computer Programmer – Junior	1	EA	All	340	\$	\$
7	Computer Programmer - Senior	1	EA	All	200	\$	\$
8	Subject Matter Expert – SME INFO	1	EA	All	200	\$	\$
9	Subject Matter Expert – SME MSA	1	EA	All	200	\$	\$

Year #3 - April 1, 2022 to 31 March 2023

ITEM	DESCRIPTION	NUMBER OF RESOURCES REQUIRED	UNIT OF MEASURE	TASKS EXPECTED FOR THE RESOURCE CATEGORY	ESTIMATED HOURS PER YEAR (A)	HOURLY RATE* (B)	EXTENDED PRICE (C = A X B)
1	Project Manager	1	EA	All	110	\$	\$
2	Software Engineer / Designer - Junior	1	EA	All	340	\$	\$
3	Software Engineer / Designer - Senior	1	EA	All	200	\$	\$
4	Database Engineer – Junior	1	EA	All	340	\$	\$
5	Database Engineer - Senior	1	EA	All	200	\$	\$
6	Computer Programmer – Junior	1	EA	All	340	\$	\$
7	Computer Programmer - Senior	1	EA	All	200	\$	\$
8	Subject Matter Expert – SME INFO	1	EA	All	200	\$	\$
9	Subject Matter Expert – SME MSA	1	EA	All	200	\$	\$

Option Year 1 – April 1, 2023 to 31 March 2024

ITEM	DESCRIPTION	NUMBER OF RESOURCES REQUIRED	UNIT OF MEASURE	TASKS EXPECTED FOR THE RESOURCE CATEGORY	ESTIMATED HOURS PER YEAR (A)	HOURLY RATE* (B)	EXTENDED PRICE (C = A X B)
1	Project Manager	1	EA	All	110	\$	\$
2	Software Engineer / Designer - Junior	1	EA	All	340	\$	\$
3	Software Engineer / Designer - Senior	1	EA	All	200	\$	\$
4	Database Engineer – Junior	1	EA	All	340	\$	\$
5	Database Engineer - Senior	1	EA	All	200	\$	\$
6	Computer Programmer – Junior	1	EA	All	340	\$	\$
7	Computer Programmer - Senior	1	EA	All	200	\$	\$
8	Subject Matter Expert – SME INFO	1	EA	All	200	\$	\$
9	Subject Matter Expert – SME MSA	1	EA	All	200	\$	\$

Option Year 2 – April 1, 2024 to 31 March 2025

ITEM	DESCRIPTION	NUMBER OF RESOURCES REQUIRED	UNIT OF MEASURE	TASKS EXPECTED FOR THE RESOURCE CATEGORY	ESTIMATED HOURS PER YEAR (A)	HOURLY RATE* (B)	EXTENDED PRICE (C = A X B)
1	Project Manager	1	EA	All	110	\$	\$
2	Software Engineer / Designer - Junior	1	EA	All	340	\$	\$
3	Software Engineer / Designer - Senior	1	EA	All	200	\$	\$
4	Database Engineer – Junior	1	EA	All	340	\$	\$
5	Database Engineer - Senior	1	EA	All	200	\$	\$
6	Computer Programmer – Junior	1	EA	All	340	\$	\$
7	Computer Programmer - Senior	1	EA	All	200	\$	\$
8	Subject Matter Expert – SME INFO	1	EA	All	200	\$	\$
9	Subject Matter Expert – SME MSA	1	EA	All	200	\$	\$

**For work performed for a duration of more or less than one hour, the hourly rate specified will be prorated accordingly*

The supplier will be responsible to provide price support for the prices quoted prior to contract award.

Bidder may suggest changes and/or additions to this list.

The following will be identified with each individual Task Authorization:

B –MATERIALS

All equipment purchased and invoiced against this contract will be billed at cost and will be identified at each issued Task Authorization form.

C – TRAVEL

All travel authorized against this contract will be reimbursed as per the National Joint Council Travel Directive, and will be identified in each issued Task Authorization form.

Annex C – Security Requirements Check List

Attached.



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SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

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

TBS/SCT 350-103(2004/12)

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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

☐ RELIABILITY STATUS
COTE DE FIABILITÉ

☐ CONFIDENTIAL
CONFIDENTIEL

☒ SECRET
SECRET

☐ TOP SECRET
TRÈS SECRET

☐ TOP SECRET-SIGINT
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL
NATO CONFIDENTIEL

☐ NATO SECRET
NATO SECRET

☐ COSMIC TOP SECRET
COSMIC TRÈS SECRET

☐ SITE ACCESS
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

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?

☐ No ☒ Yes
Non Oui

☒ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☐ No ☒ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☐ No ☒ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes
Non Oui

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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Erin MacNeil

Project Manager / CAUSE Project 99ab

Erin MacNeil

Telephone No. - N° de téléphone
902-407-0495

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel
erin.macneil@forces.gc.ca

Date
12 Oct 2018

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

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Sasa Medjovic - DDSO - Industrial Security
Senior Security Analyst

Sasa Medjovic

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel
E-mail: sasa.medjovic@forces.gc.ca

Date

29 May 2019

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No
☒ Yes

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

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

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

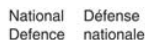
Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

Annex D – DND 626 Task Authorization Form

Attached.

[illegible]

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.

Annex E – Evaluation Criteria

Where a word limit has been set, a word count may be completed. Any words beyond the maximum indicated will be blacked-out from the bid and not included in the evaluation.

1. MANDATORY EVALUATION CRITERIA

In their proposals, bidders must demonstrate they meet the following mandatory criteria. Failure to meet any of the mandatory criteria will render the bid non-compliant and it will be given no further consideration.

1.1 Bidder Experience (maximum 1000 words not including CVs)

	CRITERIA	MET	NOT MET	Please Cross Reference to Specific Pages in your Proposal
M1	<p>The bidder must have previous experience managing two similar* contracts within the past 10 years.</p> <p>The bidder must provide a summary of each contract, including; the value and length of the contract; a description of the work; the number of resources managed per year; and, a description of the strategies used to manage the contract.</p> <p>*<i>similar</i> is defined as past work in Maritime Situational Awareness, Information Management, and/or Information Analysis Techniques.</p> <p>The bidder must have previous experience in the administration of at least five tasks against a single contract within the past 10 years.</p>			
M2	<p>The bidder must provide a summary of the contract, including:</p> <ul style="list-style-type: none"> • a description of the work; • the number of tasks managed; and • a description of the strategies employed to manage multiple tasks and deliverables. 			

1.2 Project Manager Experience (maximum 200 words not including CVs)

	CRITERIA	MET	NOT MET	Please Cross Reference to Specific Pages in your Proposal
M3	The Bidder must demonstrate that the proposed resources has 12 months experience as a project manager for projects of a value at or exceeding \$100k in the last 36 months.			

1.3 Software Engineer/Designer Experience (maximum 300 words not including CVs)

	CRITERIA	MET	NOT MET	Please Cross Reference to Specific Pages in your Proposal
M4	The Bidder must demonstrate that the proposed Senior resource has a minimum of 48 months of experience in software design within the last 120 months.			
M5	The Bidder must demonstrate that the proposed Junior resource has a minimum of 12 months of experience in software design within the last 120 months.			

1.4 Database Engineer (maximum 300 words not including CVs)

	CRITERIA	MET	NOT MET	Please Cross Reference to Specific Pages in your Proposal
M7	The Bidder must demonstrate that the proposed Senior resource has a minimum of 48 months of experience in database engineering within the last 120 months.			
M8	The Bidder must demonstrate that the proposed Junior resource has a minimum of 12 months of experience in database engineering within the last 120 months.			

1.5 Computer Programmer (maximum 300 words not including CVs)

	CRITERIA	MET	NOT MET	Please Cross Reference to Specific Pages in your Proposal
M9	The Bidder must demonstrate that the proposed Senior resource has a minimum of 48 months of experience in computer programming within the last 120 months.			
M10	The Bidder must demonstrate that the proposed Junior resource has a minimum of 12 months of experience in computer programming within the last 120 months.			

1.6 Subject Matter Expert

	CRITERIA	MET	NOT MET	Please Cross Reference to Specific Pages in your Proposal
M11	<p>The Bidder must propose a minimum of two Subject Matter Expert (SME) resources. Each of the SMEs must have a minimum of two publications in at least two of the following topics. The publication must be in a peer reviewed journal or a peer reviewed conference proceeding, and must have a publication date within the last 60 months:</p> <ol style="list-style-type: none"> 1. Command, Control, Communication, Computers, Intelligence, Surveillance and Reconnaissance (C4ISR), 2. Command and Control (C2), 3. Communications and Information Systems (CIS), 4. Common Operating Picture (COP), 5. Battlespace Management, 6. Information Operations (Info Ops), <p>For each publication the Bidder must provide a copy of the abstract, complete authorship, publication date, title, publisher, and indicate the applicable topic area 1-6 as shown above.</p>			

2. POINT-RATED EVALUATION CRITERIA (P)

2.1 Senior Software Engineer/Designer Experience (maximum 600 words not including CVs)

PROPOSED RESOURCES POINT-RATED EVALUATION CRITERIA		Point Breakdown Structure	Maximum	Please Cross Reference to Specific Pages in your Proposal
P1	The Bidder should demonstrate that the proposed Database Engineer resource has education background in an applicable field.	Education: BSc in Computer Science; or BEng in Software or Electrical = 40 Diploma in Information Technology = 20 Certification in OpenShift (or equivalent) = 10 points Certification in OpenStack (or equivalent) = 10 points	40	
P2	The Bidder should demonstrate that the proposed Software Engineer/Designer resource has experience or has taken formal training in OpenShift, OpenStack, or equivalents. Training certificates relevant to the above noted software is considered to be a course with a minimum length of 20 hours.	Experience in either OpenShift, OpenStack or equivalent 0-24 months = 10 points 25-60 months = 20 points 61 or more months = 30 points	50	
P3	The Bidder should demonstrate that the proposed Software Engineer/Designer resource has experience or has taken formal training in virtual machines. Training certificates relevant to virtual machines is considered to be a course with a minimum length of 20 hours.	Certification in virtual machines = 20 points Experience in virtual machines 0-24 months = 10 points 25-60 months = 20 points 61 or more months = 30 points	50	
P4	The Bidder should demonstrate that the proposed Software Engineer/Designer resource has experience or has taken formal training in Linux. Training certificates relevant to the above noted software is considered to be a course with a minimum length of 20 hours.	Certification in Linux = 10 points Experience in Linux 0-24 months = 10 points 25-60 months = 20 points 61 or more months = 30 points	40	
TOTAL			180	

2.2 Senior Database Engineer Experience (maximum 600 words not including CVs)

PROPOSED RESOURCES POINT-RATED EVALUATION CRITERIA		Point Breakdown Structure	Maximum	Please Cross Reference to Specific Pages in your Proposal
P5	The Bidder should demonstrate that the proposed Database Engineer resource has education background in an applicable field.	Education: BSc in Computer Science; or BEng in Software or Electrical = 40 Diploma in Information Technology = 20	40	
P6	The Bidder should demonstrate that the proposed Database Engineer resource has experience or has taken formal training in database design and implementation. Training certificates relevant to database design and implementation is considered to be a course with a minimum length of 20 hours.	Certification in database design and implementation = 10 points Experience in database design and implementation: 0-24 months = 10 points 25-60 months = 20 points 61 or more months = 30 points	40	
P7	The Bidder should demonstrate that the proposed Database Engineer resource has experience or has taken formal training in geospatial database management systems. Training certificates relevant to geospatial database management systems is considered to be a course with a minimum length of 20 hours.	Certification in geospatial database management systems = 10 points Experience in geospatial database management systems: 0-24 months = 10 points 25-60 months = 20 points 61 or more months = 30 points	40	
P8	The Bidder should demonstrate that the proposed Database Engineer resource has experience or has taken formal training in relational and NoSQL database management systems. Training certificates relevant to relational and NoSQL database management systems is considered to be a course with a minimum length of 20 hours.	Certification in relational and NoSQL database management systems = 10 points Experience in relational and NoSQL database management systems: 0-24 months = 10 points 25-60 months = 20 points 61 or more months = 30 points	40	

P9	<p>The Bidder should demonstrate that the proposed Database Engineer resource has experience or has taken formal training in data analytics.</p> <p>Training certificates relevant to data analytics is considered to be a course with a minimum length of 20 hours.</p>	<p>Certification in data analytics= 10 points</p> <p>Experience in data analytics:</p> <p>0-24 months = 10 points</p> <p>25-60 months = 20 points</p> <p>61 or more months = 30 points</p>	40	
TOTAL			200	

2.3 Senior Computer Programmer Experience (maximum 600 words not including CVs)

PROPOSED RESOURCES POINT-RATED EVALUATION CRITERIA		Point Breakdown Structure	Maximum	Please Cross Reference to Specific Pages in your Proposal
P10	The Bidder should demonstrate that the proposed Computer Programmer resource has education background in an applicable field.	Education: BSc in Computer Science; or BEng in Software or Electrical = 40 Diploma in Information Technology = 20	40	
P11	The Bidder should indicate that the proposed Computer Programmer resource has experience or has taken formal training in Docker. Training certificates relevant to Docker is considered to be a course with a minimum length of 20 hours.	Certification in Docker= 10 points Certification in an equivalent = 10 points Experience in Docker: 0-24 months = 10 points 25-60 months = 20 points 61 or more months = 30 points	50	
P12	The Bidder should indicate that the proposed Computer Programmer resource has experience or has taken formal training in Apache ActiveMQ or equivalents. Training certificates relevant to Apache ActiveMQ or equivalents is considered to be a course with a minimum length of 20 hours.	Certification in Apache ActiveMQ = 10 points Certification in an equivalent = 10 points Experience in either Apache ActiveMQ or equivalents: 0-24 months = 10 points 25-60 months = 20 points 61 or more months = 30 points	50	
P13	The Bidder should indicate that the proposed Computer Programmer resource has experience or has taken formal training in C++. Training certificates relevant to C++ is considered to be a course with a minimum length of 20 hours.	Certification in C++= 10 points Experience in C++: 0-24 months = 10 points 25-60 months = 20 points 61 or more months = 30 points	40	

P14	<p>The Bidder should indicate that the proposed Computer Programmer resource has experience or has taken formal training in Java.</p> <p>Training certificates relevant to Java is considered to be a course with a minimum length of 20 hours.</p>	<p>Certification in Java= 10 points</p> <p>Experience in Java:</p> <p>0-24 months = 10 points</p> <p>25-60 months = 20 points</p> <p>61 or more months = 30 points</p>	40	
TOTAL			220	

2.4 Subject Matter Expert

PROPOSED RESOURCES POINT-RATED EVALUATION CRITERIA		Point Breakdown Structure	Minimum	Maximum	Please Cross Reference to Specific Pages in your Proposal
P15	<p>The Bidder should demonstrate that each proposed Subject Matter Expert (SME) resource has demonstrated contributions to the S&T literature. A minimum of two SMEs should be identified:</p> <ul style="list-style-type: none"> • SME INFO - speciality area of information management and/or analysis techniques (e.g., clustering, data mining, machine learning, Bayesian networks); and • SME MSA in the speciality area of Maritime Situational Awareness. <p>A publication list for each SME should be provided, listing only journal and peer reviewed conference papers, and clearly indicating the paper as INFO or MSA applicable. This list should cover the last 60 months and may include all SME publications regardless of whether or not the publication supports the SME's speciality area.</p>	<p>Number of publications:</p> <p>1-5 publications = 10 points</p> <p>6-10 publications = 30 points</p> <p>11 or more publications = 50 points</p>	20*	100	
P16	<p>The Bidder should demonstrate that each proposed SME resource has demonstrated significant contributions to the S&T literature in the SME's speciality area (i.e., INFO or MSA).</p> <p>The Bidder should provide one complete published peer reviewed journal or conference paper for each SME. The SME must be first author on the paper. The paper should have been published within the last 60 months.</p>	<p>See Appendix C to Annex E</p> <p>Evaluation Criteria – P16 Criteria and Point breakdown structure (maximum 100 points per paper)</p>	100*	200	
TOTAL			120	300	

*Bidders must meet the minimum point rating in order to be deemed responsive. Those not meeting the minimum number of points will be deemed as non-compliant and will not be considered / evaluated any further.

3. RESOURCE CATEGORIES

Resource categories	Minimum number of resources required	Level of Effort
Project Manager	1	5%
Software Engineer/Designer – Junior	1	15%
Software Engineer/Designer – Senior	1	10%
Database Engineer – Junior	1	15%
Database Engineer – Senior	1	10%
Computer Programmer – Junior	1	15%
Computer Programmer – Senior	1	10%
Subject Matter Expert – SME INFO	1	10%
Subject Matter Expert – SME MSA	1	10%

**Appendix C (to Annex E, Evaluation Criteria)
P16 Criteria and Point Breakdown Structure.**

CRITERIA:

The Bidder should demonstrate that each proposed SME resource has demonstrated significant contributions to the S&T literature in the SME's speciality area (i.e., INFO* or MSA**).

The Bidder should provide one complete published peer reviewed journal or conference paper for each SME.

The SME must be first author on the paper. The paper should have been published within the last 60 months.

***INFO** – this SME has a speciality area in information management and/or analysis techniques (e.g., clustering, data mining, machine learning, and Bayesian networks)

****MSA** – this SME has a speciality area in Maritime Situational Awareness

POINT BREAKDOWN STRUCTURE:

Evaluation of provided publication information will be based on the following:

Relevance to speciality area

4 point: The results use functions or applications in the speciality area, but do not contribute to a progression of the speciality area (without the progression there is little to no relevance). The results do not provide the speciality area with new techniques or methods.

12 points: The results are useful to the speciality area, or perhaps to a sub-discipline of the speciality area.

20 points: The results provide clear advancement to the speciality area. The results may provide new techniques or methods which can be leveraged by others working in the speciality area.

The research methodology

4 point: There is incomplete or limited research methodology. The methodology lacks structure and coherence. The major and minor aspects of the methodology are not provided.

12 points: There is an adequate explanation of the research methodology. The methodology is structured and coherent. Although most of the major and necessary details are provided, there are several minor deficiencies or incomplete details with the methodology. Some minor elements were not addressed clearly. Reproducibility is unlikely.

20 points: The methodology is well described, in-depth, detailed, and provides the specifics. The methodology is well structured, coherent, and necessary details are provided. No deficiencies exist.

The significance of the results

4 point: The results appear to be an application of database/information management to a one-of problem and thus lack significance. The results are only applicable to the specific problem being considered. Alternately, the results were previously known and thus lack significance.

12 points: The results are important to a specific application (e.g., Microsoft Access) in which the data/information may be stored, but lack broader application.

20 points: The results are significant to broad database or information management issues involving such things as how the data/information is structured, accessed, and used regardless of the platform or software application in which it is stored. The results could be important to a broad subfield of database or information management such as Geographic Information Systems.

The SME's contribution

12 points: The SME contributed to proof-editing of the paper, correction of grammar, and organization. The SME may have reviewed and modified the paper for clarity, making small contributions to the written text.

20 points: The SME contributed major portions of text to the paper. The SME provided the overall concept of the work and/or guided the general direction of the work. The SME reviewed the work and the paper for final approval.

Quality of writing

4 point: The paper architecture is poor, as indicated by poorly organized or missing elements. Sections are not presented in a logical order. The abstract may be missing key components. The cohesiveness is lacking in that some paragraphs present multiple ideas. The style is such that the sentences are choppy, awkward, lack flow, and contain frequent grammar and punctuation mistakes. The design is such that sentences and paragraphs are long. There is little separation in the design with minimal use of figures or tables.

12 points: The paper architecture has sections that seem out of order; i.e., hierarchy issues. The cohesiveness is lacking as some paragraphs present more than one main idea. As well, relationships between sentences are lacking. The style is such that some grammar and punctuation mistakes are evident. The design is makes adequate use of white space and figures.

20 points: The architecture or overall structure is strong and presented in a logical manner. The document is cohesive in that the sections and paragraphs naturally follow one another. Paragraphs present a single main idea. The style is solid in that there are no grammar or punctuation mistakes. The sentences make single points, are coherent, and combine to make a logical argument

Annex F to Part 3 of the Bid Solicitation - Electronic Payment Instruments

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

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