



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Réception des soumissions - TPSGC / Bid Receiving
- PWGSC

1550, Avenue d'Estimauville

1550, D'Estimauville Avenue

Québec

Québec

G1J 0C7

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

TPSGC/PWGSC

601-1550, Avenue d'Estimauville

Québec

Québec

G1J 0C7

Title - Sujet Research, data processing	
Solicitation No. - N° de l'invitation W7701-197088/A	Date 2020-05-22
Client Reference No. - N° de référence du client W7701-197088	
GETS Reference No. - N° de référence de SEAG PW-\$QCL-042-17926	
File No. - N° de dossier QCL-9-42084 (042)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-06-23	Time Zone Fuseau horaire Heure Avancée de l'Est HAE
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Hamel, Jonathan	Buyer Id - Id de l'acheteur qc1042
Telephone No. - N° de téléphone (438) 401-1381 ()	FAX No. - N° de FAX (418) 648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DE LA DEFENSE NATIONALE BATISSE 53 2459 ROUTE DE LA BRAVOURE QUEBEC Québec G3J1X5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée Voir doc.	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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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 following Annexes:

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

The following Attachments:

- Attachment 1 to Part 3 Financial Bid Presentation Sheet
- Attachment 2 to Part 3 Electronic Payment Instructions
- Attachment 1 to Part 4 Mandatory and Point Rated Evaluation Criteria
- Attachment 1 to Part 5 Federal Contractors Program for Employment Equity - Certification

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1.2 Summary

Project Title

RESEARCH, DATA PROCESSING AND INSTRUMENT CHARACTERIZATION

Description

Public Works and Government Services Canada (PWGSC) on behalf of Defense Research and Development Canada (DRDC) located in Valcartier, (Quebec), is seeking in-service support in the area of data processing and sensor characterization for target detection, characterization and identification.

Canada plans to award a single contract.

The work will be carried out entirely on an "as and when requested basis" using a Task Authorization (TA).

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

Period of Contract

The period of the Contract is sixty (60) months from the Contract Award date.

Intellectual Property

Canada will own all intellectual property rights in foreground information.

Security Requirements

There is a security requirement 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 [Canadian Industrial Security Directorate \(CISD\), Industrial and Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-fra.html) of Public Works and Government Services Canada website. (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-fra.html>).

Trade Agreements

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

Canadian Content

The requirement is limited to Canadian goods and Canadian services.

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E-Post Connect

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.

Controlled Goods Program

This procurement is subject to the Controlled Goods Program. The [Defence production Act](#) defines Canadian Controlled Goods as certain goods listed in Canada's Export Control List, a regulation made pursuant to the Export and Import Permits Act (EIPA)."

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 Phased bid compliance process

The Phased Bid Compliance Process applies to this requirement.

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PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 180 days

2.1.1 SACC Manual Clauses

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

2.2 Submission of Bids

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

PWGSC Québec Region Bid Receiving Unit

Only bids submitted using epost Connect service will be accepted. The Bidder must send an email requesting to open an epost Connect conversation to the following address:
TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca

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

It is the Bidder's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the solicitation closing date.

Bids transmitted by facsimile or hardcopy to PWGSC will not be accepted.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to

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comply with Treasury Board policies and directives on contracts with FPS, 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:

an individual;
an individual who has incorporated;
a partnership made of former public servants; or
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.R11, 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 FPS in receipt of a pension, as applicable: name of former public servant; 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.

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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:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 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.

2.5 Applicable Laws

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

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

2.6 Improvement of Requirement during Solicitation Period

Should Bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, Bidders are invited to make suggestions, in writing, to the Contracting Authority, named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular Bidder will be given consideration provided they are submitted to the

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Contracting Authority at least ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 Basis for Canada's Ownership of Intellectual Property

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

1. National security.

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PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

The Bidder must submit its bid electronically in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

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

Bids transmitted by facsimile or hardcopy will not be accepted.

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

Section I: Technical Bid

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

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

Section II: Financial Bid

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

a) A firm all-inclusive hourly rate for the resource category listed in Attachment 1 to Part 3 Financial Bid Presentation Sheet for each year of the contract period.

The total amount of Applicable Taxes are to be shown separately, if applicable.

No travel and living expenses will be paid for services provided within 50 kilometres from Defence Research and Development Canada – Valcartier Research Centre, located at 2459 Route de la Bravoure, Quebec City, Quebec. Further, Canada will not accept any travel and living expenses for travel between the contractor's place of business and Defence Research and Development Canada – Valcartier Research Centre. All of these costs are to be included in the firm all-inclusive labour rates requested above.

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3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 2 to Part 3 - *Electronic Payment Instruments*, to identify which ones are accepted.

If Attachment 2 to Part 3 - *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

Section III: Certifications

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

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ATTACHMENT 1 to PART 3 OF THE BID SOLICITATION

FINANCIAL BID PRESENTATION SHEET

The bidders must present their financial bid as follow:

- 1) The annual estimated annual level of effort is only an approximation of the requirement for bid evaluation purposes. This is not a commitment from Canada;
- 2) The Bidder must complete the price information at the following section 6. Bidder must indicate a firm, all-inclusive hourly rate for each year of the contract.

Applicable taxes must be indicated separately.

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

- 3) Total bid price will be established as follow:

Cumulative total for *Specialist* category
+
Cumulative total for *Programming* category
+
Cumulative total for *Engineer* category
+
Cumulative total for *Technician* category
+
Cumulative total for *Project Manager* category
=
Total bid price for evaluation purposes

- 4) Total Bid Price for Evaluation Purposes = Cumulative Total for the work category. The work category total will be calculated as follows: $g = (a \times b) + (a \times c) + (a \times d) + (a \times e) + (a \times f)$

- 5) **Important note to Bidders:** The rates submitted above for a given resource category must not increase by more than 5% from one period to the next. If the increase is more than 5%, the bid will be considered non-responsive.

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ATTACHMENT 2 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):

- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);

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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Phased Bid Compliance Process

4.1.1.1 General

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

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE. THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

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

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period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).

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

4.1.1.2 Phase I: Financial Bid

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.

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- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

4.1.1.3 Phase II: Technical Bid

- (a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not

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necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.

- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid
- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

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4.1.1.4 Phase III: Final Evaluation of the Bid

- (a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

4.1.2 Technical evaluation

(a) Mandatory technical criteria (CO)

The Phased Bid Compliance Process will only apply to all mandatory technical criteria.

The mandatory evaluation criteria are described at Attachment 1 to Part 4: *Mandatory and Point Rated Evaluation Criteria*.

(b) Point rated technical criteria

The point rated evaluation criteria are described at Attachment 1 to Part 4: *Mandatory and Point Rated Evaluation Criteria*.

(c) Number of resources evaluated

Only a certain number of resources per Resource Category will be evaluated as part of this bid solicitation as identified in Attachment 1 to Part 4: *Mandatory and Point Rated Evaluation Criteria*. Additional Resources will only be assessed after contract award once specific tasks are requested of the Contractor. After contract award, the Task Authorization process will be in accordance with Part 7 – Resulting Contract Clauses, the Article titled “Task Authorization”. When a Task Authorization Form (TA Form) is issued, the Contractor will be requested to propose resources to satisfy the specific requirement based on the TA Form’s Statement of Work. The proposed resource will then be assessed against the criteria set out in this request for proposal.

4.1.3 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, Canadian customs duties and excise taxes included.

The price of the bid will be determined as detailed in *Attachment 1 to Part 3 - Financial Bid Presentation Sheet*.

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4.2 Basis of Selection

4.2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price

In this clause, Technical Merit refers to the Technical Evaluation Score.

1. To be declared responsive, a bid must:

- a) comply with all the requirements of the bid solicitation; and,
- b) meet all mandatory criteria; and,
- c) obtain the required minimum points specified for each criterion which are subject to point rating; and
- d) obtain the required minimum of 40 points overall score for technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 159 points.

2. Bids not meeting (a) or (b) or (c) or (d) will be declared non-responsive.

3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40 % for the price.

4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows:

(total number of points obtained) divided by (maximum number of points available) time (the ratio of 60 %).

5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %.

6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating, calculated to 2 decimal points.

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. In the event that two or more responsive bids have the same combined rating of technical merit and price, the responsive bid with the lowest evaluated 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).

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

	Bidder		
	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

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ATTACHMENT 1 TO PART 4 OF THE REQUEST FOR PROPOSALS

MANDATORY AND POINT-RATED ASSESSMENT CRITERIA

1 GENERAL

In their proposal, bidders must prove that they meet the mandatory requirements indicated below. Failure to meet any of the mandatory requirements will render a bid non-responsive and it will be given no further consideration.

Additional Preparation Instructions for Technical Bids

- a) The bidder must submit the résumés of each proposed resource for each labour category to demonstrate the resources' experience in response to the mandatory and point-rated technical criteria.
- b) The supplier must demonstrate the experience of each proposed resource and indicate it in months. Unless otherwise specified, one (1) year of experience is equivalent to 1,200 hours. When calculating the months and years of experience, months of experience that overlap must be counted only once (i.e., project No. 1 took place from July 2016 to December 2016; project No. 2 took place from October 2016 to January 2017; the total months of experience for the two projects referenced is seven (7) months).
- c) Demonstrated concurrent experience is acceptable for evaluation purposes, but counts only once.
- d) University degree requirements specified under the labour categories must be from a recognized Canadian university, or the equivalent, as established by a recognized Canadian academic credentials assessment service,* if obtained outside Canada.
*The list of recognized organizations can be found under the Canadian Information Centre for International Credentials website, at the following link: <http://www.cicic.ca>.
- e) Where the post-secondary degree, diploma or certificate was obtained outside of Canada, Canada reserves the right to request a Canadian equivalency document that is provided by the bidder and issued by a recognized academic credentials assessment organization showing the academic level obtained.
- f) The experience gained during the study period may be accepted if it relevant to the required area of expertise.
- g) In cases where more than one resource must be proposed in the same labour category, each resource will be evaluated individually. The overall scores for each resource in a given category will be added together, then divided by the number of assessed resources to obtain an average. The average rounded to two (2) decimals will be the score accorded to the bidder for that criterion.
- h) Each individual can be nominated under one category only.
- i) For evaluations of past experiences of resources, compliance should be demonstrated through a well written, coherent and brief past project description containing at least the following components:
- project name;
 - brief description;
 - the responsibility of each resource;
 - resource's work start date;
 - resource' work completion date;
 - duration of the experience in months;

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- description of the project and other relevant details that document how this experience was acquired by the proposed resources (for proposed resource criteria);
- an explanation of how this experience meets the specific criteria of this request for proposals.

j) The bidder should complete and submit Appendix A of Attachment 1 to Part 4 and attach the document to its proposal. If the bidder fails to submit Appendix A, the Contracting Authority may, but is not obliged to, send the bidder a request in writing to require it following the closure of the request for proposals.

2.0 MANDATORY EVALUATION CRITERIA (CO)

2.1 At bid closing time, the bidder must comply with the following mandatory criteria and have provided all the necessary documentation to support compliance. Any bid that fails to meet the following mandatory criteria will be declared non-responsive.

Each criterion must be addressed separately.

2.2 The following criteria will be used in this evaluation. The following table should be completed and submitted by the bidder in its proposal along with supporting information.

Criteria	Description	Proposal Page Reference	Supporting Comments (if any)
CO1	The bidder must submit a minimum of two (2) résumés for the Specialists labour category. If the bidder submits more than two (2) résumés, Canada will evaluate only the first two résumés presented in the proposal.		
CO2	The bidder must provide one (1) résumé for the Programmer labour category. If the bidder submits more than one (1) résumé, Canada will evaluate only the first résumé submitted in the proposal.		
CO3	The bidder must submit two (2) résumés for the Engineers labour category. If the bidder submits more than two (2) résumés, Canada will evaluate only the first two résumés presented in the proposal.		

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CO4	The bidder must submit two (2) résumés for the Technicians labour category. If the bidder submits more than two (2) résumés, Canada will evaluate only the first two résumés presented in the proposal.		
CO5	The bidder must provide one (1) résumé for the Project Manager labour category.		

3.0 POINT-RATED EVALUATION CRITERIA (RT)

- 3.1 Technical proposals will be assessed for a total of **159 points** based on the grid below. The overall minimum rating required for the point-rated criteria is a total of **40 points**.
- 3.2 At bid closing time, the bidder must comply with the following point-rated criteria and provide the necessary documentation to support compliance. Any proposal that fails to obtain the minimum passing mark will be declared non-responsive and will be given no further consideration.
- Each criterion must be addressed separately.
- 3.3 For the evaluation of point-rated criteria, Canada will evaluate the résumés presented in the mandatory criteria (CO) evaluation framework.

Resource Category	Number of Resources to Evaluate
Specialist	2
Programmer	1
Engineer	2
Technician	2
Project manager	1

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TABLE A1

LABOUR CATEGORIES AND MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS

Criterion No.	Description	Min	Max	Proposal Page Reference
Specialist category		12	54	
For Canada to consider a resource qualified in an area of expertise, the resource must obtain: a) a minimum of 2 points from academic training, and b) a minimum of 1 point from experience.				
Expertise in radiative transfer in the Earth's atmosphere			9	
RT1	Academic training in physics, engineering or geography with specialties in one or more areas of physics or meteorology, including astronomy or radiation physics relating to radiative transfer.	Doctorate = 4 points Master's degree = 2 points	4	
RT2	Relevant experience of the resource in research and development projects related to radiative transfer* in the Earth's atmosphere within the last 10 years from the date of bid closing. *Radiative transfer is the theory that accounts for the propagation of light in mediums that transmit, diffuse or absorb it. The term also refers to the exchange of light radiation between surfaces or between a source and a surface.	49 plus months of experience = 5 points 37 to 48 months of experience = 4 points 25 to 36 months of experience = 3 points 13 to 24 months of experience = 2 points 1 to 12 months of experience = 1 point	5	
Expertise in atmospheric correction of hyperspectral images			9	
RT3	Academic training in physics, engineering or geography with specialties in one or more areas of physics or meteorology, including astronomy or radiation physics.	Doctorate = 4 points Master's degree = 2 points	4	

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Criterion No.	Description	Min	Max	Proposal Page Reference
RT4	<p>Relevant experience of the resource in research and development projects related to radiative transfer* in the Earth's atmosphere within the last 10 years from the date of bid closing.</p> <p>*The atmospheric correction of hyperspectral images makes it possible to obtain the fundamental parameters of the imaged materials (backgrounds or targets). The approach varies according to the spectral band under study. Within the visible, near-infrared and short-wave infrared spectrums, we will seek to obtain the reflectance of materials contained in each image pixel. In the far infrared, we will measure the emissivity and temperature of the materials contained in the pixels.</p>	<p>49 plus months of experience = 5 points</p> <p>37 to 48 months of experience = 4 points</p> <p>25 to 36 months of experience = 3 points</p> <p>13 to 24 months of experience = 2 points</p> <p>1 to 12 months of experience = 1 point</p>	5	
Expertise image processing and/or signal processing			9	
RT5	<p>Academic training in physics, engineering physics, electrical engineering, information technology, computer engineering or any other field in which image and/or signal processing is used or taught.</p>	<p>Doctorate = 4 points</p> <p>Master's degree = 2 points</p>	4	

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RT6	<p>Relevant experience of the resource in research and development projects related to image processing* or signal processing** within the last 10 years from the date of bid closing.</p> <p>*Image processing is a vast area that uses mathematical operations where the input is an image or a series of images or videos. The output can be an image, a series of images, or a set of characteristics related to the images.</p> <p>** Signal processing refers to all techniques, theories, applications and algorithms used to extract from signals the information they contain in the form of physical parameters or models.</p>	<p>49 plus months of experience = 5 points</p> <p>37 to 48 months of experience = 4 points</p> <p>25 to 36 months of experience = 3 points</p> <p>13 to 24 months of experience = 2 points</p> <p>1 to 12 months of experience = 1 point</p>		5	
Expertise in target and gas detection in hyperspectral imaging			3	9	
RT7	<p>Academic training in physics, physics engineering, electrical engineering, computer engineering or another relevant field.</p>	<p>Doctorate = 4 points</p> <p>Master's degree = 2 points</p>		4	

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RT8	<p>Relevant experience of the resource in research and development projects related to target and gas detection in hyperspectral imaging* within the last 10 years from the date of bid closing.</p> <p>*Hyperspectral imaging for target detection is a special signal processing and image processing field that uses specific techniques to define backgrounds, targets and gases, observes their differences and uses these differences to highlight the targets contained in the images.</p>	<p>49 plus months of experience = 5 points</p> <p>37 to 48 months of experience = 4 points</p> <p>25 to 36 months of experience = 3 points</p> <p>13 to 24 months of experience = 2 points</p> <p>1 to 12 months of experience = 1 point</p>		5	
Expertise in optics				9	
RT9	<p>Academic training in physics or engineering physics</p>	<p>Doctorate = 4 points</p> <p>Master's degree = 2 points</p>		4	
RT10	<p>Relevant experience of the resource in optics* research and development projects within the last 10 years from the date of bid closing.</p> <p>*Optics is the branch of physics that seeks to understand the behaviours and properties of light, including its interactions with matter and the manufacture of instruments to detect it.</p>	<p>49 plus months of experience = 5 points</p> <p>37 to 48 months of experience = 4 points</p> <p>25 to 36 months of experience = 3 points</p> <p>13 to 24 months of experience = 2 points</p> <p>1 to 12 months of experience = 1 point</p>		5	

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Expertise in radiometry or spectroscopy				9	
RT11	Academic training in physics, engineering, chemistry or another relevant field.	Doctorate = 4 points Master's degree = 2 points		4	
RT12	Relevant experience of the resource in radiometry* or spectroscopy** research and development projects within the last 10 years from the date of bid closing. *Radiometry is the set of techniques used to measure electromagnetic radiation and its interaction with matter. It is a particular branch of optics that uses geometrical concepts and disregards the wave nature of light. **Spectroscopy is the study of interactions and electromagnetic radiation from the dispersal or spectral absorption effects of light by matter. The light spectrum being the distribution of the energy or the power of light based on wavelength.	49 plus months of experience = 5 points 37 to 48 months of experience = 4 points 25 to 36 months of experience = 3 points 13 to 24 months of experience = 2 points 1 to 12 months of experience = 1 point		5	
Programmer category			3	9	
Expertise in programming			3	9	
RT13	Academic training in information technology or computer engineering.	Master's degree = 4 points Bachelor's degree = 2 points	2	4	

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RT14	Relevant experience of the resource in programming* within the last 10 years from the date of bid closing. *Programming, or coding, consists in writing computer programs in a language such as C, C++, C#, Matlab, IDL, Python, etc.	49 plus months of experience = 5 points 37 to 48 months of experience = 4 points 25 to 36 months of experience = 3 points 13 to 24 months of experience = 2 points 1 to 12 months of experience = 1 point	1	5	
Engineer category			6	36	
To cover an area of expertise, a resource must obtain: a) a minimum of 2 points from academic training, and b) a minimum of 1 point from experience.					
Expertise in analog electronics				9	
RT15	Academic training in physics, physics engineering, electrical engineering or computer engineering.	Master's degree = 4 points Bachelor's degree = 2 points		4	
RT16	Relevant experience of the resource in the design or development of analog electronic circuits for the purpose of developing scientific instrumentation within the last 10 years from the date of bid closing.	49 plus months of experience = 5 points 37 to 48 months of experience = 4 points 25 to 36 months of experience = 3 points 13 to 24 months of experience = 2 points 1 to 12 months of experience = 1 point		5	

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Expertise in digital electronics				9	
RT17	Academic training in physics, physics engineering, electrical engineering, information technology or computer engineering.	Master's degree = 4 points Bachelor's degree = 2 points		4	
RT18	Relevant experience of the resource in the development, fabrication or programming of onboard circuits in a research and development environment within the last 10 years from the date of bid closing.	49 plus months of experience = 5 points 37 to 48 months of experience = 4 points 25 to 36 months of experience = 3 points 13 to 24 months of experience = 2 points 1 to 12 months of experience = 1 point		5	
Expertise in optical design				9	
RT19	Academic training in physics or physics engineering.	Master's degree = 4 points Bachelor's degree = 2 points		4	
RT20	Relevant experience of the resource in the development or fabrication of optics systems, such as glasses, visors, assemblies of mirrors, telescopes or boresights within the last 10 years from the date of bid closing.	49 plus months of experience = 5 points 37 to 48 months of experience = 4 points 25 to 36 months of experience = 3 points 13 to 24 months of experience = 2 points 1 to 12 months of experience = 1 point		5	

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Expertise in designing and organising remote-sensing experiments				9	
RT21	Academic training in applied science, natural science, physical geography, physics or engineering.	Doctorate = 4 points Master's degree = 2 points		4	
RT22	Relevant experience of the resource in designing and conducting remote-sensing experiments within the last 10 years from the date of bid closing.	49 plus months of experience = 5 points 37 to 48 months of experience = 4 points 25 to 36 months of experience = 3 points 13 to 24 months of experience = 2 points 1 to 12 months of experience = 1 point		5	
Technician category			6	16	
For Canada to consider a resource qualified in an area of expertise, the resource must obtain: <ul style="list-style-type: none"> a) a minimum of 2 points from academic training, and b) a minimum of 1 point from experience. 					
Expertise in electronics and/or optics and/or physics			3	8	
RT23	Academic training in electronics, optics or physics.	College diploma = 3 points College certificate = 2 points	2	3	
RT24	Relevant experience of the resource, within the last 10 years from the date of bid closing, in laboratory or field work taking measurements using spectrometers or calibrated cameras; or in work preparing plans for optical assemblies; or	49 plus months of experience = 5 points 37 to 48 months of experience = 4 points 25 to 36 months of experience = 3 points	1	5	

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	in work creating optical assemblies.	13 to 24 months of experience = 2 points 1 to 12 months of experience = 1 point			
Expertise mechanics and/or mechanical design and/or mechanical fabrication			3	8	
RT25	Academic training in mechanics or mechanical design.	College diploma = 3 points College certificate = 2 points	2	3	
RT26	Relevant experience of the resource, within the last 10 years from the date of bid closing, in plan design and drawing for the fabrication of support and control (boresighting) systems; or in work on assembly of support systems; or in repairing measuring instruments or reference instruments.	49 plus months of experience = 5 points 37 to 48 months of experience = 4 points 25 to 36 months of experience = 3 points 13 to 24 months of experience = 2 points 1 to 12 months of experience = 1 point	1	5	
Project manager category			7	30	
Project manager			7	30	
RT27	Academic training in natural science, applied science or business administration.	Master's degree = 10 points Bachelor's degree = 5 points	5	10	
RT28	Relevant experience of the proposed resource in managing research and development projects in the last 60 months from the date of bid closing.	49 plus months of experience = 4 points 24 to 48 months of experience = 2 points	2	20	

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ADDITIONAL RATED CRITERIA			6	14	
RT29	Number of areas of expertise covered by the 2 resources identified in the resumes evaluated under mandatory criteria CO1	6 areas of expertise = 6 points 5 areas of expertise = 4 points 4 areas of expertise = 2 points	2	6	
RT30	Number of areas of expertise covered by the 2 resources identified in the resumes evaluated under mandatory criteria CO3	4 areas of expertise = 6 points 3 areas of expertise = 4 points 2 areas of expertise = 2 points	2	6	
RT31	Number of areas of expertise covered by the 2 resources identified in the resumes evaluated under mandatory criteria CO4	2 areas of expertise = 2 points	2	2	
TOTAL			40	159	

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ATTACHMENT 1 OF PART 4

APPENDIX A – BID SUBMISSION FORM

BID SUBMISSION FORM		
Bidder's full legal name		
Authorized representative of Bidder for evaluation purposes (e.g. for clarifications)	Name	
	Title	
	Address	
	Phone number	
	Fax number	
	Email address	
Bidder's Procurement Business Number (PBN) [see the Standard Instructions and Conditions 2003] [Note to bidders: The PBN you provide must match the legal name under which you have submitted your bid. If it does not, the Bidder will be determined based on the legal name provided, not based on the PBN, and the bidder will be required to submit the PBN that matches its legal name.]		
Jurisdiction of Contract: Province or territory in Canada the Bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in the solicitation)		
Former public servants See the Article in Part 2 of the bid solicitation entitled "Former Public Servant" for a definition of that term.	Is the Bidder a former public servant in receipt of a pension as defined in the bid solicitation? Yes _____ No _____ If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant."	

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	<p>Is the Bidder a former public servant who received a lump sum payment under the terms of a work force reduction program?</p> <p>Yes _____ No _____</p> <p>If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant".</p>												
<p>Bidder's security clearance level</p> <p>[Include both the level and the date it was granted.]</p> <p>[Note to bidders: The name on the security clearance must match the legal name of the Bidder. If it does not, the security clearance is not valid for the</p>													
<p>Security clearance level for the following proposed resources:</p> <p>Specialist : _____</p> <p>Programming : _____</p> <p>Engineer : _____</p> <p>Technician : _____</p> <p>Project Manager : _____</p>	<table border="1"><thead><tr><th colspan="2">SECURITY INFORMATION</th></tr></thead><tbody><tr><td>Name of individual as it appears on security clearance application form</td><td></td></tr><tr><td>Level of security clearance obtained</td><td></td></tr><tr><td>Validity period of the security clearance obtained</td><td></td></tr><tr><td>"Security Screening Certificate and Briefing Form" file number</td><td></td></tr><tr><td>Citizenship</td><td></td></tr></tbody></table>	SECURITY INFORMATION		Name of individual as it appears on security clearance application form		Level of security clearance obtained		Validity period of the security clearance obtained		"Security Screening Certificate and Briefing Form" file number		Citizenship	
SECURITY INFORMATION													
Name of individual as it appears on security clearance application form													
Level of security clearance obtained													
Validity period of the security clearance obtained													
"Security Screening Certificate and Briefing Form" file number													
Citizenship													
<p>On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none">1. the Bidder considers itself and its proposed resources able to meet all the mandatory requirements described in the bid solicitation;2. this bid is valid for the period indicated in the bid solicitation;3. all the information provided in the bid is complete, true and accurate; and4. if the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.													
<p>Signature of Authorized Representative of Bidder</p>													

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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 Ineligibility and Suspension Policy (<http://www.tpsgcpwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgcpwgsc.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 (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada (ESDC) - Labour's website.

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.

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Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the “**FCP Limited Eligibility to Bid**” list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed attachment Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

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

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

5.2.3.2 Status and Availability of Resources

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

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

5.2.3.3 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

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ATTACHEMENT 1 TO PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- ☐ A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security requirements

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

6.2 Financial Capability

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

6.3 Controlled Goods Requirement

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

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in Annex A and the Contractor's technical Bid entitled _____, dated _____ (**will be inserted at contract award**).

7.1.1 Task Authorization

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

7.1.1.1 Task Authorization Process

7.1.1.1.1 Description of Task Authorization (TA) tasks

Canada will provide the Contractor with a description of tasks using the Task authorization form at Annex E.

The description of TA tasks will include information on activities to be performed, a description of the deliverables and a schedule indicating completion dates for the major activities or submission dates for the deliverables. It will also include the applicable bases and methods of payment as specified in the Contract.

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

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

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

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

7.1.1.1.2 Contractor's TA proposal

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

The proposal will be valid for **at least twenty (20) business days** from the date on which the offer was received. The Contractor will not be paid for preparing or submitting the quote or for providing other information required to prepare and issue the TA. The Contractor must provide all information requested and related to preparation of the TA, within five business days of the request by Canada. When directed by Canada, the Contractor must also provide a technical proposal including, if applicable, the following:

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

7.1.1.1.3 Approval of the Task Authorization

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

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

7.1.1.2 Task Authorization Limit

The DND Procurement Authority may authorize individual task authorizations up to a limit of \$150,000.00, Applicable Taxes included, inclusive of any revisions.

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

7.1.1.3 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.

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3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

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

7.1.1.4 Task Authorization - Department of National Defence

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.2.2 Supplemental General Conditions

[4002 \(2010-08-16\)](#), Software Development or Modification Services, apply to and form part of the Contract.

7.2.3 SACC Manual Clause

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

[K3305C \(2008-05-12\)](#), License to Intellectual Property Rights in Foreground Information

7.3 Security Requirements

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **NATO 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 personnel requiring access to **PROTECTED CANADIAN NON RESTRICTED** information, assets or sensitive work site(s) **must t EACH hold a valid personnel security screening at the level of NATO SECRET, SECRET, or RELIABILITY STATUS, as required**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
4. The Contractor personnel requiring access to **CLASSIFIED CANADIAN RESTRICTED** information, assets or sensitive work site(s) **must be a permanent resident of Canada or a citizen of Canada, the United States, United Kingdom, Australia, or New Zealand and must EACH hold a valid personnel security screening at the level of NATO SECRET or SECRET, as required**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
5. The Contractor personnel requiring access to **CLASSIFIED/PROTECTED FOREIGN RESTRICTED** information, assets or sensitive work site(s) **must be a permanent resident of Canada or a citizen of Canada, the United States, United Kingdom, Australia, or New Zealand and must EACH hold a valid personnel security screening at the level of NATO SECRET, SECRET, or RELIABILITY STATUS, as required**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
6. The Contractor/Offeror personnel requiring access to **NATO UNCLASSIFIED** information or assets do not require to hold a personnel security clearance; however, the Contractor must ensure that the NATO Unclassified information is not releasable to third parties and that the "need to know" principle is applied to personnel accessing this information.
7. The Contractor personnel requiring access to **NATO RESTRICTED** information or assets **must be citizens of a NATO member country or a permanent resident of Canada and EACH hold a valid RELIABILITY STATUS, or its equivalent**, granted or approved by the appropriate delegated NATO Security Authority.
8. The Contractor/Offeror personnel requiring access to **NATO CLASSIFIED** information, assets or sensitive work site(s) **must be permanent residents of Canada or citizens of a NATO member country** and EACH hold a valid personnel security screening at the level of **NATO SECRET**, granted or approved by the appropriate delegated NATO Security Authority.
9. The Contractor/Offeror **MUST NOT** remove any **CLASSIFIED/PROTECTED** information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
10. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

11. The Contractor must complete and submit a Foreign Ownership, Control and Influence (FOCI) Questionnaire and associated documentation identified in the FOCI Guidelines for Organizations prior to contract award to identify whether a third party individual, firm or government can gain unauthorized access to COMSEC / INFOSEC or CLASSIFIED NATO / FOREIGN information/assets. Public Works and Government Services Canada (PWGSC) will determine if the company is "Not Under FOCI" or "Under FOCI". When an organization is determined to be Under FOCI, PWGSC will ascertain if mitigation measures exist or must be put in place by the company so it can be deemed "Not Under FOCI through Mitigation".
12. The contractor shall at all times during the performance of the contract possess a letter from PWGSC identifying the results of the FOCI assessment with a FOCI designation of Not Under FOCI or Not Under FOCI through Mitigation.
13. All changes to Questionnaire and associated FOCI evaluation factors must immediately be submitted to the Industrial Security Sector (ISS) to determine if the changes impact the FOCI designation.
14. The Contractor/Offeror must also comply with the provisions of the:
 - (a) Security Requirements Check List, attached at Annex C;
 - (b) Industrial Security Manual (latest edition).

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to _____ inclusive (**Will be inserted at contract award**)

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Jonathan Hamel

Title: Procurement specialist
Public Works and Government Services Canada
Acquisitions Branch

Address: 800 de la Gauchetière W., Montreal, QC H5A 1L6

Telephone: 438-401-1381

Email: jonathan.hamel@tpsgc-pwgsc.gc.ca

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

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7.5.2 Technical Authority (will be inserted at contract award)

The Technical Authority for the Contract is:

Name: _____
Title: _____
Address: _____
Telephone: ____ - ____ - ____
E-mail: _____.

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

7.5.3 Procurement Authority (will be inserted at contract award)

The Procurement Authority for the Contract is:

Name : __
Title : ____
Organization : _____
Address : _____

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

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

7.5.4 Contractor's Representative

(will be inserted at contract award)

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment

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

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

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

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

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

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

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

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

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

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

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

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

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

(iv) Travel and Living Expenses:

Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for services provided within 50 kilometres from Defence Research and Development Canada – Valcartier Research Centre, located at 2459 Route de la Bravoure, Quebec City, Quebec. Further, Canada will not accept any travel and living expenses for travel between the contractor's place of business and Defence Research and Development Canada – Valcartier Research Centre.

For services to be provided outside 50 kilometers from the Defence Research and Development Canada – Valcartier Research Centre, The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, 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 have prior authorization of the Technical Authority.

7.7.2 Limitation of Expenditure – Cumulative total of all Task Authorizations

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

7.7.3 Method of payment

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

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

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

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

- (a) an accurate and complete claim for payment using PWGSC-TPSGC 1111, Claim for Progress Payment (<https://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>) and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Canada;
- (c) the Work delivered has been accepted by Canada.

7.7.3.2 Milestone Payments (For a Firm Price TA)

For any task authorization issued under the Contract that includes a schedule of milestone payments to be made once specific portions of the work have been completed and accepted, Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Task Authorization and the payment provisions of the Contract if:

- (a) an accurate and complete claim for milestone payment using PWGSC-TPSGC 1111, Claim for Progress Payment, (<https://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>) and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;
- (c) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

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

(a) Canada will make progress payments in accordance with the payment provisions of the Task Authorization and the Contract, no more than once a month, for costs incurred in the performance of the Work up to 90 percent of the amount claimed and approved by Canada if:

- (i) an accurate and complete claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment (<https://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>), and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (ii) the amount claimed is in accordance with the Basis of Payment and the Task Authorization;
- (iii) the total amount for all progress payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Task Authorization.

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(iv) all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.

(b) The balance of the amount payable will be paid in accordance with the payment provisions of the Task Authorization and the Contract upon completion and delivery of all work required under the Task Authorization

if the Work has been accepted by Canada and a final claim for the payment is submitted.

(c) Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the right to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

7.7.4 Electronic Payment of Invoices – Contract

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

- a. Direct Deposit (Domestic and International);
- b. Electronic Data Interchange (EDI);

7.7.5 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

7.7.6 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department
C0305C (2014-06-26), Cost Submission
C0705C (2010-01-11), Discretionary audit

7.8 Invoicing Instructions

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

Each claim must show:

- (a) all information required on form PWGSC-TPSGC 1111;
 - (b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
 - (c) the Task Authorization (TA) number; (d) the description of the milestone invoiced, as applicable.
2. For TAs subject to a Limitation of Expenditure or a Ceiling Price, each invoice must be supported by:
- (a) a list of all expenses, in accordance with the TA;
 - (b) a copy of time sheets to support the time claimed;
 - (c) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
 - (d) a copy of the monthly progress report.
3. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.

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4. The Contractor must prepare and certify the request on form PWGSC-TPSGC 1111, and send it in electronic format to the following address for certification:

Supply and Support Clerk - Claims

QueReclamation.QueClaim@tpsgc-pwgsc.gc.ca

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

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

7.9 Certifications and Additional Information

7.9.1 Compliance

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

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

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

7.9.3 SACC Manual Clauses

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

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (to be inserted at contract award).

7.11 Priority of Documents

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

- a. the Articles of Agreement;
- b. the supplemental general conditions [4002 \(2010-08-16\)](#), Software development of modification services;
- c. the general conditions [2040 \(2018-06-21\)](#), Research & Development;
- d. Annex A, Statement of Work;
- e. Annex B, Basis of Payment;
- f. Annex C, Security Requirement Check List
- g. Annex D, Contractor disclosure of foreground information
- h. Annex E, DND 626, Task authorization form
- i. The signed Task Authorizations (including all of its annexes, if any)
- j. the Contractor's bid dated_____

7.12 Defense Contract

SACC Manual clause [A9006C \(2012-07-16\)](#), Defense Contract

7.13 Foreign Nationals (Canadian Contractor)

SACC Manual clause [A2000C \(2006-06-16\)](#), Foreign Nationals (Canadian Contractor)

7.14 Insurance

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

7.15 Progress Reports

1. The Contractor must submit monthly reports, in electronic format, on the progress of the Work, to both the Technical Authority and the Contracting Authority.
2. The progress report must contain two parts:
 - (a) PART 1: The Contractor must answer the following three questions:
 - (i) Is the project on schedule?
 - (ii) Is the project within budget?
 - (iii) Is the project free of any areas of concern in which the assistance or guidance of Canada may be required?

Each negative response must be supported with an explanation.

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

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- (iv) A description of any major equipment purchased or constructed during the period of the report.

7.16 Controlled goods Program

SACC Manual clause [A9131C](#) (2014-11-27), Controlled goods program

SACC Manual clause [B4060C](#) (2011-05-16), Controlled goods

7.17 Canadian Forces Site Regulations

The Contractor must comply with all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

7.18 Identification Badge

SACC Manual Clause [A9065C](#) (2006-06-16), Identification badge

ANNEX A

STATEMENT OF WORK

1. TITLE

RESEARCH, DATA PROCESSING AND INSTRUMENT CHARACTERIZATION

2. BACKGROUND

The Spectral and Geospatial Exploitation (SGE) Section of Defence Research and Development Canada (DRDC) - Valcartier Research Centre develops sensors used for target detection, characterization and identification. These sensors may be panchromatic, multispectral or hyperspectral; they can cover a spectral range of 0.3 to 14 micrometres (μm). In addition, some spectrometers work by dispersing light while others use Fourier transform.

The Spectroscopy and Infrared Signatures (SIRS) Group, under the SGE Section of DRDC – Valcartier Research Centre is responsible for developing and maintaining the PIRATES system, a Fourier transform imaging spectrometer. The SIRS Group is also responsible for deployment of the PIRATES system, measurement taking, and spectral signature analysis. The SIRS Group is deployed for testing several times a year and collects a great deal of data for processing.

During a testing deployment, many measuring instruments are used, including the PIRATES system, video cameras (ultraviolet, visible spectrum and infrared), and other spectrometers. Reference targets (black bodies) are also used, as are a weather station, a collimator, and GPS (global positioning system) time receiver.

During a testing deployment, the sensors of the SGE Section may be located on the ground or airborne, and some sensors are designed to take still pictures. PIRATES and all video cameras are used to collect data on 1) dynamic targets like aircraft, vessels and decoys and 2) static targets like explosions and motors (mounted on bases). In both cases, the temporal dynamic is important and lasts between 1 and 30 seconds.

Scientific instruments are maintained and improved when they are not deployed. That is also when the data are structured in databases and when the data collected during testing deployments are analyzed.

3. ACRONYMS

AIRIS	Airborne Infrared Imaging Spectroscopy
TA	Task Authorization
DB	Database
SOW	Statement of Work
EPIR	Enhanced PIRATES
SGE	Spectral and Geospatial Exploitation
GPS	Global positioning system
PIRATES	Passive Infrared Ranging and Target Evaluation System
DRDC	Defence Research and Development Canada
SIRS	Spectroscopy and Infrared Signatures
SPTK	Signal Processing Tool Kit (software developed by DRDC for data processing and DB queries)
μm	Micrometre

4. APPLICABLE DOCUMENTS AND REFERENCES

Applicable documents and references may be associated with certain Task Authorizations (TAs). In this case, the Statement of Work for the TA will supply the list of applicable documents and references.

5. TASKS

The nature of the work to be performed by the Contractor is broken down into eight key tasks. The Contractor may be required to perform one or more tasks and subtasks within a given Task Authorization (TA).

5.1 - Task 1: Development of databases (DBs), search engines and operating tools

The number and type of instruments deployed may vary for each testing deployment, but the amount of data collected remains significant. As such, it is critical that all data and metadata be archived in a database (DB) that can be queried. The current database is based on the MySQL database management system and was developed using Python and C++ programming languages. A database with this type of measurement is complex because it contains both hypercubes of hyperspectral data and video data. That is why algorithms for queries, image processing and spectral signature processing must be included and why synchronization problems must be corrected.

Under this task, among other things, the Contractor may be asked to:

- 5.1.1 – Update the tools and software the DB needs to operate properly.
- 5.1.2 – Improve SPTK, a data processing and DB query software.
- 5.1.3 – Add functions to SPTK.
- 5.1.4 – Manage the synchronization (syncing) of videos and spectral data.
- 5.1.5 – Develop search engines.
- 5.1.6 – Improve contrast enhancement for video images.
- 5.1.7 – Add spectral calculator operations.
- 5.1.8 – Correct existing functions where errors are found.

5.2 - Task 2: Database organization, population and management

Data in the DB are grouped by test and, in order to find these, metadata must be complete and error-free. After a testing deployment, the data must be archived and added to the database.

Under this task, among other things, the Contractor may be asked to:

- 5.2.1 – Make a backup copy of the data collected during testing.
- 5.2.2 – Build the database for that testing.
- 5.2.3 – Populate the database with the data for each event.
- 5.2.4 – Generate the calibration sets.
- 5.2.5 – Complete the metadata.
- 5.2.6 – Verify database integrity.
- 5.2.7 – Rebuild archived data if a data server becomes inoperative.
- 5.2.8 – Configure a new data server if there is no space left on the current server.

5.3 - Task 3: Data analysis

The purpose of data analysis is to extract the spectral signature of the targets for known conditions. Data analysis involves several steps, from data acquisition to extraction of the spectral signature.

Under this task, among other things, the Contractor may be asked to:

- 5.3.1 – Calibrate the spectral and/or video data.
- 5.3.2 – Synchronize the video data with the spectral data.
- 5.3.3 – Model and subtract the backdrop.
- 5.3.4 – Convert radiance data to intensity.
- 5.3.5 – Identify tracks.
- 5.3.6 – Extract the time intensity curve for a given target.
- 5.3.7 – Extract the spectral signature of a target for a given condition.
- 5.3.8 – Validate the resetting of PIRATES data on video data.
- 5.3.9 – Compress video data without data loss.

5.4 - Task 4: Scientific services

The purpose is to provide scientific services on various subjects with an impact on measurement taking, data analysis and results assessment. The term “study,” as used below, means a literature review on a subject or experimenting with approaches identified by the Technical Authority.

Under this task, among other things, the Contractor may be asked to:

- 5.4.1 – Study background modelling methods for spectral data.
- 5.4.2 – Study spectral decomposition methods in order to model spectral signatures.
- 5.4.3 – Study the impact of atmospheric transmission on data.
- 5.4.4 – Study methods for quantifying the uncertainty associated with a measurement.
- 5.4.5 – Study different methods of calibrating Fourier transform hyperspectral data.
- 5.4.6 – Study different methods of calibrating dispersive optics hyperspectral data.
- 5.4.7 – Model (characterize the emittance and intensity) the spectral signatures of various types of targets based on certain conditions associated with angle-of-view, engine speed, and speed.

5.5 - Task 5: Programming services

The purpose of programming services covers the improvement of graphic interfaces and the implementation of signal and image processing algorithms.

Under this task, among other things, the Contractor may be asked to:

- 5.5.1 – Improve the user interface for ImageFusion, the software that controls cameras and video capture.
- 5.5.2 – Reprogram the method for positioning the PIRATES grid on the reference video to obtain position of the PIRATES grid for every video.
- 5.5.3 – Develop algorithms for target tracking in video data.
- 5.5.4 – Develop algorithms for target tracking in spectral data.
- 5.5.5 – Develop a call function between SPTK and other software.
- 5.5.6 – Implement image processing algorithms using Matlab, Python and C++.
- 5.5.7 – Implement signal processing algorithms using Matlab, Python and C++.
- 5.5.8 – Develop calibration coding for spectral data and imaging data.
- 5.5.9 – Develop coding to read and merge spectral data from a new spectrometer.

5.6 - Task 6: Laboratory work – Instrument and reference target characterization

For this task, laboratory work covers the characterization of instruments and reference targets.

Under this task, among other things, the Contractor may be asked to:

- 5.6.1 – Measure the sensors' spectral response.
- 5.6.2 – Measure lens transmission.
- 5.6.3 – Measure filter transmission.
- 5.6.4 – Measure mirror reflectivity.
- 5.6.5 – Measure the emissivity of black bodies.
- 5.6.6 – Measure the temperature of black bodies.
- 5.6.7 – Verify optic system alignment.
- 5.6.8 – Generate the calibration data for the video camera data.
- 5.6.9 – Characterize the reference targets: emissivity, reflectivity, temperature.
- 5.6.10 – Measure boresight transmission.
- 5.6.11 – Make minor repairs to black bodies.

5.7 - Task 7: Laboratory work – Engineering

For this task, laboratory work concerns characterization and control of various measuring instruments.

Under this task, among other things, the Contractor may be asked to:

- 5.7.1 – Develop a control system for filter positioning in front of video cameras.
- 5.7.2 – Implement a procedure for calibrating infrared video cameras.
- 5.7.3 – Implement a procedure for calibrating visible-spectrum video cameras.
- 5.7.4 – Implement a remote-control system for instruments.
- 5.7.5 – Design and implement camera stands and ensure they point in the same direction.
- 5.7.6 – Characterize the optical path of an instrument.
- 5.7.7 – Verify optical path alignment.

5.8 - Task 8: Services of a programmer, engineer, and testing scientist

Under this task, among other things, the Contractor may be asked to:

- 5.8.1 – Manage database population.
- 5.8.2 – Process and analyze data.
- 5.8.3 – Assist with control of instruments for data collection.
- 5.8.4 – Assist with equipment installation and de-installation.
- 5.8.5 – Contribute to instrument calibration.
- 5.8.6 – Correct and adapt data processing algorithms.

6. DELIVERABLES

Deliverables will be specified in each Task Authorization. Deliverables may include, but are not limited to:

6.1 Deliverables for task 5.1

Improved version of the DB management tool;
Report describing improvements.

6.2 Deliverables for task 5.2

Updated DB.
Report describing improvements.

6.3 Deliverables for task 5.3

Addition of the information on targets of interest to the DB.
Scientific report describing the results obtained and the reliability of the spectral signatures extracted.

6.4 Deliverables for task 5.4

Source code of the algorithms developed in Python or Matlab or C++ language.
Report describing the experiments, methodologies and results.

6.5 Deliverables for task 5.5

Improved ImageFusion software.
Implemented algorithms.
Source code of the algorithms developed in Python or Matlab or C++ language.
Report describing the work performed and the algorithms developed.

6.6 Deliverables for task 5.6

Data and appropriate results.
Report on instrument and reference target characterization.

6.7 Deliverables for task 5.7

Installation of a filter control or instrument control system.
Report describing the calibration procedures.
Implementation of camera stands.
Report describing the current optical path.
Instrument with corrected optical path.

6.8 Deliverables for task 5.8

Services of a programmer, engineer, or field scientist.
Report describing the work performed.

Note: Reports should be drafted in English. These reports must be provided in Word format. Reports must be formatted in accordance with DRDC standards. These standards are available through the Technical Authority. The source code developed must include comments to improve readability.

7. DELIVERY DATE

Delivery dates for the deliverables will be specified in each task authorization.

8. LANGUAGE OF WORK

English and French.

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9. LOCATION OF WORK

Due to the nature of the work, all work must be carried out at the DRDC site located at:

Defence Research and Development Canada - Valcartier Research Centre
2459 de la Bravoure Road
Quebec City, QC
G3J 1X5

Exceptionally, some work may be conducted outside of DRDC under special considerations to be determined in each TA. Requests must be made to the Technical Authority, who will assess the merits of the request and analyze the security considerations, and who has the discretion to approve or deny the requests.

10. TRAVEL

There will be no travel time or expenses and no living expenses payable for services rendered in the Quebec City region (including DRDC – Valcartier Research Centre).

The Contractor may be required to travel as part of task 5.8 (services of a programmer, engineer, and scientist for testing). The travel destination will be specified in the Statement of Work for the Task Authorization. Typical travel for a testing deployment may last three weeks and may take place in Canada or abroad.

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

The National Joint Council Travel Directive that will apply to travel and living expenses is that for “travellers” rather than for “employees.”

12. MEETINGS

No later than one month of the contract award, the Technical Authority will arrange a kick-off meeting with the Contractor and other representatives of Canada, in order to discuss the contract details. A kick-off meeting will be held at the start of each new TA. Follow-up meetings may be held periodically in person at DRDC-Valcartier or by teleconference at the Technical Authority's discretion.

13. GOVERNMENT FURNISHED EQUIPMENT (GFE)

When required for a task, the TA will specify exactly what equipment will be provided. The equipment may include, but is not limited to, a Drenet computer as well as the sensors, video cameras, measuring instruments and meteorology instruments available in the PIRATES laboratory. The equipment is loaned and remains the property of the Canada.

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14. Percentage of estimated use for tasks

Task	Percentage of estimated use
1	20%
2	20%
3	20%
4	10%
5	10%
6	10%
7	5%
8	5%

15. PUBLICATIONS

Any manuscript for publication in journals, newspapers or other, including presentation summaries or other types of publication, must be submitted to the Technical Authority for revision and approval at least ninety (90) days before the date of the presentation or publication. An explicit reference regarding federal government funding must be included, and it must be clearly stated that the authors are responsible for the content. The Technical Authority will provide a written objection if there are specific elements (e.g., the audience) which are not in Canada's best interest. If the Technical Authority objects in writing, he or she will send the written objection to the organization (i.e., the journal or conference) responsible for the publication.

ANNEX B

BASIS OF PAYMENT

1.0 LABOUR: Firm all-inclusive hourly rate as follow:

(The Firm all-inclusive hourly rates table will be inserted at contract award).

Overtime work in the context of field trials only:

After a work period of 8 consecutive hours, the contractor may claim 1.5 times the firm all-inclusive hourly rate indicated in the table above for any period worked beyond the first 8 hours of a given day. The technical authority must approve any request for overtime work.

(To be determined in each Task Authorization) ¹

2.0 TRAVEL AND LIVING EXPENSES, if applicable and if authorized by the technical authority:

(a) Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:

(i) Services provided within 50 kilometres from Defence Research and Development Canada – Valcartier Research Centre, located at 2459 Route de la Bravoure, Quebec City, Quebec. Further, Canada will not accept any travel and living expenses for travel between the contractor's place of business and Defence Research and Development Canada – Valcartier Research Centre.

(b) For services to be provided outside 50 kilometers from the Defence Research and Development Canada – Valcartier Research Centre, The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, 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.

(c) All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.

(To be determined in each Task Authorization) ¹

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3.0 MATERIALS AND SUPPLIES: at laid down cost without markup

(To be determined in each Task Authorization) ¹

4.0 SUBCONTRACT: at actual cost without mark-up

(To be determined in each Task Authorization) ¹

¹Note: these amounts will be determined in the TA and the total must not exceed the Limitation of Expenditure.

TOTAL ESTIMATED COST - LIMITATION OF EXPENDITURE:

Refer to Article 7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations of the contract's terms and conditions.

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

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ANNEX C

SECURITY REQUIREMENTS CHECK LIST AND SUPPLEMENTAL CLASSIFICATION GUIDE

The Security Requirement Check List (SRCL), appended to the contract is to be inserted at this point and forms part of this document.

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ANNEX D

CONTRACTOR DISCLOSURE OF FOREGROUND INFORMATION

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

The Contractor must provide the following information:

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

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

Signature	Date
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Name	Title
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(Internal DRDC Valcartier)

Signature	Date
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Name	Title (Technical authority)
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ANNEX E

DND-626 TASK AUTHORIZATION FORM

The DND 626, *Task Authorization Form*, which is enclosed, is to be inserted at this point and forms part of this document.