



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

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Gatineau
Quebec
K1A0S5
Bid Fax: (819) 997-9776

**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

Title - Sujet Research and Development Support	
Solicitation No. - N° de l'invitation W7714-186554/A	Date 2020-06-17
Client Reference No. - N° de référence du client W7714-186554	
GETS Reference No. - N° de référence de SEAG PW-\$IPS-004-38041	
File No. - N° de dossier 004ips.W7714-186554	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-07-29	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
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: Patel, Ankoor	Buyer Id - Id de l'acheteur 004ips
Telephone No. - N° de téléphone (613) 858-9403 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Informatics Professional Services Division/Division des
services professionnels en informatique
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Quebec
K1A0S5

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

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W7714-186554/A		004IPS
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This page is replaced by the ABE cover sheet issued by PWGSC.

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W7714-186554

BID SOLICITATION FOR
RESEARCH AND DEVELOPMENT (R&D) SUPPORT FOR SYNTHETIC
APETURE RADAR (SAR) BASED JOINT INTELLIGENCE
SURVEILLANCE AND RECONNAISSANCE (ISR)
FOR
DEFENCE RESEARCH AND DEVELOPMENT CANADA (DRDC)

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List of Annexes to the Resulting Contract:

- Annex A Statement of Work
- Appendix A to Annex A – Tasking Assessment Procedure
 - Appendix B to Annex A – Task Authorization Form
 - Appendix C to Annex A – Resources Assessment Criteria and Response Table
 - Appendix D to Annex A – Certification at the TA Stage
- Annex B Basis of Payment
- Annex C Security Requirements Check List

List of Attachments to Part 3 (Bid Preparation Instructions):

- Attachment 3.1: Bid Submission Form

List of Attachments to Part 4 (Evaluation Procedures and Basis of Selection):

- Attachment 4.1: Mandatory Technical Criteria
- Attachment 4.2: Point Rated Technical Criteria
- Attachment 4.3: Pricing Schedule

Forms:

- Form 1 - Electronic Payment Instruments
- Form 2 - Federal Contractors Program for Employment Equity - Certification

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BID SOLICITATION FOR

RESEARCH AND DEVELOPMENT (R&D) SUPPORT FOR SYNTHETIC
APETURE RADAR (SAR) BASED JOINT INTELLIGENCE
SURVEILLANCE AND RECONAISSANCE (ISR)

FOR

DEFENCE RESEARCH AND DEVELOPMENT CANADA (DRDC)

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, if applicable, and the basis of selection;
- Part 5** Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6** Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7** Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The annexes include the Statement of Work and any other annexes.

1.2 Summary

- (a) This bid solicitation is being issued to satisfy the requirement of the Defence Research and Development Canada (the "**Client**") for the Research and Development (R&D) support for Synthetic Aperture Radar (SAR) based joint Intelligence Surveillance and Reconnaissance (ISR). It is intended to result in the award of a contract for 2 years, plus 4 one-year irrevocable options allowing Canada to extend the term of the contract.

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- (b) There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organizational security screening or security clauses, Bidders should refer to the *Contract Security Program* of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- (c) The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Colombia Free Trade Agreement (CColFTA), the Canada-Panama Free Trade Agreement (CPanFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA) if it is in force, and the Canadian Free Trade Agreement (CFTA).
- (d) The Federal Contractors Program (FCP) for employment equity applies to this procurement: refer to Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the form titled "Federal Contractors Program for Employment Equity - Certification".
- (e)

This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside the resulting contract.
- (f) 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 Imports Permits Act (EIPA).
- (g) 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
- (h) The Resource Categories described below are required on an as and when requested basis:

Resource Category	Estimated Number of Resources
Account Manager	1
Senior Software Specialist	2
Junior Software Specialist (Java)	1
Junior Software Specialist (C++)	1
Senior Analyst (Data)	1
Senior SAR Specialist	1

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Intelligence/TCPED Support	1
GIS Developer	1
Technical Writer	1

1.3 Phased Bid Compliance Process

The Phased Bid Compliance Process (PBCP) applies to this requirement.

1.4 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 provided in writing, by telephone or in person.

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PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

- (a) All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.
- (b) 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.
- (c) The 2003 (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation. If there is a conflict between the provisions of 2003 and this document, this document prevails.
- (d) "Subsection 3 a) of Section 01, Integrity Provisions - Bid of Standard Instructions (2003) incorporated by reference above is deleted in its entirety and replaced with the following:
 - a) at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the *Ineligibility and Suspension Policy*. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names.
- (e) Subsection 5(4) of 2003, Standard Instructions - Goods or Services - Competitive Requirements is amended as follows:
 - (i) Delete: 60 days
 - (ii) Insert: 180 days

2.2 Submission of Bids

- (a) Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit **via e-post Connect** by the date and time indicated on page one of the bid solicitation.

Note: For bidders needing to register with epost Connect the email address is: tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca. **Interested Bidders must register a few days prior to solicitation closing date.**

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.

- (b) Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to PWGSC will not be accepted.

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2.3 Former Public Servant

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

(b) **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:

- (i) an individual;
- (ii) an individual who has incorporated;
- (iii) a partnership made of former public servants; or
- (iv) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

(c) **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:

- (i) name of former public servant;
- (ii) 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

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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](#).

(d) **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:

- (i) name of former public servant;
- (ii) conditions of the lump sum payment incentive;
- (iii) date of termination of employment;
- (iv) amount of lump sum payment;
- (v) rate of pay on which lump sum payment is based;
- (vi) period of lump sum payment including start date, end date and number of weeks;
- (vii) 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

- (a) All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.
- (b) 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 with copies 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

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

Note to Bidders: 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

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the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidder. *Bidders are requested to indicate the Canadian province or territory they wish to apply to any resulting contract in their Bid Submission Form.*

2.6 Basis for Canada's Ownership of Intellectual Property

- (a) The Defence Research and Development Canada (DRDC) has determined that any intellectual property arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:
 - (i) National Security

2.7 Volumetric Data

The estimated level of effort data has been provided to Bidders to assist them in preparing their bids. The inclusion of this data in this bid solicitation does not represent a commitment by Canada that Canada's future usage of the services identified in this bid solicitation will be consistent with this data. It is provided purely for information purposes.

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PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

(a) Epost Connect Bid Submission

- (i) Canada requires that the Bidder submit their electronic bid in accordance with section 08 of the 2003 Standard Instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.
- (ii) The bid must be gathered per section and separated as follows:
 - (A) Section I: Technical Bid
 - (B) Section II: Financial Bid
 - (C) Section III: Certifications
- (iii) Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- (iv) For further information please refer to article 08 - Transmission by facsimile or by epost Connect at <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/23#transmission-by-facsimile>.

(b) **Format for Bid:** Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

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

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

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

(d) **Submission of Only One Bid:**

- (i) A Bidder, including related entities, will be permitted to submit only one bid in response to this bid solicitation. If a Bidder or any related entities participate in more than one bid (participating means being part of the Bidder, not being a subcontractor), Canada will provide those Bidders with 2 working days to identify the single bid to be considered by Canada. Failure to meet this deadline will result in all the affected bids being disqualified.

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- (ii) For the purposes of this Article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is a natural person, corporation, partnership, etc), an entity will be considered to be **"related"** to a Bidder if:
 - (A) they are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
 - (B) they are "related persons" or "affiliated persons" according to the *Canada Income Tax Act*;
 - (C) the entities have now or in the two years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or
 - (D) the entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.
- (iii) Individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture.

(e) **Joint Venture Experience:**

- (i) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- (ii) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- (iii) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submitted this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

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Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by A and B in joint venture, or
- Contracts signed by B and contracts signed by A and B in joint venture.

That show in total 100 billable days.

- (iv) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

3.2 Section I: Technical Bid

- (a) In their technical bid, Bidders must demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders must demonstrate their capability in a thorough, concise and clear manner for carrying out the work.
- (b) The technical bid must 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.
- (c) The technical bid consists of the following:
- (i) **Bid Submission Form:** Bidders are requested to include the Bid Submission Form – Attachment “3.1” with their bids. It provides a common form in which bidders can provide information required for evaluation and contract award, such as a contact name and the Bidder's Procurement Business Number, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.
- (ii) **Security :** Bidders are requested to submit the following security information for each of the proposed resources with their bids on or before the bid closing date:

SECURITY INFORMATION	
Name of individual as it appears on security clearance application form	
Level of security clearance obtained	
Validity period of security clearance obtained	

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Bidder is requested to provide a copy of the results of the academic credential assessment and qualification recognition service issued by an agency or organization recognized by the Canadian Information Centre for International Credentials (CICIC). If the Bidder has not included the copy of these results and the qualification recognition service in its bid, the Contracting Authority will provide an opportunity to the Bidder to submit them during the evaluation period. If the Bidder has not submitted the copy of the results within 2 working days of the request by the Contracting Authority, its bid will be rated accordingly.

- (C) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of bid closing and must continue, where applicable, to be a member in good standing of the profession or membership throughout the evaluation period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this solicitation. If the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued. If the degree, diploma or certification was issued by an educational institution outside of Canada, the Bidder is requested to provide a copy of the results of the academic credential assessment and qualification recognition service issued by an agency or organization recognized by the Canadian Information Centre for International Credentials (CICIC). If the Bidder has not included the copy of these results in its bid and the qualification recognition service, the Contracting Authority will provide an opportunity to the Bidder to submit it during the evaluation period. If the Bidder has not submitted the copy of the results within 2 working days of the request by the Contracting Authority, its bid will be rated accordingly.
- (D) For work experience, PWGSC will not consider experience gained as part of an educational program, except for experience gained through a formal co-operative program at a post-secondary institution.
- (E) For any requirements that specify a particular time period (e.g., 2 years) of work experience, PWGSC will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). PWGSC will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.
- (F) For work experience to be considered by PWGSC, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the qualification requirements, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

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3.3 Section III: Financial Bid

- (a) **Pricing:** Bidders must submit their financial bid in accordance with the "Pricing Schedule" in Attachment "4.3". Unless otherwise indicated, bidders must include a single, firm, all-inclusive price quoted in Canadian dollars in each cell requiring an entry in the pricing tables.
- (b) **Electronic Payment of Invoices – Bid:**

If the Bidder is willing to accept payment of invoices by Electronic Payment Instruments, complete Form 1 - Electronic Payment Instruments, to identify which ones are accepted.

If Form 1 - Electronic Payment instruments is not completed, then it is assumed that Electronic Payment Instruments will not be accepted for payment of invoices by the Bidder.

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

- (c) **Variation in Resource Rates By Time Period:** For any given resource category, where the financial tables provided by Canada allow different firm rates to be charged for a resource category during different time periods:
- (i) the rate bid must not increase by more than 4% from one time period to the next, and
 - (ii) the rate bid for the same resource category during any subsequent time period must not be lower than the rate bid for the time period that includes the first month of the Initial Contract Period.
- (d) **All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option to extend the Contract Period. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.
- (e) **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

3.4 Section IV: Certifications

It is a requirement that bidders submit the certifications and additional information required under Part 5.

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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. There are several steps in the evaluation process, which are described below. Even though the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Bidder has successfully passed all the previous steps. Canada may conduct steps of the evaluation in parallel.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) In addition to any other time periods established in the bid solicitation:
 - (i) **Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
 - (ii) **Requests for Further Information:** If Canada requires additional information in order to do any of the following pursuant to the Section entitled "Conduct of Evaluation" in 2003, Standard Instructions - Goods or Services - Competitive Requirements:
 - (A) verify any or all information provided by the Bidder in its bid; or
 - (B) contact any or all references supplied by the Bidder (e.g., references named in the résumés of individual resources) to verify and validate any information submitted by the Bidder,

the Bidder must provide the information requested by Canada within 2 working days of a request by the Contracting Authority.
 - (iii) **Extension of Time:** If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

4.2 Phased Bid Compliance Process

4.2.1.1 General

- (a) Canada will conduct the Phased Bid Compliance Process (PBCP) described below for this requirement ONLY if Canada receives four or fewer bids in response to the requirement by the bid solicitation closing date.
- (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

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

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.
- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2018-06-21) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

4.2.1.2 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

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respect of their Financial Bid.

- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the “Remedy Period”) to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- (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.

4.2.1.3 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 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

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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 or decrease any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid.
- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

4.2.1.4 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.

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4.3 Technical Evaluation

(a) **Mandatory Technical Criteria:**

- (i) Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.
- (ii) If the Phased Bid Compliance Process applies, it will apply to all mandatory technical criteria.
- (iii) The mandatory technical criteria are described in Attachment 4.1.

(b) **Point-Rated Technical Criteria:**

Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly.

- (i) The rated requirements are described in Attachment 4.2

4.4 Financial Evaluation

- (a) There are two possible financial evaluation methods for this requirement. The first method will be used if three or more bids are determined responsive (see (b) Financial Evaluation - Method A below). The second method will be used if fewer than three bids are determined responsive (see (c) Financial Evaluation - Method B below).

- (b) **Financial Evaluation - Method A:** The following financial evaluation method will be used if three or more bids are determined responsive:

- (i) **Calculation of Total Bid Price:** The financial evaluation will be conducted using the pricing tables completed by the Bidders and the Firm Per Diem Median Rate Evaluation Method explained below. A financial calculation will occur for each Bidder by multiplying its firm per diem rates, or Median Rate(s) if applicable, for the Initial Contract Period and the option period(s) with the estimated number of days of work for each period, for all the Resource Categories stated in Attachment "4.3" - Pricing Schedule. The sum of such rates will constitute the Total Bid Price for that Bidder.

- (ii) **Firm Per Diem Median Rate Evaluation**

(A) Use: The firm per diem median rate calculation will apply to modify the rate to be assessed in the financial evaluation of a Bidder, where that Bidder submits a firm per diem rate for a resource category that is lower than the Lower Band Limit as calculated below. The firm per diem median rate calculation is for evaluation purposes only, and the actual submitted per diem rate will be used in any resulting contract in all instances.

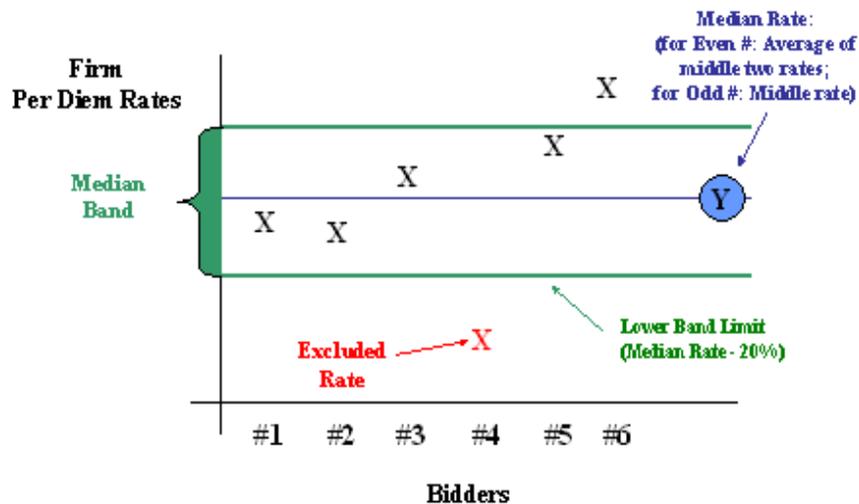
(B) Calculation for both the Initial Contract Period and the Option Period medians:

Using the per diem rate proposed for each individual Resource Category a Median Rate will be determined for each Resource Category for the Initial Contract Period, and for each of the option period(s). For each Resource Category, the Median Rate will be calculated using the median function in Microsoft Excel. A Lower Band Limit will be calculated for each Resource Category and will represent a range that encompasses the Median Rate to a value of minus (-) 20% of the Median Rate. If a

Bidder bids a firm per diem rate for a Resource Category that is lower than the Lower Band Limit, that Bidder's financial evaluation will be conducted using a per diem rate equal to the Median Rate for that Resource Category.

For example, if the Median Rate (Y) is determined to be \$500 for a Resource Category, the Lower Band Limit would be minus (-) 20% of \$500, or \$400. If a Bidder proposes a firm per diem rate that is lower than \$400, the Median Rate of \$500 will be used in the Bidder's financial evaluation for that Resource Category.

Resource Category Median Band Determination (Even Number of Bidders)



(c) **Financial Evaluation - Method B:** The following financial evaluation method will be used if less than three bids are determined responsive:

- (i) **Calculation of Total Bid Price:** The financial evaluation will be conducted using the pricing tables completed by the Bidders. A financial calculation will occur for each Bidder by multiplying its firm per diem rates for the Initial Contract Period and the option period(s) with the estimated number of days of work for each period, for all the Resource Categories stated in Attachment "4.3" - Pricing Schedule. The sum of such rates will constitute the Total Bid Price for that Bidder.

(d) **Formulae in Pricing Tables**

If the pricing tables provided to bidders include any formulae, Canada may re-input the prices provided by bidders into a fresh table, if Canada believes that the formulae may no longer be functioning properly in the version submitted by a Bidder.

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(e) **Substantiation of Professional Services Rates**

In Canada's experience, bidders will from time to time propose rates at the time of bidding for one or more categories of resources that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. When evaluating the rates bid for professional services, Canada may, but will have no obligation to, require price support in accordance with this Article. If Canada requests price support, it will be requested from all otherwise responsive bidders who have proposed a rate that is at least 20% lower than the median rate bid by all responsive bidders for the relevant resource category or categories. If Canada requests price support, the Bidder must provide the following information:

- (i) an invoice (referencing a contract serial number or other unique contract identifier) that shows that the Bidder has provided and invoiced a customer (with whom the Bidder deals at arm's length) for services performed for that customer similar to the services that would be provided in the relevant resource category, where those services were provided for at least three months within the twelve months before the bid solicitation closing date, and the fees charged were equal to or less than the rate offered to Canada;
- (ii) in relation to the invoice in (i), evidence from the Bidder's customer that the services identified in the invoice include at least 50% of the tasks listed in the Statement of Work for the category of resource being assessed for an unreasonably low rate. This evidence must consist of either a copy of the contract (which must describe the services to be provided and demonstrate that at least 50% of the tasks to be performed are the same as those to be performed under the Statement of Work in this bid solicitation) or the customer's signed certification that the services subject to the charges in the invoice included at least 50% of the same tasks to be performed under the Statement of Work in this bid solicitation;
- (iii) in respect of each contract for which an invoice is submitted as substantiation, a résumé for the resource that provided the services under that contract that demonstrates that, in relation to the resource category for which the rates are being substantiated, the resource would meet the mandatory requirements and achieve any required pass mark for any rated criteria; and
- (iv) the name, telephone number and, if available, e-mail address of a contact person at the customer who received each invoice submitted under (i), so that Canada may verify any information provided by the Bidder.

Once Canada requests substantiation of the rates bid for any resource category, it is the sole responsibility of the Bidder to submit information (as described above and as otherwise may be requested by Canada, including information that would allow Canada to verify information with the resource proposed) that will allow Canada to determine whether it can rely, with confidence, on the Bidder's ability to provide the required services at the rates bid. If Canada determines that the information provided by the Bidder does not adequately substantiate the unreasonably low rates, the bid will be declared non-responsive.

4.5 Basis of Selection

- (a) A bid must comply with the requirements of the bid solicitation, meet all mandatory evaluation criteria and obtain the required pass marks for the point rated criteria identified in this bid solicitation to be declared responsive.
- (b) The responsive bid that obtains the highest Total Bidder Score will be recommended for award of a contract. For any given Bidder, the greatest possible Total Technical Score is 60 while the greatest possible Total Financial Score is 40.

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- (i) Calculation of Total Technical Score: The Total Technical Score will be computed for each responsive bid by converting the Technical Score obtained for the point-rated technical criteria using the following formula, rounded to two decimal places:

$$\frac{\text{Technical Score}}{\text{Maximum Technical Points (bidders, please refer to the maximum technical points in Attachment 4.2)}} \times 60 = \text{Total Technical Score}$$

- (ii) Calculation of Total Financial Score: The Total Financial Score will be computed for each responsive bid by converting the Financial Score obtained for the financial evaluation using the following formula rounded to two decimal places:

$$\frac{\text{Lowest Financial Evaluated Price}}{\text{The Bidder's Financial Evaluated Price}} \times 40 = \text{Total Financial Score}$$

- (iii) Calculation of the Total Bidder Score: The Total Bidder Score will be computed for each responsive bid in accordance with the following formula:

$$\text{Total Technical Score} + \text{Total Financial Score} = \text{Total Bidder Score}$$

- (c) In the event of identical Total Bidder Scores occurring, then the bid with the highest Total Financial Score will become the top-ranked bidder.
- (d) One contract may be awarded in total as a result of this bid solicitation.
- (e) Bidders should note that all contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Despite the fact that the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to Canada's internal policies. If approval is not granted, no contract will be awarded.

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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.

(a) Integrity Provisions - Declaration of Convicted Offences

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

(b) Additional Certifications Required with the Bid

5.2 Certifications Precedent to Contract Award and Additional Information

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

(a) Integrity Provisions – Required Documentation

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

(b) Federal Contractors Program for Employment Equity - Bid Certification

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

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

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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 Form 2 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 Form Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

(c) **Additional Certifications Precedent to Contract Award**

(d) **Professional Services Resources**

- (i) By submitting a bid, the Bidder certifies that, if it is 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.
- (ii) By submitting a bid, 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. [
- (iii) If a Bidder has proposed any individual who is not an employee of the Bidder, by submitting a bid, 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.

(e) **Certification of Language – English Essential**

By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, every individual proposed in its bid will be

fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

(f) **Submission of Only One Bid**

By submitting a bid, the Bidder is certifying that it does not consider itself to be related to any other bidder.

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PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirement

- (a) Before award of a contract, the following conditions must be met:
- (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (ii) 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; and
 - (iii) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
 - (iv) This requirement contains a Foreign Ownership, Control or Influence (FOCI). Bidder(s) selected to undergo a FOCI assessment will be contacted via email by the FOCI Evaluation Office. Bidders must provide the information requested by FOCI Evaluation Office in the most timely manner possible. Failure to provide the requested information within thirty (30) calendar days, or within the timeframe otherwise specified, may result in the bid being deemed non-responsive.
- (b) 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.
- (c) For additional information on security requirements, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- (d) In the case of a joint venture bidder, each member of the joint venture must meet the security requirements.

6.2 Financial Capability

- (a) SACC Manual clause A9033T (2012-07-16) Financial Capability applies, except that subsection 3 is deleted and replaced with the following: "If the Bidder is a subsidiary of another company, then any financial information required by the Contracting Authority in 1(a) to (f) must also be provided by each level of parent company, up to and including the ultimate parent company. The financial information of a parent company does not satisfy the requirement for the provision of the financial information of the Bidder; however, if the Bidder is a subsidiary of a company and, in the normal course of business, the required financial information is not generated separately for the subsidiary, the financial information of the parent company must be provided. If Canada determines that the Bidder is not financially capable but the parent company is, or if Canada is unable to perform a separate assessment of the Bidder's financial capability because its financial information has been combined with its parent's, Canada may, in its sole discretion, award the contract to the Bidder on the condition that one or more parent companies grant a performance guarantee to Canada."
- (b) In the case of a joint venture bidder, each member of the joint venture must meet the financial capability requirements.

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6.3 Controlled Goods Requirement

- (a) SACC Manual clause A9130T (2019-11-28) Controlled Goods Program- Bid.
- (b) In the case of a joint venture bidder, each member of the joint venture must meet the requirements of the Controlled Goods Program.

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PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Requirement

- (a) _____ (the "**Contractor**") agrees to supply to the Client the services in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes:
- (i) providing professional services, as and when requested by Canada to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.
- (b) **Client:** Under the Contract, the "**Client**" is the Defence Research and Development Canada.
- (c) **Reorganization of Client:** The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.

7.2 Task Authorization

- (a) **As-and-when-requested Task Authorizations:** The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.
- (b) **Assessment of Resources Proposed at TA Stage:** Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendices A, B, C and D of Annex "A".
- (c) **Form and Content of draft Task Authorization:**
- (i) The Technical Authority will provide the Contractor with a description of the task in a draft format using the "Task Authorization Form" specified in Appendix B to Annex A.
 - (ii) The draft Task Authorization will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The draft TA will also include the applicable basis and method of payment as specified in the Contract.
 - (iii) A draft Task Authorization must also contain the following information, if applicable:
 - (A) the contract number;

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- (B) the task number;
 - (C) The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);
 - (D) the categories of resources and the number required;
 - (E) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);
 - (F) the start and completion dates;
 - (G) any option(s) to extend initial end date (if applicable);
 - (H) milestone dates for deliverables and payments (if applicable);
 - (I) the number of person-days of effort required;
 - (J) whether the work requires on-site activities and the location;
 - (K) the language profile of the resources required;
 - (L) the level of security clearance required of resources;
 - (M) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and
 - (N) any other constraints that might affect the completion of the task.
- (d) **Contractor's Response to Draft Task Authorization:** The Contractor must provide to the Technical Authority, within 5 working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), a quotation with the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract, as well as its corresponding proposed resource(s) in accordance with Appendix A to Annex A of the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.
- (e) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations:**
- To be validly issued, a TA must include the following signature(s):
- (i) For any TA, inclusive of revisions, with a value less than or equal to \$400,000.00 (excluding Applicable Taxes), the TA must be signed by the DRDC Procurement Authority; and
 - (ii) For any TA with a value greater than this amount, a TA must be signed by the DRDC Procurement Authority and Contracting Authority.

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Any TA that does not bear the appropriate signature(s) is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TAs at any time, or reduce the dollar value threshold described in subarticle (i) above; any suspension or reduction notice is effective upon receipt.

(f) **Periodic Usage Reports:**

- (i) The Contractor must compile and maintain records on its provision of services to the federal government under the Task Authorizations validly issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The data must be submitted on a quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.
- (ii) The quarterly periods are defined as follows:
 - (A) 1st quarter: April 1 to June 30;
 - (B) 2nd quarter: July 1 to September 30;
 - (C) 3rd quarter: October 1 to December 31; and
 - (D) 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.
- (iii) Each report must contain the following information for each validly issued TA (as revised):
 - (A) the Task Authorization number and the Task Authorization Revision number(s), if applicable;
 - (B) a title or a brief description of each authorized task;
 - (C) the name, Category of Personnel and level of each resource involved in performing the TA, as applicable;
 - (D) the total estimated cost specified in the validly issued TA of each task, exclusive of Applicable Taxes;
 - (E) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
 - (F) the start and completion date for each authorized task; and
 - (G) the active status of each authorized task as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).
- (iv) Each report must also contain the following cumulative information for all the validly issued TAs (as revised):

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- (A) the amount, exclusive of Applicable Taxes, specified in the Contract (as last revised, as applicable) as Canada's total liability to the Contractor for all authorized TAs; and
- (B) the total amount, exclusive of Applicable Taxes, expended to date against all validly issued tasks.

7.3 Minimum Work Guarantee

- (a) In this clause,
 - (i) **"Maximum Contract Value"** means the amount specified in the **"Limitation of Expenditure"** clause set out in the Contract (excluding Applicable Taxes); and
 - (ii) **"Minimum Contract Value"** means \$20,000.00.
- (b) 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 sub-article (c), subject to sub-article (d). 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.
- (c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
- (d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract
 - (i) for default;
 - (ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or
 - (iii) for convenience within ten business days of Contract award.

7.4 Standard Clauses and Conditions

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

- (a) **General Conditions:**
 - (i) 2035 (2018-06-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.
 - (A) With respect to Section 30 - Termination for Convenience, of General Conditions 2035, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

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- 04. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.
- 05. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:
 - (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Work Guarantee, or due to the Contractor as of the date of termination, or
 - (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.
- 06. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

(b) **Supplemental General Conditions:**

The following Supplemental General Conditions:

- (i) 4002 (2010-08-16), Supplemental General Conditions – Software Development or Modification Services;
- (ii) 4007 (2010-08-16), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information;

apply to and form part of the Contract.

7.5 Security Requirement

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

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

PWGSC FILE No. W7714-186554

- (a) 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 TOP SECRET and NATO SECRET**, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
- (b) 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).
- (c) The Contractor/Offeror personnel requiring access to **PROTECTED** information, assets or sensitive site(s) **must EACH hold a valid personnel security screening at the level of TOP**

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SECRET SIGINT, TOP SECRET, NATO SECRET, SECRET, or RELIABILITY STATUS, granted or approved by the CSP, PWGSC.

- (d) The Contractor/Offeror personnel requiring access to **CANADIAN RESTRICTED CLASSIFIED** information, assets or sensitive site(s) **must be a citizen of Canada and must EACH hold a valid personnel security screening at the level of TOP SECRET SIGINT, TOP SECRET, NATO SECRET, or SECRET, as required**, granted or approved by the CSP, PWGSC.
- (e) The Contractor/Offeror personnel requiring access to **FOREIGN RESTRICTED CLASSIFIED** information, assets or sensitive site(s) **must be a citizen of Canada and must EACH hold a valid personnel security screening at the level of TOP SECRET SIGINT, TOP SECRET, NATO SECRET, or SECRET, as required**, granted or approved by the CSP, PWGSC.
- (f) 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.
- (g) 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..
- (h) 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.
- (i) The Contractor/Offeror MUST NOT remove any CLASSIFIED/PROTECTED information or assets from the identified site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
- (j) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
- (k) The Contractor must complete and submit a **Foreign Ownership, Control or 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 / CLASSIFIED NATO or 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*".
- (l) The contractor must 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*.

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(m) 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.

(n) The Contractor/Offeror must also comply with the provisions of the:

- (i) Security Requirements Check List, attached at Annex C;
- (ii) Industrial Security Manual (latest edition).

7.6 Contract Period

(a) **Contract Period:** The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

- (i) The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends 2 year(s) later;
- (ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

(b) **Option to Extend the Contract:**

- (i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 4 additional 1-year period(s) under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.
- (ii) Canada may exercise this option at any time by sending a written notice to the Contractor at least 5 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

7.7 Authorities

(a) **Contracting Authority**

The Contracting Authority for the Contract is:

Name: Ankoor Patel
Title: Supply Team Leader
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Informatics Professional Services Division
Address: 10 Wellington Street, Gatineau Quebec, K1A 0H4
Telephone: 613-858-9403

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E-mail address: Ankoor.patel@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.

(b) Technical Authority

The Technical Authority for the Contract is:

Name: _____
 Title: _____
 Organization: _____
 Address: _____
 Telephone: _____
 Facsimile: _____
 E-mail address: _____

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

(c) Contractor's Representative

(Fill in or delete as applicable)

7.8 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 web sites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7.9 Payment

(a) Basis of Payment

- (i) **Professional Services provided under a Task Authorization with a Maximum Price:** For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, Applicable Taxes extra.
- (ii) **Competitive Award:** The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to

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compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.

- (iii) **Professional Services Rates:** In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more categories of resources that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the General Conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.
- (iv) **Contractor's Firm Per Diem Rates:** The Contractor agrees that the rates set out in Annex B remain firm throughout the Contract Period, except as may be provided for in the express terms of the contract. In reference to Article 18(1) of SACC General Conditions 2035, the Contractor acknowledges that its obligation to provide services in accordance with the firm rates set out in Annex B is unaffected by the application of any existing law or any new law which may come into effect during the Contract Period.
- (v) **Purpose of Estimates:** All estimated costs contained in the Contract are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to purchase goods or services in these amounts. Any commitment to purchase specific amounts or values of goods or services is described elsewhere in the Contract.

(b) **Limitation of Expenditure - Cumulative Total of all Task Authorizations**

- (i) Canada's total liability to the Contractor under the Contract for all validly issued Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum set out on page 1 of the Contract, less any Applicable Taxes. With respect to amount set on page 1 of the contract, Customs duties are excluded and Applicable Taxes are included.
- (ii) 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.
- (iii) 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) 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,

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- (iv) 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.
- (c) **Method of Payment for Task Authorizations with a Maximum Price:** For each Task Authorization validly issued under the Contract that contains a maximum price:
 - (i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.
 - (ii) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.
- (d) **Electronic Payment of Invoices – Contract**

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

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

Note to Bidders: *If applicable, the Electronic Payment Instrument(s) indicated by the Bidder in Attachment or Form “__” will be included in any resulting contract.*

- (e) **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.
- (f) **Payment Credits**
 - (i) **Professional Services:** If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract or validly issued Task Authorization, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of 10 days.
 - (ii) **Corrective Measures:** If credits are payable under this Article for two consecutive months or for three months in any 12-month period, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the

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action plan to the Client and the Contracting Authority and 20 working days to rectify the underlying problem.

- (iii) **Termination for Failure to Meet Availability Level:** In addition to any other rights it has under the Contract, Canada may terminate the Contract for default in accordance with the General Conditions by giving the Contractor three months' written notice of its intent, if any of the following apply:

- (A) the total amount of credits for a given monthly billing cycle reach a level of 10% of the total billing for that month; or

- (B) the corrective measures required of the Contractor described above are not met.

This termination will be effective when the three-month notice period expires, unless Canada determines that the Contractor has implemented the corrective measures to Canada's satisfaction during those three months.

- (iv) **Credits Apply during Entire Contract Period:** The Parties agree that the credits apply throughout the Contract Period.

- (v) **Credits represent Liquidated Damages:** The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.

- (vi) **Canada's Right to Obtain Payment:** The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.

- (vii) **Canada's Rights & Remedies not Limited:** The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.

- (viii) **Audit Rights:** The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.

(g) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**

- (i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

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- (ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

7.10 Invoicing Instructions

- (a) The Contractor must submit invoices in accordance with the information required in the General Conditions.
- (b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision and must show all applicable Task Authorisations numbers.
- (c) By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- (d) The Contractor must provide the original of each invoice to the Technical Authority, and a copy to the Contracting Authority.

Certifications and Additional Information

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 a default of the Contractor's obligations under the Contract. Certifications are subject to verification by Canada during the entire period of the Contract.

7.11 Federal Contractors Program for Employment Equity - Default by 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.

7.12 Copyright In Material

- (a) In this section, "Material" means anything that is created by the Contractor as part of the Work under the Contract that is required by the Contract to be delivered to Canada and in which copyright subsists, excluding any computer software code and all documentation manuals or guides intended to assist end users or technicians in respect of that code. "Material" does not include anything created by the Contractor before the award date of the Contract.
- (b) Copyright in the Material belongs to Canada and the Contractor must include the copyright symbol and either of the following notice on the Material: © Her Majesty the Queen in right of Canada (year) or © Sa Majesté la Reine du chef du Canada (année).

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- (c) The Contractor must not use, copy, divulge or publish any Material except as is necessary to perform the Contract. The Contractor must execute any conveyance and other documents relating to copyright in the Material as Canada may require.
- (d) The Contractor must provide at the request of Canada a written permanent waiver of moral rights, in a form acceptable to Canada, from every author that contributed to the Material. If the Contractor is the author of the Material, the Contractor permanently waives its moral rights in the Material.

7.13 Applicable Laws

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

7.14 Priority of Documents

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

- (a) these Articles of Agreement, including any individual SACC Manual clauses incorporated by reference in these Articles of Agreement;
- (b) supplemental general conditions, in the following order:
 - (i) 4002 (2010-08-16), Supplemental General Conditions – Software Development or Modification Services;
 - (ii) 4007 (2010-08-16), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information;
- (c) 2035 (2018-06-21), General Conditions - Higher Complexity – Services;
- (d) Annex A, Statement of Work; including its Appendices as follows
 - (i) Appendix A to Annex A - Tasking Assessment Procedure;
 - (ii) Appendix B to Annex A - Task Authorization (TA) Form;
 - (iii) Appendix C to Annex A - Resource Assessment Criteria and Response Table;
 - (iv) Appendix D to Annex A - Certifications at the TA stage;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) signed validly issued Task Authorizations and any Certifications they required;
- (h) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert the time of contract award*), as clarified on _____ "or" as amended on _____ (*insert date(s) of clarification(s) or amendment(s) if applicable*), not including any software publisher license terms and conditions that may be included in the bid, not including any provisions in the bid with respect to limitations on liability, and not including any terms and conditions incorporated by reference (including by way of a web link) in the bid.

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7.15 Defence Contract

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

7.16 Foreign Nationals (Canadian Contractor)

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

Note to Bidders: *Either this clause or the one that follows, whichever applies (based on whether the successful Bidder is a Canadian Contractor or Foreign Contractor), will be included in any resulting contract*

7.17 Foreign Nationals (Foreign Contractor)

- (a) SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

7.18 Insurance Requirements

(a) Compliance with Insurance Requirements

- (i) The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
- (ii) The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
- (iii) The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

(b) Commercial General Liability Insurance

- (i) The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
- (ii) The Commercial General Liability policy must include the following:
 - (A) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - (B) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

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- (C) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - (D) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - (E) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - (F) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - (G) Employees and, if applicable, Volunteers must be included as Additional Insured.
 - (H) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - (I) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - (J) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - (K) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - (L) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - (M) Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- (c) **Errors and Omissions Liability Insurance**
- (i) The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
 - (ii) If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - (iii) The following endorsement must be included:
Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

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7.19 Controlled Goods Program

- (a) SACC Manual clause A9131C (2014-11-27) Controlled Goods Program- Contract.
- (b) SACC Manual clause B4060C (2011-05-16) Controlled Goods

7.20 Limitation of Liability - Information Management/Information Technology

- (a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.
- (b) **First Party Liability:**
 - (i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:
 - (A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";
 - (B) physical injury, including death.
 - (ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.
 - (iii) Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.
 - (iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.
 - (v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:
 - (A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
 - (B) any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated by Canada either in whole or in part for default, up to an aggregate

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maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$1,000,000.00.

In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or \$1,000,000.00, whichever is more.

- (vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

(c) Third Party Claims:

- (i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.
- (ii) If Canada is required, as a result of joint and several liability or joint and solidarily liable, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.
- (iii) The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

7.21 Joint Venture Contractor

- (a) The Contractor confirms that the name of the joint venture is _____ and that it is comprised of the following members: *[Bidders must list all the joint venture members named in the Contractor's original bid]*.
- (b) With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:
 - (i) _____ has been appointed as the "representative member" of the joint venture Contractor and has full authority to act as agent for each member regarding all matters relating to the Contract;

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- (ii) by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and
- (iii) all payments made by Canada to the representative member will act as a release by all the members.
- (c) All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the Work in any way.
- (d) All the members are jointly and severally or solidarily liable for the performance of the entire Contract.
- (e) The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.
- (f) The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

Note to Bidders: *This Article will be deleted if the Bidder awarded the contract is not a joint venture. If the contractor is a joint venture, this clause will be completed with information provided in its bid.*

7.22 Professional Services - General

- (a) The Contractor must provide professional services on request as specified in this Contract.

All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.
- (b) If the Contractor fails to deliver any deliverable (excluding delivery of an individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.
- (c) In General Conditions 2035, Section 08 titled "Replacement of Specific Individuals" is deleted and the following applies instead:

Replacement of Specific Individuals

- (i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of knowing of the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:
 - (A) the name, qualifications and experience of a proposed replacement immediately available for Work; and

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(B) security information on the proposed replacement as specified by Canada, if applicable.

The replacement must have qualifications and experience that meet or exceed the score obtained for the original resource.

(ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide the services has not been provided or is not performing, the Contracting Authority may elect to:

(A) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract in whole or in part for default under the Section titled "Default of the Contractor", or

(B) assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that meet or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this subarticle (c).

Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the Excusable Delay Section. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

(iii) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that an original or replacement resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order that a resource stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

(iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

7.23 Safeguarding Electronic Media

(a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.

(b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

7.24 Access to Canada's Property and Facilities

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Technical Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make

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its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

7.25 Identification Protocol Responsibilities

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

- (a) Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify themselves as Contractor Representatives prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada;
- (b) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and
- (c) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.
- (d) If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.
- (e) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

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ANNEX A

STATEMENT OF WORK

The document follows in PDF format.

A Word version of this document is available by sending a request by e-mail to Ankoor.patel@tpgsc-pwgsc.gc.ca

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APPENDIX A TO ANNEX A

TASKING ASSESSMENT PROCEDURE

- 1 Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix B to Annex A will be provided to the Contractor in accordance with the allocation methodology stated in the Contract Article titled "Allocation of Task Authorizations"., Once a draft TA Form is received the Contractor must submit to the Technical Authority a quotation of rates to supply the requested Resource Categories based on the information identified in the TA Form as well as its corresponding proposed resource (s). The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of 2 working days (or any longer time period specified in the TA) turnaround time to submit a quotation.

- 2 For each quotation, the Contractor must propose the required number of resources and, for each proposed resource, the Contractor must supply a résumé, the requested security clearance information and must complete the Response Tables at Appendix C of Annex A applicable to the Resource Categories identified in the draft TA. The same individual must not be proposed for more than one Resource Category. The résumés must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:
 - a) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix D to Annex A, Certifications).
 - b) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the draft TA was first issued to the Contractor.
 - c) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification diploma or degree, such document, must be current, valid and issued by the entity specified in this Contract or if the entity is not specified the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued.
 - d) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.
 - e) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.
 - f) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be considered "demonstrated" for the

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purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

- 3 The qualifications and experience of the proposed resources will be assessed against the requirements set out in Appendix C to Annex A to determine each proposed resource's compliance with the mandatory and rated criteria. Canada may request proof of successful completion of formal training, as well as reference information. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will not assess any points or consider a mandatory criteria met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. Points will not be allocated or a mandatory criteria considered as met if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the Contractor). Nor will points be allocated or a mandatory criteria considered as met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Contractor. Crown references will be accepted.
- 4 During the assessment of the resources proposed, should the references for two or more resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contractor's quotation may be found to be non-responsive.
- 5 Only quotations that meet all of the mandatory criteria will be considered for assessment of the point rated criteria. Each resource proposed must attain the required minimum score for the point rated criteria for the applicable Resource Category. If the minimum score for any proposed resource is less than what is required, the Contractor's quotation will be found to be non-responsive.
- 6 Once the quotation has been accepted by the Technical Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

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APPENDIX B TO ANNEX A

TASK AUTHORIZATION (TA) FORM				
Contractor:		Contract Number:		
Commitment: #		Financial Coding:		
Task Number (Amendment):		Issue Date:	Response Require By:	
1. Statement of Work (Work Activities, Certifications and Deliverables)				
See attached for Statement of Work and Certifications required.				
2. Period of Service:	From (Date)		To (Date)	
3. Work Location:				
4. Travel Requirements:				
5. Language Requirement:				
6. Other Conditions/Constraints:				
7. Level of Security Clearance required for the Contractor Personnel:				
8. Contractor's Response:				
Category and Name of Proposed Resource	PWGSC Security File Number	Per Diem Rate	Estimated # of Days	Total Cost
Estimated Cost				
Applicable Taxes				
Total Labour Cost				
Total Travel & Living Cost				
Firm Price or Maximum TA Price				

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**TASK AUTHORIZATION
(TA) FORM**

Contractor's Signature

Name, Title and Signature of Individual Authorized to sign on behalf of the **Contractor** (type or print)

Signature: _____

Date: _____

Approval – Signing Authority

Signatures (Client)

Name, Title and Signature of Individual Authorized to sign:

Technical Authority:

Date:

Signatures (PWGSC)

Contracting Authority ¹:

Date:

¹ Signature required for TA valued at \$400,000.00 or more, Applicable Taxes included.

You are requested 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 services listed herein and in any attached sheets at the price set out thereof.

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APPENDIX C TO ANNEX A

RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Annex. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page number of the résumé should be incorporated so that the assessor can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

The document follows in PDF format.

A Word version of this document is available by sending a request by e-mail to Ankoor.patel@tpgsc-pwgsc.gc.ca

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4. CERTIFICATION OF LANGUAGE -

The Contractor certifies that the proposed resource(s) in response to this draft Task Authorization is/are

fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

Print name of authorized individual & sign above

Date

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ANNEX C

SECURITY REQUIREMENTS CHECK LIST

(Insert if applicable)

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Attachment 3.1 Bid Submission Form

BID SUBMISSION FORM													
Bidder's full legal name <i>[Note to Bidders: Bidders who are part of a corporate group should take care to identify the correct corporation as the Bidder.]</i>													
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	<table border="1" style="width: 100%;"> <tr><td style="width: 50%;">Name:</td><td></td></tr> <tr><td>Title:</td><td></td></tr> <tr><td>Address:</td><td></td></tr> <tr><td>Telephone #:</td><td></td></tr> <tr><td>Fax #:</td><td></td></tr> <tr><td>Email:</td><td></td></tr> </table>	Name:		Title:		Address:		Telephone #:		Fax #:		Email:	
Name:													
Title:													
Address:													
Telephone #:													
Fax #:													
Email:													
Bidder's Procurement Business Number (PBN) <i>[see the Standard Instructions 2003]</i> <i>[Note to Bidders: Please ensure that the PBN you provide matches 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 the legal name of the Bidder.]</i>													
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 solicitation)													
Former Public Servants See the Article in Part 2 of the bid solicitation entitled "Former Public Servant" for a definition of "Former Public Servant".	Is the Bidder a FPS 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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BID SUBMISSION FORM	
	<p>Is the Bidder a FPS who received a lump sum payment under the terms of the terms of the Work Force Adjustment Directive?</p> <p>Yes ____ No ____</p> <p>If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant "</p>
<p>Security Clearance Level of Bidder</p> <p>[include both the level and the date it was granted]</p> <p><i>[Note to Bidders: Please ensure that the security clearance matches the legal name of the Bidder. If it does not, the security clearance is not valid for the Bidder.]</i></p>	
<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 products able to meet all the mandatory requirements described in the bid solicitation; 2. This bid is valid for the period requested in the bid solicitation; 3. All the information provided in the bid is complete, true and accurate; and 4. 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>	<p>_____</p>

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Attachment 4.1

Mandatory Technical Criteria

The document follows in PDF format.

A Word version of this document is available by sending a request by e-mail to Ankoor.patel@tpgsc-pwgsc.gc.ca

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Attachment 4.2

Point-Rated Technical Criteria

The document follows in PDF format.

A Word version of this document is available by sending a request by e-mail to Ankoor.patel@tpgsc-pwgsc.gc.ca

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Attachment 4.3

Pricing Schedule

In respect of the “Estimated Number of Resources listed below in (B*) and “Estimated Number of Days” listed below in (C*) the estimated number of days are for evaluation purposes only during the solicitation process and does not represent a commitment of the future usage.

Initial Contract Period:

Contract Period One (YR. 1)				
(A)	(B)	(C)	(D)	(E)
Resource Category	Estimated Number of Resources	Estimated Number of Days	Firm Per Diem Rate or Median Rate (if applicable)	Total Cost (B X C x D)
Account Manager	1	60	\$	\$
Senior Software Specialist	2	250	\$	\$
Junior Software Specialist (Java)	1	250	\$	\$
Junior Software Specialist (C++)	1	250	\$	\$
Senior Analyst (Data)	1	250	\$	\$
Senior SAR Specialist	1	250	\$	\$

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Intelligence/T CPED Support	1	12	\$	\$
GIS Developer	1	12	\$	\$
Technical Writer	1	6	\$	\$
Total Price Contract Period One				\$ <TBD>

Contract Period Two (YR. 2)				
(A)	(B)	(C)	(D)	(E)
Resource Category	Estimated Number of Resources	Estimated Number of Days	Firm Per Diem Rate or Median Rate (if applicable)	Total Cost (B x C x D)
Account Manager	1	60	\$	\$
Senior Software Specialist	2	250	\$	\$
Junior Software Specialist (Java)	1	250	\$	\$
Junior Software Specialist (C++)	1	250	\$	\$
Senior Analyst (Data)	1	250	\$	\$
Senior SAR Specialist	1	250	\$	\$

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Intelligence/T CPED Support	1	12	\$	\$
GIS Developer	1	12	\$	\$
Technical Writer	1	6	\$	\$
Total Price Contract Period Two				\$ <TBD>

Option Periods:

Option Period One (YR. 3)				
(A)	(B)	(C)	(D)	(E)
Resource Category	Estimated Number of Resources	Estimated Number of Days	Firm Per Diem Rate or Median Rate (if applicable)	Total Cost (B x C x D)
Account Manager	1	60	\$	\$
Senior Software Specialist	2	250	\$	\$
Junior Software Specialist (Java)	1	250	\$	\$
Junior Software Specialist (C++)	1	250	\$	\$
Senior Analyst (Data)	1	250	\$	\$

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Senior SAR Specialist	1	250	\$	\$
Intelligence/T CPED Support	1	12	\$	\$
GIS Developer	1	12	\$	\$
Technical Writer	1	6	\$	\$
Total Price Option Period One				\$ <TBD>

Option Period Two (YR. 4)				
(A)	(B)	(C)	(D)	(E)
Resource Category	Estimated Number of Resources	Estimated Number of Days	Firm Per Diem Rate or Median Rate (if applicable)	Total Cost (B x C x D)
Account Manager	1	60	\$	\$
Senior Software Specialist	2	250	\$	\$
Junior Software Specialist (Java)	1	250	\$	\$
Junior Software Specialist (C++)	1	250	\$	\$
Senior Analyst (Data)	1	250	\$	\$

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Senior SAR Specialist	1	250	\$	\$
Intelligence/T CPED Support	1	12	\$	\$
GIS Developer	1	12	\$	\$
Technical Writer	1	6	\$	\$
Total Price Option Period Two				\$ <TBD>

Option Period Three (YR. 5)				
(A)	(B)	(C)	(D)	(E)
Resource Category	Estimated Number of Resources	Estimated Number of Days	Firm Per Diem Rate or Median Rate (if applicable)	Total Cost (B x C x D)
Account Manager	1	60	\$	\$
Senior Software Specialist	2	250	\$	\$
Junior Software Specialist (Java)	1	250	\$	\$
Junior Software Specialist (C++)	1	250	\$	\$
Senior Analyst (Data)	1	250	\$	\$

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Senior SAR Specialist	1	250	\$	\$
Intelligence/T CPED Support	1	12	\$	\$
GIS Developer	1	12	\$	\$
Technical Writer	1	6	\$	\$
Total Price Option Period Three				\$ <TBD>

Option Period Four (YR. 6)				
(A)	(B)	(C)	(D)	(E)
Resource Category	Estimated Number of Resources	Estimated Number of Days	Firm Per Diem Rate or Median Rate (if applicable)	Total Cost (B x C x D)
Account Manager	1	60	\$	\$
Senior Software Specialist	2	250	\$	\$
Junior Software Specialist (Java)	1	250	\$	\$
Junior Software Specialist (C++)	1	250	\$	\$
Senior Analyst (Data)	1	250	\$	\$

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		CCC No./ N° CCC – FMS No/ N° VME

Senior SAR Specialist	1	250	\$	\$
Intelligence/T CPED Support	1	12	\$	\$
GIS Developer	1	12	\$	\$
Technical Writer	1	6	\$	\$
Total Price Option Period Four				\$ <TBD>

Total Bid Price:	
(Total Price Contract Period One + Total Price Contract Period Two + Total Price Option Period One + Total Price Option Period Two + Total Price Option Period Three + Total Price Option Period Four)	\$ <TBD>

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Form 1 to Part 3 of the Bid Solicitation ELECTRONIC PAYMENT INSTRUMENTS

(As indicated in Part 3, clause 3.4 (b), the Bidder must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.)

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

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

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**Form 2 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 and Social Development Canada \(ESDC\)](#) - Labours' website.

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

Complete both A and B.

A. Check only one of the following:

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

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

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

OR

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

B. Check only one of the following:

- B1 The Bidder is not a Joint Venture.

OR

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

ANNEX A

STATEMENT OF WORK

1.0 TITLE

RESEARCH AND DEVELOPMENT (R&D) SUPPORT FOR SYNTHETIC APERTURE RADAR (SAR)-BASED JOINT INTELLIGENCE, SURVEILLANCE AND RECONNAISSANCE (ISR)

2.0 BACKGROUND

Defence Research and Development Canada's (DRDC's) Joint Intelligence, Surveillance and Reconnaissance (ISR) Program is formulated to address the Canadian Armed Forces (CAF) intermediate outcome, "*The CAF have accurate, timely, and persistent Situational Awareness of Canada's territory, air and maritime approaches as well as other areas of interest around the world.*" The Joint ISR Program focuses on cross-domain Space-Based sensors for strategic operations for: Geospatial Intelligence (GEOINT)/Advanced Geospatial Intelligence (AGI); Geomatics and Intelligence Preparation of the Battlefield^{1,2} (IPB); Maritime Domain Awareness (MDA); Arctic surveillance; and the Tasking, Collection, Processing, Exploitation and Dissemination (TCPED)/ Direction, Collection, Processing and Dissemination (DCPD) intelligence cycle.

The Joint ISR Program is centred on the Synthetic Aperture Radar (SAR) on RADARSAT-2 (R2; launched in 2007) and the SAR and Automatic Identification System (AIS) sensors on the RADARSAT Constellation Mission (RCM, three satellites launched in 2019). RCM is a major crown project, and the CAF/Department of National Defence (DND) will be the largest consumer of RCM data. The JFD ISR Program will ensure that Canada has the capability to exploit operational RCM data, will support RCM-based Science and Technology (S&T) undertaken jointly by Allied R&D agencies, and will ensure that Canada remains a world leader in Space-Based radar. The Joint ISR program also includes airborne and satellite Electro-Optical/Infrared (EO/IR) data and in some cases, data from other sensors.

In support of this Joint ISR Program, projects and staff (e.g., project managers, scientists, engineers, computer scientists) from DRDC's Ottawa Research Centre (DRDC Ottawa) conduct R&D into aspects of radar remote sensing, including: the fields of interferometry, polarimetry, data processing and exploitation (e.g., amplitude and coherent change detection, semi-automated algorithms, feature extraction, data fusion) for GEOINT/AGI, Geomatics/IPB, MDA and Arctic surveillance:

¹Intelligence Preparation of the Battlefield, Headquarters, Department of the Army, Field Manual (FM) 34-130 (1994)

² Also known as Intelligence Preparation of the Operational Environment (IPOE)

- a) As defined by the National Geospatial-Intelligence Agency³ (NGA), “GEOINT is the exploitation and analysis of imagery and geospatial information that describes, assesses and visually depicts physical features and geographically referenced activities on the Earth.” GEOINT consists of imagery, imagery intelligence (IMINT) and geospatial information. Examples of ISR applications for which GEOINT is applicable include Arctic surveillance, maritime surveillance, facility monitoring, national security, search and rescue, disaster management and damage assessment. GEOINT requires multiple sensors, a variety of collection strategies and multiple and varied exploitation techniques. EO/IR imagery is complimentary to SAR, and scientists at DRDC Ottawa make use of it in a number of R&D areas.
- b) IPB includes the capability to define the environment, for example elevation modelling, shoreline extraction and terrain analysis. IPB also includes the collection, analysis, evaluation and interpretation of geographic and terrain^{4,5} information, which when combined with other relevant factors can be used to predict the effect of the environment on operations. Examples of this using of remote sensing data (multi-sensor, multi-geometry and multi-temporal) include surface roughness and soil moisture for trafficability predictions.

The GEOINT and IPB applications mentioned above often involve large quantities of data and require extensive digital signal processing. Commercial remote sensing data processing and analysis software is used, but development of custom, in-house developed software is a key output of the R&D. It includes development and demonstration of new processing algorithms and techniques for image exploitation. DRDC Ottawa has several testbed systems, and they use these for demonstration of custom tools to the DND/CAF, to Other Government Departments (OGDs) and to allies/coalition military partners.

R&D in support of the Joint ISR Program often requires analysis of supporting data in addition to the remote sensing imagery. This can include, but is not limited to: Digital Terrain Elevation Data (DTED) (e.g., Shuttle Radar Topography Mission (SRTM) Level 2 DTED, Lidar data), Global Positioning System (GPS) data, vector overlay data (e.g., CanVec data, Esri shapefile format), geocoded digital maps and shore-based and space-based AIS data.

Note that some R&D is in collaboration with DRDC Valcartier in the Joint Intelligence Collection and Analysis Capability (JICAC) and the Space-based EO/IR (SBEOIR) projects. Thus the requested support may include work to be done collaboratively with DRDC Valcartier.

³ <https://www.nga.mil/about/pages/default.aspx>

⁴Terrain Analysis, Headquarters, Department of the Army, Field Manual (FM) 5-33 (1992)

⁵Military Geographic Intelligence (Terrain), Headquarters, Department of the Army, Field Manual (FM) 30-10 (1972)

In support of this work, DRDC requires a task-based contract to provide a variety of services on an as and when requested basis, as described in this Statement of Work.

3.0 ACRONYMS

Acronym	Definition
ACD	Amplitude Change Detection
ADSS	Analyst's Detection Support System
AGI	Advanced Geospatial Intelligence
AIS	Automatic Identification System
AOI	Area Of Interest
ASF	Apache Software Foundation
ATD	Automatic Target Detection
AUS	Australia
C4ISR	Command, Control, Communication, Computers, Intelligence, Surveillance and Reconnaissance
CAF	Canadian Armed Forces
CCD	Coherent Change Detection
CCIRM	Collection Coordination Intelligence Requirements Management
CCM	Cross Country Mobility
CDL	Command and Data Language
COTS	Commercial Off The Shelf
CPR	Cardiopulmonary Resuscitation
CSIAPS	Commercial Satellite Imagery Acquisition Planning System
DCPD	Direction, Collection, Processing and Dissemination
DEM	Digital Elevation Model
dGPS	Differential Global Positioning System
DND	Department of National Defence
DRDC	Defence Research and Development Canada
DSTO	Defence Science and Technology Organization
DTED	Digital Terrain Elevation Data
DVWF	Detection of Vessels, Wide swath, Far incidence angle
ELT	Electronic Light Table
EO	Electro-Optical
EO/IR	Electro-Optical/Infrared
FOB	Freight On Board
GBR	Great Britain
GCCS	Global Command and Control System
GDAL	Geospatial Data Abstraction Library
GEOINT	Geospatial Intelligence
GIMP	GNU Image Manipulation Program
GIS	Geographic Information System
GPS	Global Positioning System

GOTS	Government Off The Shelf
GTK	GIMP Toolkit
GUI	Graphical User Interface
IA	Image Analyst
IA Pro	Image Analyst Pro
IMINT	Imagery Intelligence
IPB	Intelligence Preparation of the Battlefield
IR	Infrared
ISR	Intelligence, Surveillance and Reconnaissance
JICAC	Joint Intelligence Collection and Analysis Capability
JFD	Joint Force Development
JSP	JavaServer Pages
MDA	Maritime Domain Awareness
MS4W	MapServer for Windows
NATO	North Atlantic Treaty Organization
NCR	National Capital Region
NDHQ	National Defence Headquarters
NGA	National Geospatial-Intelligence Agency
NORAD	North American Aerospace Defense Command
OGD	Other Government Department
OSVN	Ocean Surveillance, Very wide swath, Near incidence angle
R2	RADARSAT-2
R&D	Research and Development
RCM	RADARSAT Constellation Mission
S&T	Science and Technology
SAR	Synthetic Aperture Radar
SBEOIR	Space-Based EO/IR
SBMDA	Space-Based Maritime Domain Awareness
SBRE	Space-Based Radar Exploitation
SDK	Software Developer Kit
SIA	Space and ISR Applications
SIGINT	Signals Intelligence
SLC	Single-Look Complex
SOP	Standard Operating Procedure
SOW	Statement of Work
SQL	Sequential Query Language
SRTM	Shuttle Radar Topography Mission
STK	Systems Tool Kit (formerly Satellite Tool Kit)
TA	Technical Authority
TCPED	Tasking, Collection, Processing, Exploitation and Dissemination
TCR	Trihedral Corner Reflector
TDA	Tactical Decision Aid
TLE	Two Line Element
USA	United States of America
VTC	Video Teleconference

4.0 REFERENCE INFORMATION - DRDC SOFTWARE SYSTEMS

The four testbed systems described below are representative of the software developed by DRDC Ottawa, but do not form a complete list.

4.1 Image Analyst Pro (IA Pro)

IA Pro is a DRDC Ottawa testbed system for validation and demonstration of custom algorithms and tools for SAR-based GEOINT. IA Pro addresses gaps and facilitates CAF processing and exploitation of R2/RCM data, in easy-to-use tools, that:

- a) Permit the display, manipulation and exploitation of commercial space-based SAR data in advance of commercial off the shelf (COTS) software.
- b) Are missing from COTS software.
- c) Need to be packaged differently to support the DND/CAF.
- d) Introduce automation not present in COTS software, including machine-to-machine interfaces.

IA Pro provides support for single- or multi-channel SAR and permits the CAF/DND Image Analyst (IA) to incorporate geospatial information (i.e., thematic vector layers and digital maps) and electro-optical/infrared (EO/IR) imagery during analysis for contextual awareness and increased accuracy. IA Pro is built using Python, OpenEV, GIMP Toolkit (GTK), the Geospatial Data Abstraction Library (GDAL) and C++. DRDC uses Git as its version control system for IA Pro.

IA Pro has many custom algorithms/tools that permit the user to exploit space-based SAR data from many different satellite systems. These include data preprocessing tools (about 10), data exploitation tools (about 50) and image product and data creation tools (about 10). IA Pro is used at DRDC Ottawa, within the DND/CAF and by other government departments. IA Pro can be used to:

- i. Load, display and manipulate SAR data.
- ii. Provide support for complex data.
- iii. Pre-process data to deal with sensor-specific quirks.
- iv. Support multiple SAR sensors.
- v. Support exploitation and contextual evaluation.

4.2 Commercial Satellite Imagery Acquisition Planning System (CSIAPS)

The CSIAPS is a multi-sensor satellite imagery acquisition planning and geospatial data management system. It provides custom models for SAR, EO/IR, Thermal Infrared and AIS sensors, and it is a test bed to prototype new algorithms and capabilities. The integrated geospatial data repository has Add, Search and Export functions and provides support for key metadata and various

file formats. CSIAPS has an intuitive interface, a simple workflow and client-server architecture.

For a specified Area of Interest (AOI), CSIAPS can be used to:

- a) Plan for the collection of satellite imagery from a single sensor (e.g., RADARSAT-2 Spotlight mode).
- b) Compare the collection opportunities available from multiple sensors (e.g., RADARSAT-2 Fine mode, TerraSAR-X Stripmap mode and Sentinel-1 Stripmap mode) and compare the corresponding spatial coverage and imaging geometries.
- c) Identify opportunities for concurrent imaging (e.g., RADARSAT-2's ScanSAR Narrow A mode and AISSat-2's AIS receiver).
- d) Perform collection viability assessment.

CSIAPS is rendered in a web browser and uses the Dojo Toolkit, an open source JavaScript library that permits easy page styling and file handling support. CSIAPS uses the OpenLayers JavaScript library for functionality of its map window, which provides options for Bing, Esri, OpenStreetMap and Google maps, in addition to the basic map optionally configured during installation.

CSIAPS is primarily written in Java and JavaServer Pages (JSP), an object-oriented, class-based and cross-platform software development language that is mostly open source. CSIAPS uses Apache Tomcat to serve the web application, an open source web server developed by the Apache Software Foundation (ASF). CSIAPS uses Microsoft Structured Query Language (SQL) Server Express to hold satellite imagery metadata, basic satellite and sensor information and user login credentials. CSIAPS invokes access calculation and coverage analysis algorithms in the commercial software Systems Tool Kit (STK) or in the open source Orekit library, using Two-Line Element (TLE) data and custom sensor and sensor-mode definitions. By default, there is an automatic update of TLEs through the Analytical Graphics Inc. (AGI)/NORAD database (assuming a valid STK licence). There is also an option to import user-provided TLEs from a file. MapServer uses ArcGIS-hosted custom map layers and serves the CSIAPS basic map. The GDAL is used to extract metadata from raster geospatial data, to create overview images and for various components of the IAP calculations (e.g., Total Foot-Print Coverage).

CSIAPS is undergoing a re-engineering effort to implement a Service Oriented Architecture (SOA), consisting of a set of Virtual Machines (VM) that together require a minimum of 64 GB RAM and 200 GB of disk space, as well as a Hypervisor (and supporting licenses) to host VMs. Support for and development of the CSIAPS will be required.

4.3 RADARSAT Toolbar for ArcGIS

In the “RADARSAT Toolbar” for Esri’s ArcGIS, DRDC Ottawa developed add-on modules for ArcMap for processing and exploitation of R2/RCM data for IPB (for example, shoreline extraction and terrain classification) and for creation of Tactical Decision Aids (TDAs; for example, a Cross Country Mobility map overlay).

The “RADARSAT Toolbar for ArcGIS” is developed in C#, with ArcObjects SDK, C# object-oriented programming language and the Visual Studio Professional 2012 development environment. The RADARSAT Toolbar makes use of DRDC Ottawa’s custom version of GDAL and existing algorithms in DRDC Ottawa’s IA Pro source code (C, C++ and Python), providing core functionality for the add-on modules. The newly-developed add-on modules run with either node-locked or floating-network licenses for ArcGIS (Desktop Advanced).

Existing functionality in the RADARSAT Toolbar include:

- a) Image metadata and image preprocessing:
 - i. Import RADARSAT images.
 - ii. Display Image Information.
 - iii. Display Cursor Information.
 - iv. Display Range and Azimuth Directions.
 - v. Orthorectify RADARSAT images.
- b) Interpretation and analysis:
 - i. Oversample RADARSAT Single-Look Complex (SLC) data
 - ii. Distributed Target Analysis.
 - iii. Point Target Analysis.
 - iv. Quad Pol Display.
 - v. Image Enhancement.
 - vi. Bridge Height and Tower Height estimation.
- c) Tactical Decision Aids:
 - i. Cross Country Mobility (CCM) Generator.
 - ii. Shoreline Extraction.

4.4 Analysts’ Detection Support System (ADSS)

The ADSS is a suite of image processing algorithms for GEOINT applications using SAR and EO/IR sensors. Developed by the Defence Science and Technology Organization (DSTO, Australia) and aided by international contributors including DRDC, ADSS includes algorithms for Automatic Target Detection (ATD), change detection, and region classification for both maritime and land areas, in addition to a number of support and utility modules. The flexibility of ADSS arises from a system architecture that supports the combination of algorithms in a user-specified structure. The numerous algorithms and utilities that are provided by ADSS are implemented as modules that can be combined by using Command and Data Language (CDL) scripts. The

power of ADSS originates in a framework that provides for synchronization, control, and data flow between the various modules.

For many years DRDC Ottawa used ADSS as one of its main development platforms for target detection algorithms, and significant work was incorporated for ship detection and SAR and AIS association.

4.5 Software Used In DRDC Systems

The following is a current list of individual software components used within DRDC systems:

- a) *Python 2.x and 3.x* - open-source, object-oriented interpreted programming languages.
- b) *OpenEV* - open-source library of raster and vector classes and functions.
- c) *STK* - Foundation of AGI's product line, a highly-capable modeling environment for complex systems, including satellites and their sensors, analyzing mission simulations, and visualizing dynamic datasets.
- d) *Orekit* - a low level space dynamics library written in Java, which has gained widespread recognition since it was released under an open-source license in 2008. Orekit aims at providing accurate and efficient low level components for the development of flight dynamics applications. As a library, Orekit provides basic elements (e.g., orbits, dates, attitude, frames) and various algorithms to handle them (e.g., conversions, propagations, pointing).
- e) *GDAL* - a translator library for raster and vector geospatial data formats that is released under an X/MIT style Open Source license by the Open Source Geospatial Foundation. As a library, it presents a single abstract data model to the calling application for all supported formats. It also comes with a variety of useful command-line utilities for data translation and processing.
- f) *SQL Server Express* - a free relational database software system from Microsoft.
- g) *OpenLayers* - an open-source JavaScript library for displaying map data in web browsers.
- h) *Dojo Toolkit* - an open source modular JavaScript library used to facilitate easy design and maintenance of the CSIAPS user interface.
- i) *MapServer for Windows (MS4W)* - an open-source development environment for building spatially-enabled internet applications, which excels at rendering spatial data (maps, images, and vector data) for the web.
- j) *Git* - a version control system.
- k) *Python Anaconda* - a free, open-source distribution of the Python and R programming languages for scientific computing.
- l) *TensorFlow* - a free, open-source software library used for machine learning applications.

- m) *Apache Hadoop* - a collection of open-source software utilities that facilitate using a network of many computers to solve problems involving massive amounts of data and computation.
- n) *ESXi hypervisor* version 5.5 (or newer).
- o) *pfSense software firewall* 2.3.4 (or newer)
- p) *Apache Ant* 1.10.0 (or newer)
- q) *Apache ServiceMix* 5.4.0 (or newer)
- r) *OrientDB* 2.1.4 (or newer)
- s) *PostgreSQL* 9.3 (or newer)
- t) *Wildfly* 10.0 (or newer)
- u) *Cesium WebGL virtual globe platform* for use in a browser.

5.0 TASKS

5.1 Software Development Requirements

The Contractor must perform work to support and enhance DRDC software systems, some of which are used in operational settings by DND/CAF, allies, and Other Government Departments. The Contractor must perform the following software development tasks, which include but are not limited to:

- a) Support existing DRDC Ottawa testbed systems and other stand-alone software by providing maintenance to the computer code (Graphical User Interface (GUI) plus algorithms and tools) including functional modifications, bug fixes, re-engineering, and re-packaging or wrapping existing applications to be embedded within other GOTS/ COTS applications or architectures. For DRDC testbed systems used in an operational setting, bug fixes may require the Contractor to interact with people from outside of DRDC.
- b) Implement algorithms based on an outline provided by a DRDC Ottawa scientist, which may consist of pseudocode, Matlab script, or a series of steps carried out in OpenEV, IA Pro, or ArcGIS (for example). The Contractor must develop the algorithm and implement new computer code, including an appropriate GUI. The development may be within an existing testbed system, a stand-alone executable, a new testbed system, or a new application area.
- c) Procure new applicable COTS tools, develop customizations, test and deliver customized tools. For code development, the modified or new tool must be tested, documented, and demonstrated to the Technical Authority (TA) by the Contractor. The tool must be tested by the Contractor, DRDC Staff and user community. It will be accepted when it is working as intended.
- d) Develop software for Windows and Linux environments.

- e) Optimize existing algorithms, or if necessary re-code algorithms, to achieve required performance specifications.
- f) Test software including new and modified program code, using relevant multi-sensor airborne or satellite imagery data.
- g) Document all software, including both new and modified program code, in two formats:
 - i. Descriptive source code comments or internal documentation at a level sufficient for other developers to understand the code.
 - ii. Formal technical documentation, as a DRDC Ottawa Contract Report using the contractor's report template, or as a contribution to a DRDC Ottawa Scientific Report.
- h) Use the git version control/configuration management system to track changes made to software code, and maintain different branches of the software.
- i) Design and develop demonstrations of DRDC Ottawa testbed systems or stand-alone software for DRDC Ottawa's DND/CAF partners, OGDs and other visitors.
- j) Study, describe, and implement interworking between tools.
- k) Develop software evaluation metrics, evaluate the software efficiency and quality of the output solution, to determine how well the software is performing.
- l) Advise on possible interworking between languages to enhance and optimize efficiency.
- m) Study, describe, and detail exploitation tools of interest (algorithm and data architectures, formats).
- n) Analyze software engineering and provide advice on potential re-engineering.
- o) Describe and detail state and extraction of various data levels in the process.
- p) Conduct literature surveys to determine the way ahead for algorithm development.

5.2 Data Processing And Analysis Requirements

DRDC Ottawa acquires data in support of R&D work, including algorithm development and equipment assessment. Data types include but are not limited to space-based SAR, space-based and shore-based AIS, and space-based and airborne EO/IR. The Contractor must provide data processing and analysis services.

- a) The Contractor must process and analyze SAR data using COTS and government software (GOTS), including but not limited to:
 - i. Change detection for both anthropogenic (e.g. facilities) and natural (e.g. forest fire) applications using either amplitude change detection (ACD) or coherent change detection (CCD).
 - ii. Processing time series of interferometric RADARSAT-2, RCM, and TerraSAR-X images for:
 - a. Sub-pixel coregistration.
 - b. Production of interferograms and coherence products.
 - c. Surface deformation products.
 - iii. Processing RADARSAT-2 DVWF and Ocean Surveillance, Very wide swath, Near incidence angle (OSVN) datasets for ship detection and SAR-AIS association.
 - iv. Processing polarimetry data for land cover classification.
 - v. Performing point and distributed target analyses on known targets in real-valued SAR products.
 - vi. Digital Elevation Model (DEM) generation based upon interferometric SAR and stereo SAR methods.
 - vii. Image orthorectification and co-registration.
 - viii. Feature extraction and classification.

- b) The Contractor must process and analyze EO/IR data using COTS software (e.g., ENVI, Geomatica) and GOTS tools (e.g. IA Pro), to include one or more of the following:
 - i. Atmospheric correction and radiometric correction.
 - ii. Anomaly detection and feature extraction.
 - iii. DEM generation.
 - iv. Image fusion.
 - v. Orthorectification and co-registration.
 - vi. Feature extraction and classification.

- c) The processing necessary to yield SAR imagery suitable for GEOINT depends on the sensor, application, and exploitation technique. The Contractor must use applicable commercial, government, and in-house custom software, for data processing and analysis, including but is not limited to:
 - i. Using the software tools to analyze data from trial sites, determining how best to extract information of interest, at various times of the year, from different beam modes, and from various geometries.
 - ii. Comparing/validating results of data analysis with ground truth data.

- iii. Deriving the best information products from the available data.
 - iv. Documenting the analysis and results in a DRDC Ottawa Contract Report, or as a contribution to a DRDC Ottawa report.
- d) The Contractor must write code or use existing tools to convert data (raster or vector) from one projection to another.
- e) The Contractor must install COTS software tools (e.g., Geomatica, ERDAS, RemoteView Pro, ArcGIS, STK, Matlab) on applicable computers (e.g., on DRENet and/or R&DNet), and configure these COTS software tools to read license data from the license file or license server.

5.3 Synthetic Aperture Radar Analysis Requirements

Effective and advanced SAR exploitation is required for a variety of ISR applications including, but not limited to, detection, classification, change monitoring, feature extraction, terrain modeling, and interferometry. The Contractor must develop and demonstrate advanced SAR exploitation algorithms and tools that are applicable to raw, single look complex, or detected products. All SAR data types may be considered including but not limited to, single channel, dual channel, quad polarimetry, multiple platform, and interferometry. The Contractor must investigate relevant problems, including but are not limited to:

- a) Formulating and developing the mathematical foundation of the algorithm or technique.
- b) Developing and optimizing software to test and demonstrate the algorithm or technique.
- c) Working with analytical or mathematical tools or software (e.g., Matlab).
- d) Working with actual SAR data to demonstrate the algorithm or technique.
- e) Providing a clear modular picture of the algorithm or technique, the implemented architecture, and test results in a presentation deck, written report, or user manual, as appropriate.
- f) Providing advice to the Data Analysis and Software Development labour categories, as and when required.

5.4 Intelligence TCPED/Collection Planning And Technical Requirements

The Contractor must work on R&D problems related to the Intelligence Cycle (e.g., Tasking, Collection, Processing, Exploitation and Dissemination, TCPED) and Collection Planning for space-based remote-sensing for military ISR

applications. The R&D will encompass development of frameworks, models, algorithms, tools and decision support capabilities in an uncertain, time-constrained environment, reducing human workloads, and operating costs through optimization and coordination. The Contractor must:

- a) Perform multi-satellite collection planning, scheduling, and resource management;
- b) Develop, implement, and use the DRDC test-bed systems CSIAPS, WISDOM and DISCOVER;
 - i. WISDOM is DRDC's R&D prototype of an intelligence production support system that assists analysts and decision makers in developing their belief, opinion, judgment or prediction about situations.
 - ii. DISCOVER is the Deployable Intelligence Source COllection Value optimizer, DRDC's collection management proof-of-concept system prototype that focuses on open-loop collection tasking/schedule optimization.
- c) Investigate problems, and implement, modify, and demonstrate systems (i.e., run the software, explain what is going on as they do it, and explain the results they get) by performing, but not limited to, the following tasks:
 - i. Defining and stating sensor network collection asset planning decision problems in the context of the TCPED intelligence cycle with respect to the Collection Coordination and Intelligence Requirements Management (CCIRM) process.
 - ii. Investigating optimization approaches, developing centralized and distributed collection planning/scheduling models, and designing algorithms (mainly inspired from operations research and artificial intelligence) to address resource allocation in dynamic, uncertain, hostile and constrained environments.
 - iii. Investigating approaches to assist the Collection Manager to maintain situational awareness and understanding of intelligence requirements and ISR assets including status, traceability, capability, and operational outcome assessment.
 - iv. Iteratively carrying out software prototype development and testing as well as integration of collection planning components within a proof-of-concept architecture platform.

- v. Implementing algorithms and tools in support of automating collection planning for commercial remote-sensing satellites.
- vi. Providing support to the planning, execution and analysis of simulations, demonstrations, trials, and experiments

5.5 GIS Software And Development And Technical Requirements

- a) The Contractor must support DRDC's use of a GIS (specifically ArcGIS Desktop and ArcGIS Server) in the analysis of geospatial data, by performing tasks including but not limited to:
 - i. Providing advice on GIS and Remote Sensing applications and technology;
 - ii. Providing operational, technical and analytical expertise to GIS projects by understanding how to apply the principles and practices of GIS as a decision support tool;
 - iii. Translating spatially-related user requirements and technical systems specifications into working, tested GIS applications, including developing detailed programming specifications, writing and/or generating code, compiling and integrating data driven programs and systems, interacting with spatial databases and conducting unit tests; and
 - iv. Producing an operational system including all forms, manuals, programs, data files and procedures.
- b) The analysis of data and development of add-on tools in ArcGIS requires knowledge of GIS and spatial data analysis, experience using ArcGIS, and knowledge of software development with ArcObjects Software Developer Kit, and experience with raster image exploitation, and SAR data. For the ArcGIS based software, the Contractor must perform tasks including but not limited to:
 - i. Migration of the RADARSAT Toolbar to ArcGIS Pro;
 - ii. Development of new DRDC add-on tools;
 - iii. Modification of existing DRDC tools to implement new functionality and provide compatibility with new versions of ArcGIS; and
 - iv. Testing of DRDC add-on tools in ArcGIS, with data from RCM and other data sources, when data becomes available.

5.6 Technical Writing And Technical Requirements

- a) The Contractor must provide a Technical Writer to perform the following tasks, including but not limited to:
- i. Describing the capabilities and functionality of algorithms and prototype software systems in documents, User Guide documents as an example.
 - ii. Analyzing material, such as specifications, notes, and drawings, and writing manuals, user guides, and other documents to clearly and concisely explain the installation, operation, and maintenance of software and electronic, mechanical and other equipment.
 - iii. Gathering information, analyzing the subject and the audience, and producing clear documentation.
 - iv. Studying existing material and interviewing Stakeholders to gather information concerning the features and functions provided by developers.
 - v. Reviewing documentation standards and project documentation.
 - vi. Designing the layout of documents/manuals.
 - vii. Developing a table of contents for each document/manual and writing or editing the required content.
 - viii. Documenting help text, user manuals, technical documentation, and web page content.
 - ix. Preparing or coordinating the preparation of any required illustrations and diagrams.
 - x. Investigating the accuracy of the information collected by making direct use of the material being documented.
 - xi. Using word-processing, desk-top publishing, and graphics software packages to produce final copy. The Microsoft Office suite is available and used at DRDC.

6.0 DELIVERABLES

6.2 Task Deliverables

The Contractor must create and submit the following deliverables, as requested in the applicable Task Authorization:

- a) Source code, user documentation and software validation testing, documented in the form of a contribution to a DRDC Ottawa Scientific Report or a complete Contract Report using the Contractor's report template. Note that all program code revised or developed must be thoroughly documented and tested.
- b) Results of data analysis, documented in the form of a contribution to a DRDC Ottawa Scientific Report or a complete Contract Report.
- c) Results of literature reviews, computer simulations, and other R&D activities, documented in the form of a contribution to a DRDC Ottawa Scientific Report or as a complete Contract Report.
- d) Results of Technical Writing.

6.3 Progress Reports

The Contractor must create monthly and annual progress reports. The progress reports must include a summary of current activities, completed activities, issues arising, recommendations, planned activities, and personnel resource employment levels. The progress reports must be submitted electronically to the Technical Authority, Project Manager, and Contracting Authority.

The progress report must contain two (2) parts:

- a) PART 1: The Contractor must answer the following three questions:
 - i. Is the Task on schedule?
 - ii. What is the projected spending over the remaining task duration?
 - iii. Does the task have any areas of concern requiring the assistance/guidance of DRDC?

Note: Responses must be supported with an explanation.

- b) PART 2: A brief narrative report, 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 the Work during the reporting period, including sketches, diagrams, photographs, etc., if necessary to describe the progress.
- 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.

7.0 DATE OF DELIVERY

Deliverable	Delivery date
6.1	As requested by the Task Authorization, and before the close out of the applicable Task.
6.2	Monthly and Annually, beginning 1 month following contract award.

8.0 LANGUAGE OF WORK

The language of work must be English, and all deliverables must be delivered in English.

9.0 LOCATION OF WORK

The Work will be conducted at both the Contractor’s site and at DRDC and DND sites:

- a) There will be space available for up to five individual Contractor Resources at DRDC:

Ottawa Research Centre - Defence Research and Development Canada
 Building 5B
 3701 Carling Ave.
 Ottawa, ON
 K1A 0Z4
 Canada

- b) Some Work may also be required at other DND/CAF facilities within the NCR.

10.0 TRAVEL

- a) The Contractor may be required to:

- i. Attend conferences, meetings, or workshops held in Canada, the continental USA or internationally; and/or
 - ii. Attend meetings at other DRDC sites across Canada.
- b) All travel must have prior written authorization from the Technical Authority.
- c) The Treasury Board Travel Directive will apply for any travel, accommodation and living expenses.

11.0 MEETINGS

- a) The Account Manager must organize and attend a monthly meeting between the Contractor resources, the DRDC Ottawa Technical Authority (TA), and other relevant Ottawa Research Centre staff. The monthly meeting must:
 - i. Be held at the Ottawa Research Centre.
 - ii. Be attended in person by Contractor resources working at the Ottawa Research Centre.
 - iii. Be attended in person or via teleconference call or video teleconference (VTC) by Contractor resources working at the Contractor's site.
 - iv. Summarize the technical progress of the work objectives and the status of the current tasks.
- b) The Contractor must arrange quarterly meetings between the Account Manager, Technical Authority, Project Manager, Procurement Authority, and Contracting Authority.
 - i. The meetings must be held in person, on-site at the Ottawa Research Centre or by VTC for up to two of the four meetings per year.
 - ii. The Contractor must capture, track, and review meeting minutes and action items.

12.0 CONTRACTOR RESOURCE REQUIREMENTS

12.1 Account Manager

The Contractor must provide an Account Manager. The Account Manager must:

- a) Coordinate all Contract Tasks.
- b) Track monthly work progress.
- c) Deliver Progress reports.
- d) Manage resource performance and quality.
- e) Act as a point of contact for all issues related to the Work.
- f) Attend classified (Top Secret/SIGINT) meetings at National Defence Head Quarters, Ottawa Research Centre, and other locations in the NCR, as required.

12.2 Senior Software Specialist

The Contractor must provide a Senior Software Specialist(s) who must perform the tasks outlined in Section 5.1.

12.3 Junior Software Specialist (Java)

The Contractor must provide a Junior Software Specialist (Java) who must perform the tasks outlined in Section 5.1. The focus of the Junior Software Specialist (Java) is on software development, including Java.

12.4 Junior Software Specialist (C++)

The Contractor must provide a Junior Software Specialist (C++) who must perform the tasks outlined in Section 5.1. The focus of the Junior Software Specialist (C++) is on software development, including C++.

12.5 Senior Analyst (Data)

The Contractor must provide a Senior Analyst (Data) who must perform the tasks outlined in Section 5.2.

12.6 Senior SAR Specialist

The Contractor must provide a Senior SAR Specialist who must perform the tasks outlined in Section 5.3. The proposed Senior SAR Specialist will have a greater focus on theoretical/developmental work and on providing advice.

12.7 Intelligence/TCPED Support

The Contractor must provide an Intelligence/TCPED Support resource that must perform the tasks outlined in Section 5.4.

12.8 GIS Developer

The Contractor must provide a GIS Developer who must perform the tasks outlined in Section 5.5.

12.9 Technical Writer

The Contractor must provide a Technical Writer who must perform the tasks outlined in Section 5.6.

13.0 GOVERNMENT FURNISHED EQUIPMENT AND INFORMATION

- a) DRDC Ottawa will provide the most recent version of DRDC Ottawa software, including IA Pro, CSIAPS and the RADARSAT Toolbar, for execution of the work.
- b) DRDC Ottawa will provide all remote sensing data (SAR, AIS and EO/IR) required for tool development and testing.
- c) Where applicable DRDC will provide licenses for commercial software to on-site Contractor resources, on DRDC networks, including but not limited to:
 - i. RemoteView Pro (Overwatch Textron Systems)
 - ii. ArcGIS Desktop and Server(ESRI)
 - iii. GAMMA (GAMMA Remote Sensing AG)
 - iv. ENVI (ITT Visual Information Solutions)
 - v. SARscape
 - vi. Geomatica and OrthoEngine (PCI Geomatics)
 - vii. Systems Tool Kit (STK by Analytical Graphics Inc)
 - viii. ERDAS Imagine (ERDAS)
 - ix. Matlab (The MathWorks)
 - x. Mathematica (Wolfram Research)
 - xi. Maple (Maplesoft)

All DRDC Ottawa software and all imagery data must be returned to the Technical Authority at the end of the contract.

14.0 CONTRACTOR FURNISHED EQUIPMENT (CFE)

The Contractor must ensure that Contractor Resources working offsite are provided with tools to perform the work required by the Task Authorization. Tools may include but are not limited to data storage hardware/software systems, computer processing, software licenses, desk space, and Internet connections.



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

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



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

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

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

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

Special comments:
Commentaires spéciaux :

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

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

No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Requirement Checklist (SRCL) Supplemental Security Classification Guide

This form must be completed in addition to SRCL question 7.b) when multiple release restrictions are therein identified and/or in addition to SRCL question 10.a) when multiple levels of personnel screening are therein identified.

Part A - Multiple Release Restrictions: Security Classification Guide							
To be completed in addition to SRCL question 7.b) when release restrictions are therein identified. Indicate to which levels of information release restrictions apply. Make note in the chart if a level of information bears multiple restrictions (e.g. a portion of the SECRET information bears the caveat Canadian Eyes Only while the remainder of the SECRET information has no release restrictions.)							
Canadian Information							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
No Release Restrictions	X	X					
Not Releasable							
Restricted to: <i>SM</i> CANADA				X	X	X	X
Permanent Residents Included*							
NATO Information							
Citizenship Restriction	NATO UNCLASSIFIED	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET		
All NATO Countries	X	X	X	X			
Restricted to:							
Permanent Residents Included*							
Foreign Information							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
No Release Restrictions							
Restricted to: <i>SM</i> CANADA				X	X	X	X
Permanent Residents Included*							
COMSEC Information							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
Not Releasable							
Restricted to:							
DND ONLY Embedded Contractor (Access to Controlled Goods)							
Restriction	Yes			NO			
SECRET clearance with CEO applies							

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

Security Requirement Checklist (SRCL) Supplemental Security Classification Guide

Part B - Multiple Levels of Personnel Screening: Security Classification Guide			
<small>To be completed in addition to SRCL question 10.a) when multiple levels of personnel screening are therein identified. Indicate which personnel screening levels are required for which portions of the work/access involved in the contract.</small>			
Level of Personnel Clearance (e.g. Reliability, Secret)	Position / Description/Task	Access to sites and/or information. Levels of Information to be accessed.	Citizenship Restriction (if any)
Secret	Account Manager	Secret	Canadian
Secret	Senior Software Specialist	Secret	Canadian
At least one Secret the other can be Reliability	Junior Software Specialist (JAVA)	At least one Secret the other can be Reliability	Canadian
At least one Secret the other can be Reliability	Junior Software Specialist (C++)	At least one Secret the other can be Reliability	Canadian
Secret	Senior Analyst (Data)	Secret	Canadian
Secret	Junior Analyst (Data)	Secret	Canadian
Reliability	Senior Analyst (Theory)	Reliability	Canadian
Reliability	Intelligence/TCPED Support	Reliability	Canadian
Reliability	Computer Support	Reliability	Canadian
Reliability	GIS Developer	Reliability	Canadian
Reliability	Technical Writer	Reliability	Canadian
Reliability	Field Technician	Reliability	Canadian

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

Security Requirement Checklist (SRCL) Supplemental Security Classification Guide

OTHER SECURITY INTRUCTIONS

We would like to start this contract at the Secret level and overtime, increase the level to Top Secret. If we compete this at the Top Secret level we believe we will get very few, if any bids.

Labour Category	Minimum Clearance Required	Maximum Clearance required (Potential)
Account Manager	Secret	TS-SIGINT
Senior Software Specialist	Secret	TS-SIGINT
Junior Software Specialist (JAVA)	At least one Secret the other can be Reliability	TS-SIGINT
Junior Software Specialist (C++)	At least one Secret the other can be Reliability	TS-SIGINT
Senior Analyst (Data)	Secret	TS-SIGINT
Junior Analyst (Data)	Secret	TS-SIGINT
Senior Analyst (Theory)	Reliability	TS-SIGINT
Intelligence/TCPED Support	Reliability	TS-SIGINT
Computer Support	Reliability	Secret
GIS Developer	Reliability	TS-SIGINT
Technical Writer	Reliability	Secret
Field Technician	Reliability	Secret

Attachment 4.1 Mandatory Technical Criteria:

	Requirement	Criteria
M1	Account Manager	
	M1.1 The proposed resource(s) must have a post-secondary degree, diploma, or certificate of completion from a recognized Canadian university or college, or the equivalent, if obtained outside of Canada.	Provide a copy of the applicable degree, diploma, certificate or equivalency document with the bid
	<p>M1.2 The proposed resource must have a minimum of 12 months combined experience within the last five (5) years of the date of solicitation closing:</p> <p style="margin-left: 40px;">M1.2.1 Acting as an Account Manager, performing the following activities:</p> <ul style="list-style-type: none"> a) Coordinating Contract Tasks, b) Tracking monthly work progress, c) Delivering Progress reports, d) Managing resource performance and quality, and; <p style="margin-left: 40px;">M1.2.2 Managing one or more science or engineering team(s) of 5 or more people.</p>	Provide resumes demonstrating the required experience and timeframe.
M2	Senior Software Specialist	
	M2.1 The proposed resource must have a post-secondary degree, diploma, or certificate of completion from a recognized Canadian university or college, or the equivalent, if obtained outside of Canada.	Provide a copy of the applicable degree, diploma, certificate or equivalency document with the bid.
	<p>M2.2 The proposed resource must have a minimum of twenty-four (24) months combined experience within the last five (5) years of the date of solicitation closing:</p> <p style="margin-left: 40px;">M2.2.1 Programming in the Java or C++ language;</p> <p style="margin-left: 40px;">M2.2.2 Programming and analyzing data in Linux and Windows 7 and/or later versions of computer environments;</p> <p style="margin-left: 40px;">M2.2.3 Analyzing radar remote sensing data; and</p> <p style="margin-left: 40px;">M2.2.4 One of the following:</p> <p style="margin-left: 80px;">Performing image processing, such as but not limited to: feature extraction; segmentation; filtering; enhancement; classification; decomposition; edge detection; interpolation.</p> <p style="margin-left: 80px;">or</p> <p style="margin-left: 80px;">Performing signal processing, such as but not limited to: feature extraction; segmentation; filtering; enhancement; classification; decomposition; edge detection; interpolation.</p>	Provide resumes demonstrating the required experience and timeframe.

Attachment 4.1 Mandatory Technical Criteria:

M3	<i>Junior Software Specialist (Java)</i>	
	M3.1 The proposed resource must have a post-secondary degree, diploma, or certificate of completion from a recognized Canadian university or college, or the equivalent, if obtained outside of Canada.	Provide a copy of the applicable degree, diploma, certificate or equivalency document with the bid.
	M3.2 The proposed resource must have a minimum of twelve (12) months combined experience within the last five (5) years of the date of solicitation closing: M3.2.1 Programming with Java 8 or newer; M3.2.2 Programming with JavaScript; and M3.2.3 Programming and analyzing data in Linux and Windows 7 and/or later versions of computer environments.	Provide resumes demonstrating the required experience and timeframe.
M4	<i>Junior Software Specialist (C++)</i>	
	M4.1 The proposed resource must have a post-secondary degree, diploma, or certificate of completion from a recognized Canadian university or college, or the equivalent, if obtained outside of Canada.	Provide a copy of the applicable degree, diploma, certificate or equivalency document with the bid.
	M4.2 The proposed resource must have a minimum of twelve (12) months combined experience within the last five (5) years of the date of solicitation closing in the following: M4.2.1 Programming in the C++ and/or Python language; and M4.2.2 Programming and analyzing data in Linux and Windows 7 and/or later versions of computer environments.	Provide resumes demonstrating the required experience and timeframe.
M5	<i>Senior Analyst (Data)</i>	
	M5.1 The proposed resource must have a post-secondary degree, diploma, or certificate of completion from a recognized Canadian university or college, or the equivalent, if obtained outside of Canada.	Provide a copy of the applicable degree, diploma, certificate or equivalency document with the bid.
	M5.2 The proposed resource must have a minimum of twenty-four (24) months combined experience within the last five (5) years of the date of solicitation closing in the following: M5.2.1 Using at least two (2) of the following tools for remote sensing or GIS analysis: ArcGIS, IA Pro, GAMMA, Geomatica, ENVI, ERDAS Imagine or RemoteView Pro; and M5.2.2 Processing and analyzing data in Linux and Windows 7 and/or later versions of computer environments.	Provide resumes demonstrating the required experience and timeframe.

Attachment 4.1 Mandatory Technical Criteria:

M6	Senior SAR Specialist	
	<p>M6.1 The proposed resource must have a Master's or Ph.D. degree in Mathematics, Applied Mathematics, Physics, Electrical Engineering, Computer Science or Computer Engineering from a recognized Canadian university, or the equivalent, if obtained outside of Canada.</p>	Provide a copy of the applicable degree, diploma, certificate or equivalency document with the bid.
	<p>M6.2 The proposed resource must have a minimum of twenty-four (24) months combined experience within the last five (5) years of the date of solicitation closing, in the following:</p> <p style="margin-left: 40px;">M8.2.1 Conducting scientific and technical research in radar remote sensing for at least two ISR applications including, but not limited to, detection, classification, change monitoring, feature extraction, terrain modeling.</p> <p style="margin-left: 40px;">M8.2.2 Conducting scientific and technical research in radar remote sensing using polarimetric and interferometric SAR data.</p> <p style="margin-left: 40px;">M8.2.3 Developing and demonstrating advanced SAR exploitation algorithms and tools that are applicable to single look complex, or detected products, using single channel, dual channel and quad polarimetry data.</p>	Provide resumes demonstrating the required experience and timeframe.
M7	Intelligence/ TCPED Support	
	<p>M7.1 The proposed resource must have a minimum of a Master's degree in Mathematics, Applied Mathematics, Physics, Electrical Engineering, Computer Science or Computer Engineering from a recognized Canadian university or college, or the equivalent, if obtained outside of Canada.</p>	Provide a copy of the applicable degree, diploma, certificate or equivalency document with the bid.
	<p>M7.2 The proposed resource must have a minimum of twelve (12) months combined experience within the last five (5) years of the date of solicitation closing in the following:</p> <p style="margin-left: 40px;">M7.2.1 Working with ISR-related requirements for TCPED with space-based imaging sensors; and</p> <p style="margin-left: 40px;">M7.2.2 Algorithm or CONOPS development for remote-sensing/ISR satellite collection planning, scheduling or optimization.</p>	Provide resumes demonstrating the required experience and timeframe.
M8	GIS Developer	
	<p>M10.1 The proposed resource must have a post-secondary degree, diploma, or certificate of completion from a recognized Canadian university or college, or the equivalent, if obtained outside of Canada.</p>	Provide a copy of the applicable degree, diploma, certificate or equivalency document with the bid.

Attachment 4.1 Mandatory Technical Criteria:

	<p>M10.2 The proposed resource must have a minimum of twenty-four (24) months combined experience within the last five (5) years of the date of solicitation closing in the following:</p> <p>M10.2.1 Designing and developing GIS software applications for Esri ArcGIS 9.x or 10.x.</p> <p>M10.2.2 Programming and using object-oriented techniques for designing, implementing, testing and documenting software with at least 3 of the following software applications: ArcObjects SDK, GDAL, Python, C++, C#, Microsoft .NET technologies.</p> <p>M10.2.3 Analyzing RADARSAT-2 data in ArcGIS 9.x or 10.x or in image processing software Geomatica or ENVI.</p>	<p>Provide resumes demonstrating the required experience and timeframe.</p>
<p>M9</p>	<p>Technical Writer</p>	
	<p>M11.1 The proposed resource must have a post-secondary degree, diploma, or certificate of completion from a recognized Canadian university or college, or the equivalent, if obtained outside of Canada.</p> <p>M11.2 The proposed resource must have a minimum of twenty-four (24) months combined experience within the last five (5) years of the date of solicitation closing in the following:</p> <p>M11.2.1 Creating at least 2 of the following items: software user guides, installation guides, operation guides; or technical documentation relevant to remote sensing or space-based ISR systems.</p> <p>M11.2.2 Creating web page content for software products from existing material and from conducting interviews with stakeholders and developers.</p> <p>M11.2.3 Use of the Microsoft office word processing suite 2010 or later.</p>	<p>Provide a copy of the applicable degree, diploma, certificate or equivalency document with the bid.</p> <p>Provide resumes demonstrating the required experience and timeframe.</p>
<p>M10</p>	<p>Resource Management Strategy</p> <p>M13.1 The Bidder must provide a Resource Management Strategy, addressing the following points:</p> <p>M13.1.1 The Bidder's strategy, proactive activities, and tools to be employed for ensuring the timely availability of resources within each labour category in response to sporadic task authorizations throughout the Contract Period and the Option Period(s).</p> <p>M13.1.2 The Bidder's strategy for managing planned and unplanned vacancies during the performance of authorized tasks and for limiting the impact of such vacancies.</p> <p>M13.1.3 The Bidder's approach for maximizing the retention of resources.</p>	<p>Provide a description of the Resource Management Strategy.</p>

Attachment 4.1
Mandatory Technical Criteria:

ATTACHMENT 4.2

POINT RATED TECHNICAL CRITERIA

1. Point Rated Technical Criteria

The following table is provided to facilitate the understanding of the scoring:

Description	Total Minimum Number of Points Required	Total Maximum Number of Points Available
R1. Education	13	29
R2. Resource Experience - Technical Experience per Labour Category	429	630
R3. Bidder Experience	100	180
Total :	542	839

1. Proposed resources will be evaluated against the point rated technical criteria R1 and R2.
2. There are 9 resources to be proposed and individually rated.
3. For R1 – Education category, all resources are individually rated as per the appropriate R1.1 or R1.2 section and their scores added together for an overall education rating.
4. For R2 - All the same labour category resources are individually rated and their scores added together for an overall rated score for that labour category.

R1. EDUCATION: (Minimum 13 points / Maximum 29 points)

Total education points are the sum of the points from section R1.1 and R1.2

R1.1 Points will be awarded to the individual(s) proposed in each labour category based on the table below, excluding the *Account Manager, and Technical Writer*. The maximum points to be awarded to any individual are 10 points. Points will be awarded for the highest level of completion only, not cumulated for each level completed. The points awarded to each individual are added together for the overall point total in section R1.1.

The proposed individual has completed post-secondary study and received one of the following levels of completion from a recognized Canadian post-secondary institution, in any one of the following disciplines: Mathematics, Applied Mathematics, Physics, Electrical Engineering, Computer Science or Computer Engineering.	
Criterion	Points
Post-secondary diploma	4
Bachelor's degree	6
Master's degree	8
PhD	10

R1.2 Points will be awarded to the *Account Manager and Technical Writer*, based on the table below. The points awarded to each individual are added together for the overall point total.

Points	Points Descriptor
Up to total of 9 points	<p>Account Manager: 3 points will be awarded to the proposed Account Manager if they have completed a Professional certification in: Project Management, Certified general or managerial accounting, a business degree or diploma (from a recognized Canadian* post-secondary institution), or have Professional Engineering licence.</p> <p>Technical Writer: The proposed <i>Technical Writer</i> will be awarded points if they have completed a technical writing course or certificate from a recognized Canadian post-secondary institution: from a recognized college (3 points) or university (6 points).</p>

Total education points = R1.1 total points + R1.2 total points.

R2. RESOURCE EXPERIENCE: (Minimum 429 points / Maximum 630 points)

R2.1 Account Manager (Minimum 8 points / Maximum 24 points)

Points will be awarded to the proposed *Account Manager* for experience, as indicated in the table below. The experience must be demonstrated within the last six (6) years of the date of the

solicitation closing. Concurrent and non-contiguous experience will be accepted.

Criterion		Less than 12 months of experience	Greater than 12 to less than or equal to 24 months of experience	Greater than 24 to less than or equal to 36 months of experience	Greater than 36 months of experience
		Points			
1	Experience documenting projects, including writing monthly, quarterly and annual reports.	0	4	8	12
2	Experience managing science and/or engineering teams of 5 or more people.	0	4	8	12

R2.2 Senior Software Specialist (Minimum 62 points / Maximum 89 points)

Points will be awarded to the proposed *Senior Software Specialists* for experience, as indicated in the table below. The experience must be demonstrated within the last six (6) years of the date of solicitation closing. Concurrent and non-contiguous experience will be accepted.

Criterion		Less than 12 months of experience	Greater than 12 to less than or equal to 24 months of experience	Greater than 24 to less than or equal to 36 months of experience	Greater than 36 months of experience
		Points			
1	Developing C++-based software for image analysis and/or signal processing.	0	4	8	12
2	Developing C++-based software for analysis of Synthetic Aperture Radar (SAR) data.	0	4	8	12
3	Shell programming in the Linux and/or UNIX operating system.	0	2	4	6
4	Programing with Matlab and/or IDL and/or Python programming languages.	0	2	4	6
5	System development using any of the language(s) or tool(s) described at Section 4.5 of the Statement of Work.	0	2	4	6

6	Developing C++- and/or Python-based software for analysis of SAR interferometry data.	0	4	8	12
7	Developing C++- and/or Python-based software for analysis of SAR polarimetry data.	0	4	8	12
8	Programming to resolve image quality issues such as presence of artifacts (e.g. range-azimuth ambiguities, sidelobes), dynamic range, saturation, Doppler broadening and/or pulse leakage.	0	2	4	6
9	Programming to resolve radar calibration issues (e.g. radiometric and geometric distortions and corrections for detected or complex data).	0	2	4	6
10	Programming for exploitation of SAR data for amplitude change detection (ACD) and coherent change detection (CCD) and the resulting feature extraction.	0	2	4	6

11. A minimum of 4 months experience with remote sensing image exploitation with each of the following Commercial off the Shelf (COTS) software: One (1) point per software per individual (up to 5 points per individual):
- RemoteView Pro (Textron Systems)
 - ArcGIS (Esri)
 - GAMMA (GAMMA Remote Sensing AG)
 - ENVI (Harris Geospatial)
 - Geomatica (PCI Geomatics)
 - Systems Tool Kit (Analytical Graphics Inc)
 - ERDAS IMAGINE (Hexagon Geospatial)
 - Matlab (MathWorks)

R2.3 Junior Software Specialist – Java (Minimum 50 points / Maximum 72 points)

Points will be awarded to the proposed *Junior Software Specialist - Java* for experience, as indicated in the table below. The experience must be demonstrated within the last six (6) years of the date of solicitation closing. Concurrent and non-contiguous experience will be accepted.

Criterion	Less than 12 months of experience	Greater than 12 to less than or equal to 24 months of experience	Greater than 24 to less than or equal to 36 months of experience	Greater than 36 months of experience	
	Points				
1	Developing Java-based software for use with remote sensing data, or for image analysis or signal processing.	0	4	8	12
2	Software development with Java 8 or a newer version.	0	2	4	6

3	Development of client-server architectures which may include but is not limited to, a JSP and JavaScript front-end.	0	2	4	6
4	Shell programming in the Linux and/or UNIX operating systems.	0	2	4	6
5	Programing with Matlab and/or IDL and/or Python programming languages.	0	2	4	6
6	Programming Web services.	0	2	4	6
7	Programming Representative State Transfer (REST)-compliant web services.	0	2	4	6
8	Programming Simple Object Access Protocol (SOAP)-compliant web services.	0	2	4	6
9	Design and implementation of Service Oriented Architecture (SOA) software programs.	0	2	4	6
10	Software development using any of the language(s) or tool(s) described at Section 4.5 of the Statement of Work.	0	4	8	12

R2.4 Junior Software Specialist – C++ (Minimum 42 points / Maximum 60 points)

Points will be awarded to the proposed *Junior Software Specialist – C++* for experience, as indicated in the table below. The experience must be demonstrated within the last six (6) years of the date of solicitation closing. Concurrent and non-contiguous experience will be accepted.

Criterion	Less than 12 months of experience	Greater than 12 to less than or equal to 24 months of experience	Greater than 24 to less than or equal to 36 months of experience	Greater than 36 months of experience	
	Points				
1	Developing C++ based software for use with remote sensing data.	0	4	8	12
2	Developing C++ based software for image analysis or signal processing.	0	4	8	12
3	Shell programming in the Linux and/or UNIX operating systems.	0	2	4	6
4	Programing with at least one of Matlab or IDL programming languages.	0	2	4	6
5	Programming in C++ and/or Python languages for other applications.	0	4	8	12

6	Software development using language(s) or tool(s) (other than C++ and Python) described at Section 4.5 of the Requirement.	0	4	8	12
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R2.5 Senior Analyst (Data) (Minimum 53 points / Maximum 77 points)

Points will be awarded to the proposed *Senior Analyst (Data)* for experience, as indicated in the table below. The experience must be demonstrated within the last six (6) years of the date of solicitation closing. Concurrent and non-contiguous experience will be accepted.

Criterion		Less than 12 months of experience	Greater than 12 to less than or equal to 24 months of experience	Greater than 24 to less than or equal to 36 months of experience	Greater than 36 months of experience
		Points			
1	Processing of SAR or optical remote-sensing (satellite) imagery for orthorectification using digital terrain elevation data or RPC-based methods.	0	2	4	6
2	Analysis of SAR or optical remote sensing (satellite) data for feature extraction for applications such as but not limited to land-cover classification, shore-line extraction, surface roughness or elevation modelling.	0	2	4	6
3	Analysis of RADARSAT-2 data for remote sensing and geospatial intelligence applications.	0	4	8	12
4	Analysis of RADARSAT-2 for amplitude change detection (ACD) and coherent change detection (CCD) applications.	0	4	8	12
5	Analysis to resolve image quality issues such as but not limited to presence of artifacts (e.g. range ambiguities, azimuth ambiguities, side lobes), saturation, Doppler broadening and/or pulse leakage.	0	4	8	12
6	Analysis to investigate radar calibration issues such as but not limited to radiometric and geometric distortions and corrections for single-channel, polarimetric and interferometric SAR.	0	4	8	12
7	Using and testing Image Analyst Pro (IA Pro) for RADARSAT-2 image exploitation.	0	2	4	6

8	Using TensorFlow for deep learning (DL)/convolutional neural network (CNN) work with EO/IR or SAR images.	0	2	4	6
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9. A minimum of 4 months experience with remote sensing image exploitation with the following COTS software: One (1) point per COTS software (up to 5 points):
- RemoteView Pro (Textron Systems)
 - ArcGIS (Esri)
 - GAMMA (GAMMA Remote Sensing AG)
 - ENVI (Harris Geospatial)
 - Geomatica (PCI Geomatics)
 - Systems Tool Kit (Analytical Graphics Inc)
 - ERDAS IMAGINE (Hexagon Geospatial)
 - Matlab (MathWorks)

R2.6 Senior SAR Specialist (Minimum 67 points / Maximum 96 points)

Points will be awarded the proposed *SAR Specialist (Junior)* for experience, as indicated in the table below. The experience must be demonstrated within the last six (6) years of the date of solicitation closing. Concurrent and non-contiguous experience will be accepted.

Criterion		Less than 12 months of experience	Greater than 12 to less than or equal to 24 months of experience	Greater than 24 to less than or equal to 36 months of experience	Greater than 36 months of experience
		Points			
1	Developing prototype algorithms (e.g., Matlab) for processing and exploitation of detected (real-valued) SAR data.	0	4	8	12
2	Developing prototype algorithms in Matlab (or similar environment) for exploitation of raw or complex data from RADARSAT-2 (various beam modes).	0	4	8	12
3	Analysis of RADARSAT-2 (various modes) for interferometric applications.	0	4	8	12
4	Analysis of RADARSAT-2 Fine Quad Pol data.	0	4	8	12
5	Resolving image quality issues such as but not limited to presence of artifacts (e.g. range ambiguities, azimuth ambiguities, side lobes), saturation, Doppler broadening, and pulse leakage.	0	4	8	12
6	Resolving radar calibration issues (e.g. radiometric and geometric distortions and corrections for single-channel, polarimetric and interferometric SAR).	0	2	4	6

7	Experience with motion estimation and velocity correction of signatures in RADARSAT-2 data.	0	2	4	6
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Criterion		0 Papers	1 to 2 Papers	3 to 4 Papers	5 or More Papers
		Points			
8	Writing and publishing scientific or technical peer-reviewed journal papers describing relevant ¹ research. Points will be awarded as follows, where the <i>Senior SAR Specialist</i> proposed had significant ² input to the journal paper(s).	0	4	8	12
9	Writing scientific or technical company reports describing relevant ¹ research. Points will be awarded as follows, where the <i>Senior SAR Specialist</i> proposed had significant ² input to the report(s).	0	2	4	6
10	Writing scientific or technical conference papers describing relevant ¹ research. Points will be awarded as follows, where the <i>Senior SAR Specialist</i> proposed had significant ² input to the conference paper(s).	0	2	4	6

¹Relevant work is defined as scientific and technical work described in Section 5.3 of Annex A, Statement of Work of this bid solicitation.

²Significant is defined as the lead or second author on a particular paper. The Bidder must state which sections the proposed candidate wrote for each paper proposed.

R2.7 Intelligence/TCPED Support (Minimum 60 points / Maximum 87 points)

Points will be awarded to the proposed *Intelligence/TCPED Support* for experience, as indicated in the table below. The experience must be demonstrated within the last six (6) years of the date of solicitation closing. Concurrent and non-contiguous experience will be accepted.

Criterion		Less than 12 months of experience	Greater than 12 to less than or equal to 24 months of experience	Greater than 24 to less than or equal to 36 months of experience	Greater than 36 months of experience
		Points			
1	Experience with collection and/or analysis of remote sensing imagery for an R&D project.	0	4	8	12
2	Developing CONOPS for space-based ISR / TCPED cycle in multi-satellite system-of-systems environments.	0	4	8	12
3	Experience developing or defining or analyzing space-based ISR and/or TCPED related requirements.	0	4	8	12
4	Experience using or implementing satellite image collection planning systems for remote sensing applications.	0	4	8	12
5	Developing algorithms and/or tools for satellite image collection planning and/or collection schedule optimization.	0	4	8	12

6. A minimum of 4 months experience with remote sensing image exploitation with each of the following COTS software One (1) point per COTS software (up to 3 points):
- Systems Tool Kit (Analytical Graphics Inc)
 - Matlab (MathWorks)
 - Commercial optimization software (e.g., CPLEX)

Criterion		0 Papers	1 to 2 Papers	3 to 4 Papers	5 or More Papers
		Points			
7	Writing and publishing scientific and/or technical peer-reviewed journal papers describing relevant ¹ research. Points will be awarded as follows, where the <i>Intelligence/TCPED Support</i> proposed had significant ² input to the journal paper(s).	0	4	8	12
8	Writing scientific and/or technical company reports describing relevant ¹ research. Points will be awarded as follows, where the <i>Intelligence/TCPED Support</i> proposed had significant ² input to the	0	2	4	6

9	Writing scientific and/or technical conference papers describing relevant ¹ research. Points will be awarded as follows, where the <i>Intelligence/TCPED Support</i> proposed had significant ² input to	0	2	4	6
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¹Relevant work is defined as scientific and technical work described in Section 5.4 of Annex A, Statement of Work of this bid solicitation.

²Significant is defined as the lead or second author on a particular paper. The Bidder must state which sections the proposed candidate wrote for each paper proposed.

R2.8 GIS Developer (Minimum 45 points / Maximum 65 points)

Points will be awarded to the proposed *GIS Developer* for experience, as indicated in the table below. The experience must be demonstrated within the last six (6) years of the date of solicitation closing. Concurrent and non-contiguous experience will be accepted.

Criterion		Less than 12 months of experience	Greater than 12 to less than or equal to 24 months of experience	Greater than 24 to less than or equal to 36 months of experience	Greater than 36 months of experience
		Points			
1	Operating a GIS system (e.g. Esri's ArcGIS for Desktop) for defence applications.	0	4	8	12
2	Operating a GIS system in support of a remote sensing or geospatial intelligence applications.	0	4	8	12
3	Operating a GIS system in support of satellite image exploitation.	0	4	8	12
4	Operating ArcGIS for Server to provide maps and other data in web-service architectures.	0	4	8	12
5	Programming to extend ArcGIS functionality by developing add-on tools using Python and/or C# (or other object-oriented programming languages).	0	4	8	12

6. Programming using COTS software identified within Section 4.5 of the SOW for remote sensing image exploitation - one (1) point per COTS software up to 5 points:
 - a. Arc Objects SDK
 - b. ArcGIS (Esri)
 - c. GDAL (Open Source Geospatial Foundation)
 - d. ENVI (Harris Geospatial)
 - e. Geomatica (PCI Geomatics)
 - f. Python
 - g. C++
 - h. C#
 - i. Microsoft.NET technologies

R2.9 Technical Writer (Minimum 42 points / Maximum 60 points)

Points will be awarded to the proposed *Technical Writer* for experience, as indicated in the table below. The experience must be demonstrated within the last six (6) years of the date of solicitation closing. Concurrent and non-contiguous experience will be accepted.

Criterion		Less than 12 months of experience	Greater than 12 to less than or equal to 24 months of experience	Greater than 24 to less than or equal to 36 months of experience	Greater than 36 months of experience
		Points			
1	Creating technical documentation for remote sensing or geospatial intelligence applications (including but not limited to satellites, ground stations and mission planning systems).	0	4	8	12
2	Creating technical documentation for image and/or signal processing applications.	0	2	4	6
3	Creating technical documentation for Geographical Information Systems.	0	2	4	6
4	Creating technical documentation for use in military environments.	0	4	8	12
5	Creating software user guides.	0	4	8	12
6	Creating software installation guides.	0	2	4	6
7	Creating software and/or system operation guides.	0	2	4	6

R3. BIDDER EXPERIENCE: (Minimum 100 points / Maximum 180 points)

The Bidder must demonstrate that it has completed at least one (1) project in support of Radar Remote Sensing within the past seven (7) years of the date of solicitation closing, where the Bidder's level of effort on the project was for more than 20 days.

For each demonstrated project, the Bidder must provide the following information, at a minimum:

- a. The start date and end date (month and year) of the period during which the Bidder acquired the experience during the project;
- b. The level of effort;
- c. The client organization*;
- d. A description of the project's scope, tasks and deliverables;
- e. A description of the resource team, including their roles and responsibilities throughout the duration of the project; and
- f. The name and contact information of the client reference.

*Project(s) cited must have been for client(s) external to the Bidder's organization. The following project summaries will not be considered: for any organization that is related to the Bidder (e.g.: parent company or subsidiary of the Bidder and the Bidder's internal clients).

Points will be awarded as follows, where section refers to any of the sub-sections 5.1 through 5.6 of the Statement of Work at Annex A. In order to demonstrate project experience in one or more sections, specific activities completed by the Bidder during the project in each claimed section must be identified along with experience in terms of months.

- 1 section (with a minimum of 12 months project experience) – 20 points
- 2 sections (with a minimum of 18 months combined project experience) – 60 points
- 3 sections (with a minimum of 24 months combined project experience) – 100 points
- 4 sections (with a minimum of 30 months combined project experience) – 140 points
- 5 sections (with a minimum of 36 months combined project experience) – 160 points
- 6 sections (with a minimum of 42 months combined project experience) – 180 points

For example: If a Bidder demonstrates experience in three sections but the project experience only totals 23 months, the Bidder would be awarded 60 points. If a Bidder demonstrates experience in three sections but the project experience only totals 17 months, the Bidder would be awarded 20 points.