



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

Quartier général de la Défense nationale
Ottawa (Ontario)
K1A 0K2

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À :**

Ryan.Murray4@forces.gc.ca

Proposal To: National Defence 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 and services listed herein and on any attached sheets at the price(s) set out therefore.

Proposition à : Défense nationale 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 et services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqués.

Title/Titre Automated Identification Technology	Solicitation No – N° de l’invitation W6399-20-LB46/A
Date of Solicitation – Date de l’invitation April 14, 2020	
Address Enquiries to – Adresser toutes questions à Attention: Ryan Murray, DLP 8-2-3-2 Ryan.Murray4@forces.gc.ca	
Telephone No. – N° de téléphone 613-945-2171	FAX No – N° de fax
Destination See herein	

Instructions:

Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

Instructions: Les taxes municipales ne s’appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d’accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.

Solicitation Closes – L’invitation prend fin
At – à : 1400EST
On - le : June 15, 2020

Delivery required - Livraison exigée July 15, 2020	Delivery offered - Livraison proposée
Vendor Name and Address - Raison sociale et adresse du fournisseur	
Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie)	
Name/Nom _____	Title/Titre _____
Signature _____	Date _____



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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement applicable to this Contract.

1.2 Statement of Work

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

1.3 Debriefings

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

1.4 Trade Agreements

" The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Canadian Free Trade Agreement (CFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Columbia Free Trade Agreement (CColFTA), the Canada-Panama Free Trade Agreement (CPanFTA), the Canada-Honduras Free Trade Agreement (CHFTA), the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), the Canada-Korea Free Trade Agreement (CKFTA), the Canada Ukraine Free Trade Agreement (CUFTA) and the Canada-European Union Comprehensive Economic and Trade Agreement (CETA)."

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2019-03-04) Standard Instructions – Goods and Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modifications:

- a) Section 02, Procurement Business Number is deleted in its entirety.
- b) Section 20(2), Further Information is deleted in its entirety.

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

Delete: 60 days
Insert: 180 days

2.2 Electronic Submission of Bids

- a) Bids must be submitted only to the Department of National Defence by the date, time and place indicated on page 1 of the bid solicitation. Bids must be received electronically as noted in subparagraph b).
- b) **Electronic Submissions: Individual e-mails exceeding five (5) megabytes, or that includes other factors such as embedded macros and/or links, may be rejected by the DND e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority.** Larger bids may be submitted through more than one e-mail. The Contracting Authority will confirm receipt of documents. It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Bidders should not assume that all documents have been received unless the Contracting Authority confirms receipt of each document. In order to minimize the potential for technical issues, Bidders are requested to allow sufficient time before the closing time and date to confirm receipt. Technical and financial documents received after the closing time and date will not be accepted.

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

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than fifteen (15) 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.

2.4 Applicable Laws

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

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.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I: Technical Bid 1 soft copy by PDF.
- Section II: Financial Bid 1 soft copy by PDF.
- Section III: Certifications 1 soft copy by PDF.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid. Bidders may use Annex D to indicate their prices. If Bidders choose to use Annex D to indicate their prices, Bidders must include Annex D in their financial bid.

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid as follows:

- 1) Bidders must submit firm prices, Delivered Duty Paid (DDP) at ([insert destination of the goods as noted in Annex A](#)) Incoterms 2010, Applicable Taxes excluded. The total amount of Applicable Taxes must be shown separately, and,

Bids must be submitted in Canadian dollars.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “E” 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.

3.1.2 Exchange Rate Fluctuation

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

3.1.3 SACC Manual Clauses

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 and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Detailed in Annex C

4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Delivered Duty Paid (DDP) at ([insert destination of the goods as noted in Annex A](#)) Incoterms 2010, Canadian customs duties and excise taxes included, Applicable Taxes excluded.

4.2 Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless otherwise specified, 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.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with 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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed).

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.

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 Security Requirements

There is no security requirement applicable to this Contract.

6.2 Statement of Work

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

6.3 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.

6.3.1 General Conditions

[2010A](#) (2018-06-21), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract, with the following modifications:

a. Definition of Minister is modified as follows:

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

6.3.2 Intellectual property infringement and royalties

1. The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.
2. If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to [Department of Justice Act](#), R.S., 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.
3. The Contractor has no obligation regarding claims that were only made because:
 - a. Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or
 - b. Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications); or
 - c. the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or

- d. the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.
4. If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:
 - a. take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or
 - b. modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or
 - c. take back the Work and refund any part of the Contract Price that Canada has already paid.

If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.

6.3.3 Supplemental General Conditions

[4001](#) (2015-04-01); Hardware Purchase, Lease and Maintenance apply to and form part of the Contract.

[4003](#) (2010-08-16) Licensed Software

[4004](#) (2008-05-12) Maintenance and Support Services for Licensed Software

6.4 Task Authorization

6.4.1 Task Authorization Process

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract, reference Annex A 3.2.1.1.

1. The Contracting 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 G.
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 Contracting Authority, within 10 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Contracting 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.

6.4.2 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

6.5 Term of Contract

The period of the Contract is from _____ (*fill in start date of the period*) to _____ inclusive.

6.5.1 Delivery Date

All the deliverables must be received on or before July 15, 2020.

6.5.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Appendix 1 of 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.

6.5.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

6.6 Authorities

6.6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Ryan Murray
Title: Procurement Officer
Department of National Defence
Directorate: DLP 8-2-3-2
Address: 101 Colonel By Dr
Ottawa, Ontario, K1A 0K2
Telephone: 613-945-2171
E-mail address: Ryan.Murray4@forces.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.

6.6.2 Technical Authority

The Technical Authority for the Contract is:

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

Telephone: _____
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.

6.6.3 Contractor's Representative

The Contractor Representative for the Contract is:

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

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

6.7 Payment

6.7.1 Basis of Payment

6.7.1.1 Basis of Payment – Contract – Annex D -Table 1

In consideration of the Contractor satisfactorily delivering all Items noted in Annex D - Table 1 – Initial Contract in accordance with the obligations under the Contract, the Contractor will be paid firm unit prices as specified in Table 1 – Initial Contract for a cost of \$ _____ (insert the amount at contract award). 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 approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.1.2 Basis of Payment – Contract – Annex D -Table 2

For the Work described in sections 3.2 (b) of the Statement of Work at Annex A and as authorized on a DND 626 in accordance with contract para 6.4.1, the Contractor will be paid:

For parts and material, at cost plus a mark-up of ____%. Customs duties are included and Applicable Taxes are extra.

For labour, firm daily rates as noted Annex D – Table 2. Customs duties are included and Applicable Taxes are extra.

Estimated Cost: \$ _____.

6.7.1.3 Basis of Payment – Contract – Annex D -Table 3

For the Work described in sections 3.2.1 of the Statement of Work at Annex A and as authorized on a DND 626 in accordance with contract para 6.4.1, the Contractor will be paid:

For parts and material, cost plus a mark-up of __%. Customs duties are included and Applicable Taxes are extra.

For labour, a firm hourly rate as noted Annex D – Table 3. Customs duties are included and Applicable Taxes are extra.

Estimated Cost: \$ _____.

6.7.1.4 Basis of Payment – Contract – Annex D -Table 4

In consideration of the Contractor satisfactorily delivering all Items noted in an authorized DND 626 in accordance with contract para 6.4.1, the Contractor will be paid firm unit prices as specified in Annex D – Table 4 for a total cost as specified in the DND 626. Customs duties are included and Applicable Taxes are extra.

Estimated Cost: \$ _____.

6.7.1.5 Basis of Payment – Option (if exercised) – Annex D -Table 5

In consideration of the Contractor satisfactorily delivering all Items noted in an authorized DND 626 in accordance with contract para 6.4.1 as depicted in Annex D - Table 5 – Optional Equipment in accordance with the obligations under the Contract, the Contractor will be paid firm unit prices as specified in Table 5 – Option for a total cost as specified in the DND 626. 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 approved, in writing, by the Contracting Authority before their incorporation into the Work.

Estimated Cost: \$ _____.

6.7.1.6 Basis of Payment – Option (if exercised) – Annex D -Table 6

For the Work described in sections 3.2 (b) of the Statement of Work at Annex A and as authorized on a DND 626 in accordance with contract para 6.4.1, the Contractor will be paid:

For parts and material, cost plus a mark-up of __%. Customs duties are included and Applicable Taxes are extra.

For labour, a firm hourly rate as noted Annex D – Table 5. Customs duties are included and Applicable Taxes are extra.

Estimated Cost: \$ _____.

6.7.1.6 Basis of Payment – Option (if exercised) – Annex D - Table 7

For the Work described in sections 3.2.1 of the Statement of Work at Annex A and as authorized on a DND 626 in accordance with contract para 6.4.1, the Contractor will be paid:

For parts and material, cost plus a mark-up of __%. Customs duties are included and Applicable Taxes are extra.

For labour, a firm hourly rate as noted Annex D – Table 7. Customs duties are included and Applicable Taxes are extra.

Estimated Cost: \$ _____.

6.7.1.6.1 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 \$ _____. 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.

6.7.1.6.2 Travel and Living Expenses - National Joint Council Travel Directive

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

All travel must be associated with a Task Authorization and have the prior authorization of the Contracting Authority.

All payments are subject to government audit.

Estimated Cost: \$ _____.

6.7.2 Terms of Payment

SACC Manual clause [H1001C](#) (2008-05-12) Multiple Payment

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

Each invoice must be supported by:

- a. a copy of the release document and any other documents as specified in the Contract;
- b. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;

Invoices must be distributed as follows:

- a. The original must be forwarded to the following address for certification and payment.
Department of National Defence
1600 Star Top RD,
DGLEPM / DLP 8,
Ottawa ON, CANADA
K1A 0K2.
- Attn: Ryan Murray
- OR
- b. Email to: ryan.murray4@forces.gc.ca

6.9 Certifications

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.

6.10 Applicable Laws

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

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) Articles of Agreement
- (b) [4001](#) (2015-04-01); Hardware Purchase, Lease and Maintenance apply to and form part of the Contract.
[4003](#) (2010-08-16) Licensed Software;
[4004](#) (2008-05-12) Maintenance and Support Services for Licensed Software
- (c) the general conditions [2010A](#) (2018-06-21), General Conditions - Goods (Medium Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Operational Performance and Technical Specifications;
- (f) Annex D, Pricing Schedule;
- (g) the signed Task Authorizations (including all of its annexes, if any)
- (h) the Contractor's bid dated _____

6.12 Defence Contract

SACC Manual clause [A9006C](#) (2012-07-16) Defence Contract

6.13 Insurance

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

6.14 Quality Assurance

SACC Manual clause [D5545C](#) (2019-05-30), ISO 9001:2015 – Quality Management Systems Requirement (Quality Assurance Code C)

6.15 Packaging Requirement

The Contractor must prepare item number(s) 2-7 for delivery in accordance with the latest issue of the Canadian Forces Packaging Specification *D-LM-008-036/SF-000*, DND Minimum Requirements for Manufacturer's Standard Pack.

The Contractor must package item number(s) 2-7 of Annex A in quantities of one (1) by package.

SACC Manual clause [D2000C](#) (2007-11-30), Markings

SACC Manual clause [D2001C](#) (2007-11-30), Labelling

SACC Manual clause [D2025C](#) (2017-08-17), Wood Packing Materials

ANNEX "A"

STATEMENT OF WORK FOR THE AUTOMATED IDENTIFICATION TECHNOLOGY

1.0 SCOPE

1.1 Purpose

The purpose of this statement of work is to describe the scope and requirements that apply to the provision of Automated Identification Technology (AIT) to the Department of National Defence (DND).

1.2 Background

DND requires an enterprise resource planning (ERP) compatible AIT solution to be used in support of material identification, asset visibility management and general warehousing activities. The system must be capable of identifying and performing common warehousing and supply management tasks using bar code technologies, and permit data synchronization with DND's SAP-based ERP system.

1.3 Applicable Documents

The following documents form part of this statement of work and are supportive of this statement of work when referenced; any other documents are to be considered supplemental information only. In the event of a conflict between the documents and the contents of this statement of work, then the contents of this statement of work will take precedence.

- MIL-HDBK-61A (SE) Configuration Management Guidance (copy available upon request)

1.4 Definitions

Serviceable Condition	The condition of an item which allows it to be capable and ready for service.
OEM Level Repair	Any tasks required to bring an item to full serviceable condition. OEM repair will typically involve replacement/repair of internal components.
Turn Around Time	The time from when a non-serviceable item arrives at the Contractor repair facility to when the repaired item departs the repair facility.

1.5 Acronyms

AIT	Automated Identification Technology
AWR	Additional Work Request
DND	Department of National Defence
FSR	Field Service Representative
ISS	In-Service Support
MRSPL	Manufacturer's Recommended Spare Parts List
NATO	North Atlantic Treaty Organization
NSN	NATO Stock Number
OEM	Original Equipment Manufacturer
TA	Technical Authority

2.0 DELIVERABLES

The Contractor must deliver the following:

- (a) AIT system components in accordance with the performance and technical specifications at Annex B as follows:

Item	Description	Quantity
1	AIT Management Software	2
2	Handheld Scanners	6
3	Label Printer (Fixed)	2
4	Label Printer (Portable)	6
5	Individual Equipment Labels	1050
6	Packaging Labels	110
7	Warehouse Location Labels	110

- (b) Initial set-up and configuration at each delivery location in accordance with Section 3.1
- (c) Training in accordance with Section 2.1;
- (d) Operator/Maintenance Manuals in accordance with Section 2.2; and
- (e) A Manufacturer's Recommended Spare Parts List (MRSPL) to include the following for each item:
 - i. Manufacturer's part number;
 - ii. NSN (where available);
 - iii. Proposed quantity; and
 - iv. Unit price;
- (f) In-Service Support for a period of three (3) years following Contract Award in accordance with Section 3.2.

Optional procurements are detailed in Appendix 1.

2.1 Training

The Contractor must provide hands-on training, in English, as follows:

- (a) A two (2) day (maximum) combined Operator and Maintainer Course that covers the following (as a minimum) for the AIT system:
 - i. Software set-up and operation;
 - ii. Hardware operation, including data synchronization;
 - iii. Daily/routine maintenance;
 - iv. Label production and installation; and
 - v. Troubleshooting;
- (a) Training to be conducted immediately following equipment installation, or at another mutually agreeable time as coordinated with the DND Technical Authority (TA), as follows:
 - i. Training to be conducted, one at each DND delivery location(s) as mutually agreed with the DND TA;
 - ii. Training for up to ten (10) DND personnel; and
 - iii. Each candidate is to be provided with a copy of the respective training course and manuals (as required) in both hard copy and in electronic format (MS Word, MS PowerPoint or PDF).

2.2 Operator and Maintenance Manuals

The Contractor must provide the following manuals, individually or combined into a single manual, in English:

- (a) Two (2) hard copies and one (1) electronic copy (MS Word or PDF format) of the Operators Manual(s) that includes the following:

- i. A physical and functional description of the AIT system and its software/hardware components;
 - ii. Detailed, step-by-step usage instructions;
 - iii. Instructions on care, cleaning and routine maintenance;
 - iv. Label production and installation procedures; and
 - v. Troubleshooting procedures;
- (b) Two (2) hard copies and one (1) electronic copy (MS Word or PDF format) of the Maintenance Manual(s) that includes the following:
- i. A detailed description and illustrated parts list in a top-down breakdown format including the following for each item:
 - a. Item Name and Description;
 - b. NCage;
 - c. Manufacturer Name (if NCage is not available);
 - d. Manufacturer Part Number;
 - e. NSN (where available); and
 - f. Shelf Life (if applicable);
 - ii. List of replaceable components (including part numbers where applicable); and
 - iii. The procedures, a description of the parts and tools necessary to conduct user-level repairs.

2.3 Kick-Off Meeting

The Contractor must hold a contract kickoff meeting at its facility or by teleconference, as arranged with the DND Contract Authority, within four to six (4-6) weeks of Contract Award. DND will be responsible for all travel and associated costs for DND personnel attending the meeting. This meeting will be used to introduce the DND project team and to discuss delivery and installation timelines, quality assurance processes and delivery options. Minutes must be taken and promulgated by the Contractor within ten (10) working days of the meeting.

2.4 Delivery Points

Delivery points are as follows:

- (a) Delivery Point 1 (DP 1): Department of National Defence, 48 Portage Avenue, 8 Wing Trenton, Astra, Ontario, K0K 3W0; and
- (b) Delivery Point 2 (DP 2): Department of National Defence, 1600 Startop Road, Ottawa, Ontario, K1B 3W6.

3.0 REQUIREMENTS

3.1 Initial Setup and Configuration

The contractor must setup and configure the AIT system in a ready-to-use state as follows:

- (a) Work to be performed at the DND delivery points at a mutually agreeable time as coordinated with the DND Technical Authority;
- (b) Handheld Scanner installation into DND workstations;
- (c) Label installation on DND equipment as follows:
 - i. DP 1:
 - a. Up to quantity one thousand (1,000) equipment labels from up to three (3) equipment commodities (to be confirmed during the kick-off meeting); and
 - b. Up to quantity one hundred (100) warehouse labels;
 - ii. DP 2:

- a. Up to quantity fifty (50) equipment labels from up to three (3) equipment commodities (to be confirmed during the kick-off meeting); and
 - b. Up to quantity ten (10) warehouse labels;
- (d) Complete the software installation and workstation setup, with the assistance of DND technicians as required;
- (e) AIT data input into the AIT management software for all installed labels; and
- (f) System functional demonstration to DND personnel.

3.2 In-Service Support

The ISS requirements for the AIT Systems include the following:

- (a) Additional Work Request (AWR) services in accordance with Section 0 including:
 - i. Non-warranty repair;
 - ii. Hardware upgrade;
 - iii. Software upgrade; and
 - iv. Firmware upgrade;
- (b) Field Service Representative (FSR) services in accordance with Section 3.2.2; and
- (c) Technical support in accordance with Section 3.2.3.

3.2.1 Additional Work Request

The Contractor must provide AWR repair services including upgrades on an as and when requested basis. All AWRs, including repairs on an AIT system component, must be authorized through the Task Authorization process detailed in the Contract, Section 6.4.

3.2.1.1 AWR Repair Procedure

The Contractor must create and assign a Return Material Authorization (RMA) number prior to the components being returned for repair from all units. The Contractor must perform OEM level repair on the AIT components to equal or better than original performance parameters in accordance with para 3.2.1.2, 3.2.1.3, 3.2.1.4 and 3.2.1.5. The following procedure is to be followed:

- (a) Verify that the articles received correspond with the packing slip that accompanies the shipment;
- (b) Items incorrectly received are to be segregated pending receipt of disposition instructions;
- (c) Verify receipt to the Contract Authority including any losses or discrepancies in the shipment and receipt of incorrect items;
- (d) Open a work order;
- (e) Carry out a physical check to ensure that the item is complete and is in accordance with the accompanying delivery documents;
- (f) Determine the extent of the work required, prepare a cost estimate and submit it to the Technical Authority. The Technical Authority will resolve any issues with the Contractor associated with the estimate. The final estimate will be provided to the Contracting Authority (CA) by the TA for approval in accordance with the procedure noted in para 6.4.1 of the contract;
- (g) Upon receipt of an approved Task Authorization, complete the repair;

- (h) Conduct post-service testing trials to confirm operation of the AIT component; and
- (i) Return the AIT component to DND.

All AWR repairs performed by the Contractor must be warranted for a minimum of ninety (90) days, and must not affect in any way the initial warranty if still in effect.

3.2.1.2 Post-Servicing Tests and Performance Verification

The Contractor must conduct thorough tests and performance verification following the repair or upgrade of all AIT components prior to being returned to DND as follows:

- (a) Clear, complete and current written test procedures must be prepared and followed for each operation, including those relating to the adequacy assessment of the process controls; and
- (b) A post-servicing report must be provided with the returned item including a comprehensive identification of all work completed and itemization of the following:
 - i. An as-completed comparison to the work estimate provided to the CA;
 - ii. A list of outstanding issues or defects that were identified but not rectified as part of the work; and
 - iii. An indication of when issues and defects will be resolved.

3.2.1.3 Repair to Product Baseline

The Contractor must ensure all AIT components are in accordance with the current (at time of repair) approved Product Baseline for the AIT systems prior to being returned to DND. In the event that an original part is no longer available and the Contractor determines that a replacement part will serve with respect to fit, form, function and reasonable cost, then the use of that part must be approved by the CA in advance of the repair. As a minimum, substituted parts must:

- (a) Remain fully interchangeable (fit, form and function) with articles catalogued under the same reference number, part number and of the same modification status; and
- (b) Include similar internal characteristics such as waveforms and components layout in order to ensure full compatibility with automatic test equipment, software and automatic probing.

3.2.1.4 Repair Timeline

The targeted turn-around time (TAT) for repairs is thirty (30) calendar days after receipt of the delivery order (warranty repair) or CA approval (AWR repair). Where this target cannot be met, the Contractor must immediately notify the CA of the delay and of any extenuating circumstances that would cause significant impediment to timely completion of the repair.

3.2.1.5 Time-Expiring Parts

During repairs, any parts with time expiry dates within four months of the date that the equipment is to be returned to DND must be replaced as follows:

- (a) If the AIT system is undergoing warranty repair, the Contractor must send a request in writing, to the CA for authorization to change the necessary time-expiring part(s);
- (b) If the AIT system is undergoing AWR repair (ref 3.2.1.1), the Contractor must include the replacement of the time-expiring parts on the cost estimate; and
- (c) The Contractor must return items that are in Serviceable Condition to DND.

3.2.2 Field Service Representative (FSR)

The Contractor must provide FSR services on an as-and-when-requested basis. The requirement for FSR services will be authorized in accordance with the contract Section 6.4

3.2.3 Technical Support

The Contractor must provide technical support by phone and email, Monday-Friday (holidays excluded) during the hours 0800-1600 EST, to the Technical Authority during the ISS period.

APPENDIX 1 OPTIONAL PROCUREMENTS

DND is under no obligation to purchase additional AIT systems and/or components. Should DND decide to exercise options within forty-eight (48) months of Contract Award; the Contractor must deliver the following (multiple options may be exercised):

- (a) Up to quantity two (2) AIT Management Software installations in accordance with the Operational Performance and Technical Specifications at Annex B;
- (b) Up to quantity five (5) Handheld Scanners in accordance with the Operational Performance and Technical Specifications at Annex B;
- (c) Up to quantity two (2) Fixed Label Printers in accordance with the Operational Performance and Technical Specifications at Annex B;
- (d) Up to quantity five (5) Portable Label Printers in accordance with the Operational Performance and Technical Specifications at Annex B;
- (e) Up to quantity one thousand (1000) Individual Equipment Labels in accordance with the Operational Performance and Technical Specifications at Annex B;
- (f) Up to quantity one hundred (100) Packaging Labels in accordance with the Operational Performance and Technical Specifications at Annex B;
- (g) Up to quantity one hundred (100) Warehouse Location Labels in accordance with the Operational Performance and Technical Specifications at Annex B;
- (h) Additional initial set-up and configuration in accordance with Section 3.1 of Annex A;
- (i) Additional training in accordance with Section 2.1 of Annex A;
- (j) Additional Operator/Maintenance Manuals in accordance with Section 2.2 of Annex A;
- (k) Spare parts from the MRSPL provided at Section 2.0(e) of Annex A; and
- (l) Two (2) additional one (1) year periods of In-Service Support in accordance with Section 3.2 of this Annex.

ANNEX "B"

OPERATIONAL PERFORMANCE AND TECHNICAL SPECIFICATIONS FOR THE AUTOMATED IDENTIFICATION TECHNOLOGY

1.0 GENERAL

1.1 Scope

This specification defines the operational performance and technical requirements for the Automated Identification Technology (AIT). All requirements are mandatory.

1.2 Applicable Documents

The following documents form part of this specification to the extent specified, and are supportive of this specification when referenced; all other document references are to be considered supplemental information only. In the event of a conflict between the documents referenced and the contents of this specification, then the contents of this specification must take precedence.

- FED-STD-595C - Colors Used in Government Procurement (<https://quicksearch.dla.mil>)
- [ISO/IEC 15417:2007](#) Information Technology - Automatic Identification and Data Capture Techniques - Code 128 Bar Code Symbology Specification (www.iso.org)
- ISO/IEC 15438:2015 Information Technology - Automatic Identification and Data Capture Techniques - PDF417 Bar Code Symbology Specification (www.iso.org)
- ISO/IEC 16022:2006 Information Technology - Automatic Identification and Data Capture Techniques - Data Matrix Bar Code Symbology Specification (www.iso.org)
- ISO/IEC 16388:2007 Information Technology - Automatic Identification and Data Capture Techniques - Code 39 Bar Code Symbology Specification (www.iso.org)
- ANSI/IEC 60529:2004 Degrees of Protection Provided by Enclosures (IP Codes) (www.ansi.org)
- MIL-STD-130N (Change 1) Department of Defense Standard Practice – Identification Marking of U.S. Military Property (<https://quicksearch.dla.mil>)

1.3 Acronyms

AIT	Automated Identification Technology
DND	Department of National Defence
ERP	Enterprise Resource Planning
NATO	North Atlantic Treaty Organization
NSN	NATO Stock Number
RF	Radio Frequency
SAP	ERP Software Solution
Wi-Fi	Wireless Fidelity

1.4 Definitions

Earthtone Colour By definition, earth tone is considered a color scheme that draws from a color palette of browns, tans, grays, greens, oranges, whites and some reds. The colors in an earth tone scheme are muted and flat in an emulation of the natural colors found in soils, moss, trees and rocks. For the purpose of this specification, the earth tone color must be based on the predominantly brown, tan and gray color series (lusterless) within FED STD-595C, where those colors do not include any elements of orange, red and white.

Label An item marked with the identification information of another item and affixed to that other item. A label may be of any similar or different material than that of the item to which it is affixed. A label may be made of a metallic or non-metallic material. Labels may be affixed to the identified item by any appropriate means. Labels are often referred to as plates (e.g., data plate, name plate, identification (ID) plate, etc.); however, label material and methods of marking and affixing have no bearing on this distinction.

1.5 Concept of Operation

The concept of operations for the AIT system is as follows:

- (a) Equipment to be tracked will be tagged with a barcode label as follows:
 - i. Initially by the Contractor, who will produce and affix the labels to the identified equipment; and
 - ii. Subsequent labels will be produced and affixed by the unit personnel using the equipment provided by the project;
- (b) Locations will be tagged with a barcode label as follows:
 - i. Initially by the Contractor, who will produce and affix the labels to the identified locations including:
 - a. Storage locations (e.g., shelves, bins, containers, etc.);
 - b. Alternate storage locations (e.g., deployable pre-pack containers, shipping crates, pallets, etc.); and
 - c. Repair and transit locations where items may be held not identified above;
 - ii. Subsequent labels will be produced and affixed by the unit personnel using the equipment provided by the project;
- (c) AIT management software will be installed on a DND workstation that permits synchronization to handheld scanners via a docking station;
- (d) Handheld scanners (stand-alone, RF disabled) will be used to input equipment and location information for both existing and new equipment, which will then be synchronized with the AIT management software when the scanners are physically connected to the workstation; and
- (e) Equipment movement will be recorded using the handheld scanners, and all transactions will be retained within the AIT management software.

Note: Synchronization of the AIT management software and the DND SAP-based Enterprise Resource Planning (ERP) system will be developed and implemented by the DND ERP support team.

2.0 CAPABILITIES AND REQUIREMENTS

2.1 Expertise and Proven Design

The AIT system must;

- (a) Be a commercial-off-the-shelf or military-off-the-shelf solution with technology that is mature and proven successful through written confirmation of the company's business experience; and
- (b) Be certified by SAP as an Automated Identification Technology solution.

2.2 Operational Performance Capabilities

The AIT system must:

- (a) Perform the following warehousing and supply management tasks:
 - i. Receipt of goods;

- ii. Put-away to an allocated location;
 - iii. Cross-docking (direct transfer from incoming to outgoing vehicles);
 - iv. Picking from allocated locations;
 - v. Stocktaking;
 - vi. Stock transfer; and
 - vii. Stock identification for repair and disposal;
- (b) Have handheld scanners that operate in the following modes:
- i. Stand-alone, RF disabled; and
 - ii. Connected to the AIT management software on a DND workstation operating on Windows 10;
- (c) Have an availability of no less than ten (10) hours per day, seven (7) days per week.

2.3 Technical Requirements

2.3.1 Physical Characteristics

The AIT system must include the following components:

- (a) AIT management software;
- (b) Handheld scanners;
- (c) Label printer (fixed and portable); and
- (d) Labels for:
 - i. Individual Equipment;
 - ii. Packaging; and
 - iii. Warehouse Location.

2.3.2 AIT Management Software

The AIT management software must:

- (a) Manage all collected AIT data;
- (b) Generate new labels as/when required;
- (c) Synchronize the handheld scanners via the docking station as follows:
 - i. Collect and collate all scanner data,
 - ii. Update the handheld scanners' databases, and
 - iii. Perform software maintenance and updates;
- (d) Generate equipment tracking and inventory management reports; and
- (e) Be compatible with the SAP enterprise resource planning system.

2.3.3 Handheld Scanners

The handheld scanners must:

- (a) Be RF disabled (i.e., no WiFi, Blue Tooth or other RF connection to the AIT management software);
- (b) Have an application access and data security feature (e.g., login password);
- (c) Perform the following tasks independently when disconnected from the AIT workstation:

- i. Receipt of goods;
 - ii. Put-away to an allocated location;
 - iii. Cross-docking (direct transfer from incoming to outgoing vehicles);
 - iv. Picking from allocated locations;
 - v. Stocktaking;
 - vi. Stock transfer; and
 - vii. Stock identification for repair and disposal;
- (d) Read the following:
- i. Linear barcodes as follows:
 - a. Code 39 in accordance with ISO/IEC 16388:2007; and
 - b. Code 128 in accordance with ISO/IEC 15417:2007; and
 - ii. Data Matrix barcodes as follows:
 - a. ECC200 in accordance with ISO/IEC 16022:2006; and
 - b. PDF417 in accordance with ISO/IEC 15438:2015;
- (e) Generate new labels as/when required;
- (f) Be designed to operate in a climate-controlled warehouse environment in temperatures ranging from 0-35°C for a minimum of eight (8) consecutive hours before requiring recharge;
- (g) Have a rugged design as follows:
- i. Permits dropping from a 1 m (3.3 ft) height onto a concrete floor
 - ii. Have a minimum ingress protection rating against moisture of IP68 in accordance with ANSI/IEC 60529:2004;
- (h) Include a docking station for recharging and connection to the AIT workstation; and
- (i) Be designed to be carried and operated by a user with ergonomic features that reduce user strain including:
- i. Handles;
 - ii. Belt clips; and/or
 - iii. Straps.

2.3.4 Label Printer

The AIT system must be able to generate new labels as follows:

- (a) Paper/plastic labels onsite by DND users via the following:
 - i. A printer connected to the AIT workstation; and
 - ii. A portable battery-operated printer connected to a handheld scanner;
- (b) MIL-STD-130N compliant labels offsite (through the Contractor) as follows:
 - i. DND users order new labels through email and/or a website; and
 - ii. Labels to be delivered to the DND location within five (5) working days.

2.3.5 Equipment Labels

The equipment labels must:

- (a) Be data matrix (ECC200 and PDF417) bar codes that detail the following readable information as a minimum:
 - i. Item name;
 - ii. Description;
 - iii. NSN; and
 - iv. Serial Number;

- (b) Meet the requirements detailed in MIL-STD-130N for:
 - i. Unique identification;
 - ii. Application methods;
 - iii. Location;
 - iv. Size;
 - v. Content;
 - vi. Legibility (including text font and minimum character height); and
 - vii. Permanency;

- (c) Permit attachment by the DND users on a variety of equipment including:
 - i. Weapons;
 - ii. Communications equipment;
 - iii. Electro-optics equipment;
 - iv. Chemical, Biological, Radiological and Nuclear equipment;
 - v. Clothing; and
 - vi. Personal protective equipment;

- (d) Have a non-reflective, non-florescent finish in an earthtone colour.

Note: The Bidder may submit a variety of labeling solutions to meet the equipment label requirements.

2.3.6 Packaging and Warehouse Location Labels

The packaging and warehouse location labels must:

- (a) Include both linear (Code 39 and Code 128) and data matrix (ECC200 and PDF417) bar codes that detail the following readable information as a minimum:
 - i. Location name (descriptive text);
 - ii. Storage location (SLOC) identification code; and
 - iii. Physical location information (i.e., building, room, shelf, etc.);

- (b) Meet the requirements detailed in MIL-STD-130N for unique identification; and

- (c) Permit attachment by the DND users on a variety of surfaces including:
 - i. Metals (e.g., aluminum, steel, etc.);
 - ii. Wood;
 - iii. Plastic;
 - iv. Paper and cardboard; and
 - v. Packaging material.

ANNEX "C"

TECHNICAL BID EVALUATION FOR THE AUTOMATED IDENTIFICATION TECHNOLOGY

1.0 GENERAL

1.1 Purpose

This document outlines the technical bid evaluation process for the Automated Identification Technology.

1.2 Instructions

Bidders will be assessed in accordance with the criteria detailed in this document. Mandatory requirements are identified by the word "must". All mandatory requirements must be met.

2.0 BID DOCUMENTATION

The Bidder must provide the following documentation:

- (a) A completed Compliance Matrix including proof of compliance and Written Confirmations as specified in Table 1. For the purposes of this Request for Proposal, a Written Confirmation is a written statement from the Bidder, signed by an authorized company representative, guaranteeing it will fully comply with the requirement identified in the "Requirement" column of Table 1. Canada reserves the right to verify the statements made in the Written Confirmation; and
- (b) Documentation provided with the bid as proof of compliance may include any or all of the following:
 - i. A system brochure that details the components and operating characteristics of the system;
 - ii. The system Operator's Manual;
 - iii. The system Maintenance Manual;
 - iv. Drawing or schematic which clearly depicts the product's dimensions and scale; and
 - v. Any additional documentation that provides product information;

3.0 EVALUATION APPROACH

DND will assemble a Technical Evaluation Team who will evaluate the proposals in accordance with the Mandatory Requirements in Table 1. The evaluation will be conducted on the supplied information only. All mandatory criteria must be met or the bid submission will be deemed non-compliant. Failure to provide sufficient detail in the bid submission to evaluate the proposal against the mandatory criteria will also deem the bid non-compliant. Even if a bid fails to meet as few as one mandatory criterion that bid will be non-compliant and will be given no further consideration.

4.0 MANDATORY REQUIREMENTS

Table 1: Compliance Matrix

Item #	Ref. (Annex B)	Requirement	Proof of Compliance	Bid Reference
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1	2.1	<p><u>Expertise and Proven Design</u> The AIT system must;</p> <p>(a) Be a commercial-off-the-shelf or military-off-the-shelf solution with technology that is mature and proven successful; and</p> <p>(b) Be certified by SAP as an automated data collection solution.</p>	<p>The Bidder must provide:</p> <p>(1) Written confirmation that they have been in the business of developing, manufacturing and/implementing AIT systems for a minimum of five (5) years.</p> <p>AND</p> <p>(2) Confirmation from SAP that the AIT solution being offered is certified as an SAP compatible automated data collection solution.</p>	
Operational Performance Capabilities				
2	2.2(a)	<p>The AIT system must perform the following warehousing and supply management tasks:</p> <p>i. Receipt of goods;</p> <p>ii. Put-away to an allocated location;</p> <p>iii. Cross-docking (direct transfer from incoming to outgoing vehicles);</p> <p>iv. Picking from allocated locations;</p> <p>v. Stocktaking;</p> <p>vi. Stock transfer; and</p> <p>vii. Stock identification for repair and disposal;</p>	<p>The Bidder must provide technical data, including that specified in Section 2.0(b) of this Annex and any other documentation that is required, to confirm that the AIT System being offered is capable of performing the supply management function specified in Section 2.2(a) of Annex B.</p>	
3	2.2(b)	<p>The AIT system must have handheld scanners that operate in the following modes:</p> <p>i. Stand-alone, RF disabled; and</p> <p>ii. Connected to the AIT management software on a DND workstation operating on Windows 10;</p>	<p>The Bidder must provide technical data, including that specified in Section 2.0(b) of this Annex and any other documentation that is required, to confirm that the AIT system being offered includes hand-held portable scanners as specified in Section 2.2(b) of Annex B.</p>	
4	2.2(c)	<p>The AIT system must have an availability of no less than ten (10) hours per day, seven (7) days per week.</p>	<p>The Bidder must provide technical data, including that specified in Section 2.0(b) of this Annex and any other documentation that is required, to confirm that the AIT system being offered has the availability specified in Section 2.2(c) of Annex B.</p>	
Technical Requirements				
5	2.3.1	<p>Physical Characteristics The AIT system must include the following components:</p>	<p>The Bidder must provide technical data, including that specified in Section 2.0(b) of this Annex and any other documentation that is required,</p>	

		<ul style="list-style-type: none"> (a) AIT management software; (b) Handheld scanners; (c) Label printer (fixed and portable); and (d) Labels for: <ul style="list-style-type: none"> i. Individual Equipment; ii. Packaging; and iii. Warehouse Location. 	to confirm that the AIT system being offered has the components specified in Section 2.3.1 of Annex B.	
6	2.3.2	<p>AIT Management Software</p> <p>The AIT management software must:</p> <ul style="list-style-type: none"> (a) Manage all collected AIT data; (b) Generate new labels as/when required; (c) Synchronize the handheld scanners via the docking station as follows: <ul style="list-style-type: none"> i. Collect and collate all scanner data, ii. Update the handheld scanners' databases, and iii. Perform software maintenance and updates; (d) Generate equipment tracking and inventory management reports; and (e) Be compatible with the SAP enterprise resource planning system. 	The Bidder must provide technical data, including that specified in Section 2.0(b) of this Annex and any other documentation that is required, to confirm that the AIT system Management Software being offered has equivalent or better features and capabilities specified in Section 2.3.2 of Annex B.	
7	2.3.3	<p>Handheld Scanners</p> <p>The handheld scanners must:</p> <ul style="list-style-type: none"> (a) Be RF disabled (i.e., no WiFi, Blue Tooth or other RF connection to the AIT management software); (b) Have an application access and data security feature (e.g., login password); (c) Perform the following tasks independently when disconnected from the AIT workstation: <ul style="list-style-type: none"> i. Receipt of goods; ii. Put-away to an allocated location; iii. Cross-docking (direct transfer from incoming to outgoing vehicles); iv. Picking from allocated locations; v. Stocktaking; vi. Stock transfer; and vii. tock identification for repair and disposal; (d) Read the following: <ul style="list-style-type: none"> i. Linear barcodes as follows: 	The Bidder must provide technical data, including that specified in Section 2.0(b) of this Annex and any other documentation that is required, to confirm that the AIT system Handheld Scanners being offered have equivalent or better features and capabilities specified in Section 2.3.3 of Annex B.	

		<ul style="list-style-type: none"> a. Code 39 in accordance with ISO/IEC 16388:2007; and b. Code 128 in accordance with ISO/IEC 15417:2007; and ii. Data Matrix barcodes as follows: <ul style="list-style-type: none"> a. ECC200 in accordance with ISO/IEC 16022:2006; and b. PDF417 in accordance with ISO/IEC 15438:2015; (e) Generate new labels as/when required; (f) Be designed to operate in a climate-controlled warehouse environment in temperatures ranging from 0-35°C for a minimum of eight (8) consecutive hours before requiring recharge; (g) Have a rugged design as follows: <ul style="list-style-type: none"> i. Permits dropping from a 1 m (3.3 ft) height onto a concrete floor ii. Have a minimum ingress protection rating against moisture of IP68 in accordance with ANSI/IEC 60529:2004; (h) Include a docking station for recharging and connection to the AIT workstation; and (i) Be designed to be carried and operated by a user with ergonomic features that reduce user strain including: <ul style="list-style-type: none"> i. Handles; ii. Belt clips; and/or iii. Straps. 		
8	2.3.4	<p>Label Printer The AIT system must be able to generate new labels as follows:</p> <ul style="list-style-type: none"> (a) Paper/plastic labels onsite by DND users via the following: <ul style="list-style-type: none"> i. A printer connected to the AIT workstation; and ii. A portable battery-operated printer connected to a 	The Bidder must provide technical data, including that specified in Section 2.0(b) of this Annex and any other documentation that is required, to confirm that the AIT system Label Printer being offered has equivalent or better features and capabilities specified in Section 2.3.4 of Annex B.	

		<p>handheld scanner;</p> <p>(b) MIL-STD-130N compliant labels offsite (through the Contractor) as follows:</p> <p>i. DND users order new labels through email and/or a website; and</p> <p>Labels to be delivered to the DND location within five (5) working days.</p>		
9	2.3.5	<p>Equipment Labels</p> <p>The equipment labels must:</p> <p>(a) Be data matrix (ECC200 and PDF417) bar codes that detail the following readable information as a minimum:</p> <p>i. Item name;</p> <p>ii. Description;</p> <p>iii. NSN; and</p> <p>iv. Serial Number;</p> <p>(b) Meet the requirements detailed in MIL-STD-130N for:</p> <p>i. Unique identification;</p> <p>ii. Application methods;</p> <p>iii. Location;</p> <p>iv. Size;</p> <p>Content;</p> <p>Legibility (including text font and minimum character height); and</p> <p>Permanency;</p> <p>(c) Permit attachment by the DND users on a variety of equipment including:</p> <p>i. Weapons;</p> <p>ii. Communications equipment;</p> <p>iii. Electro-optics equipment;</p> <p>iv. Chemical, Biological, Radiological and Nuclear equipment;</p> <p>v. Clothing; and</p> <p>vi. Personal protective equipment;</p> <p>(d) Have a non-reflective, non-florescent finish in an earthtone colour.</p>	<p>The Bidder must provide technical data, including that specified in Section 2.0(b) of this Annex and any other documentation that is required, to confirm that the AIT system Equipment Labels being offered has equivalent or better features and capabilities specified in Section 2.3.5 of Annex B.</p>	

10	2.3.6	<p>Packaging and Warehouse Location Labels The packaging and warehouse location labels must:</p> <ul style="list-style-type: none"> (a) Include both linear (Code 39 and Code 128) and data matrix (ECC200 and PDF417) bar codes that detail the following readable information as a minimum: <ul style="list-style-type: none"> i. Location name (descriptive text); ii. Storage location (SLOC) identification code; and iii. Physical location information (i.e., building, room, shelf, etc.); (b) Meet the requirements detailed in MIL-STD-130N for unique identification; and (c) Permit attachment by the DND users on a variety of surfaces including: <ul style="list-style-type: none"> i. Metals (e.g., aluminum, steel, etc.); ii. Wood; iii. Plastic; iv. Paper and cardboard; and v. Packaging material. 	<p>The Bidder must provide technical data, including that specified in Section 2.0(b) of this Annex and any other documentation that is required, to confirm that the AIT system Packaging and Warehouse Location Labels being offered has equivalent or better features and capabilities specified in Section 2.3.6 of Annex B.</p>	
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ANNEX "D"

PRICING SCHEDULE

The Bidder must complete this pricing schedule and include it in its financial bid once completed. Bidders must include a price for all items. If the price of an item is included in other item, the Bidder must indicate this by inserting the words "Price included in item xxx." If there is no cost for an item, the Bidder must insert "\$0.00". The information in this Annex will form part of the resulting contract. It is anticipated that in the resulting contract, this Annex will become Annex "C".

Bidders are to review paragraph 3.1 Bid Preparation Instructions Section II Financial bid for instructions on the completion of the Pricing Schedule.

Bidders must fill in the prices for the following items. Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST) not included.

REQUIREMENT

Table 1 Initial Contract:

Description	Firm Unit Price	Quantity	Extended Price
AIT Management Software		2	
Handheld Scanners		6	
Fixed Label Printers		2	
Portable Label Printers		6	
Individual Equipment Labels		1050	
Packaging Labels		110	
Warehouse Location Label		110	
Initial set-up and configuration as per Annex A Section 3.3		2 (1 per site)	
Operator Training as per Annex A Section 2.1		2	
Maintenance Training as per Annex A Section 2.1		2	
Operator/Maintenance Manuals as per Annex A Section 2.2		2	
Applicable Taxes (HST) 13%			
Total			

Table 2 In-Service Support:

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract. Customs duties are excluded and Applicable Taxes are extra.

Description	Firm Daily Rate *Includes Mark-up	Estimated Level of Effort (days)	Extended Price
Field Service Representative (FSR) Year 1		25	

Field Service Representative (FSR) Year 2		15	
Field Service Representative (FSR) Year 3		15	
		Applicable Taxes (HST) 13%	
		Total	

Table 3 – AWR – Non Warranty Repair

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract. Customs duties are excluded and Applicable Taxes are extra.

Description	Firm Hourly Rate *Includes Mark-up	Estimated Level of Effort	Extended Price
Non-Warranty Repair Year 1		20	
Non-Warranty Repair Year 2		20	
Non-Warranty Repair Year 3		20	
		Applicable Taxes (HST) 13%	
		Total	

Table 4 - Manufacturer's Recommended Spare Parts List (MRSPL)

(Full list of recommended parts to be provided. Prices will not be evaluated but will form part of the contract)

Part Number	NSN	Quantity	Unit Price	Total Price

OPTIONS

Table 5 Option 12-48 months after Contract awarded to include:

Description	Firm Unit Price	Quantity	Extended Price
AIT Management Software		2	
Handheld Scanners		5	
Fixed Label Printers		2	
Portable Label Printers		5	
Individual Equipment Labels		1000	
Packaging Labels		100	
Initial set-up and configuration as per Annex A Section 3.3		2 (1 per site)	
Warehouse Location Label		100	
Training as per Annex A Section 2.1		4 (2 operator, 2 maint.)	
Operator/Maintenance Manuals as per Annex A Section 2.2		2	

Applicable Taxes (HST) 13%	
Total	

Table 6 Optional In-Service Support within 12-36 after Contract award:

During the extended period of the Contract, the Contractor will be paid the following firm hourly rates to perform all the Work in relation to the contract extension.

Description	Firm Daily Rate *Includes Mark-up	Estimated Level of Effort	Extended Price
Field Service Representative (FSR) Option Year 1		15	
Field Service Representative (FSR) Option Year 2		15	
Applicable Taxes (HST) 13%			
Total			

Table 7 – AWR – Non Warranty Repair

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract. Customs duties are excluded and Applicable Taxes are extra.

Description	Firm Hourly Rate *Includes Mark-up	Estimated Level of Effort	Extended Price
Non-Warranty Repair Option Year 1		20	
Non-Warranty Repair Option Year 2		20	
Applicable Taxes (HST) 13%			
Total			

3. Total Evaluated Price:

Table 1 + Table 2 + Table 3 + Table 5 + Table 6 + Table 7 = \$ _____

ANNEX “E” to PART 3 OF THE BID SOLICITATION


ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

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

ANNEX "F"

DND 626 TASK AUTHORIZATION FORM

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

**Instructions for completing
DND 626 - Task Authorization**

Contract no.
Enter the PWGSC contract number in full.

Task no.
Enter the sequential Task number.

Amendment no.
Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease
Enter the increase or decrease total dollar amount including taxes.

Previous value
Enter the previous total dollar amount including taxes.

To
Name of the contractor.

Delivery location
Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date
Completion date for the task.

for the Department of National Defence
Signature of the DND person who has delegated Authority for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). Note: the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services
Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost
The cost of the Task broken out into the individual costed items in **Services**.

GST/HST
The GST/HST cost as appropriate.

Total
The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts
This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Nota:
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/ont 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.