



## RETURN BIDS TO:

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Bid Receiving - PWGSC/Réception des soumissions  
- TPSGC

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Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Quebec

K1A 0S5

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

### Comments - Commentaires

### Vendor/Firm Name and Address

### Raison sociale et adresse du

### fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

Defence Science Projects Division/Division des projets des sciences de la défense

Les Terrasses de la Chaudière

10, rue Wellington, 4e étage

Gatineau

Quebec

K1A 0S5

<b>Title - Sujet</b> Arti. Intell & Mac. L.R&D Services	
<b>Solicitation No. - N° de l'invitation</b> W6399-19KH95/B	<b>Date</b> 2020-06-22
<b>Client Reference No. - N° de référence du client</b> W6399-19KH95	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$\$SL-014-38055	
<b>File No. - N° de dossier</b> 014sl.W6399-19KH95	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-08-04</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Jean-Philippe Veilleux	<b>Buyer Id - Id de l'acheteur</b> 014sl
<b>Telephone No. - N° de téléphone</b> (613) 297-4403 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE National Defence Headquarters MGen George R. Parkes Bldg. 101 Colonel By Drive Ottawa, ON K1A0K2	

Instructions: See Herein

Instructions: Voir aux présentes

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

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W6399-19KH95/A  
Client Ref. No. - N° de réf. du client  
W6399-19KH95

Amd. No. - N° de la modif.  
File No. - N° du dossier  
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CCC No./N° CCC - FMS No./N° VME

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## PART 1 - GENERAL INFORMATION

### 1.1. Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, DND 626 Task Authorization Form and any other annexes.

### 1.2. Summary

#### 1.2.1. Description of the Requirement

The Department of National Defence (DND) conducts a variety of Research and Development (R&D) activities to develop and improve specific capabilities that are required to support its unique operational mandate. The majority of these types of projects are pursued through Defence Research and Development Canada (DRDC) at various centers across Canada, or with industrial partners with DRDC oversight. DRDC's mandate includes taking advantage of the most recent and advanced technology to assess, explore and develop novel machine learning (ML) derived products and solutions tailored to specific Canadian Armed Forces requirements.

The latest trends in ML hold a lot of promise to revolutionize the way DND conducts its business by becoming a key enabler to defence capability development. To that end, this project seeks to establish a technology exploitation mechanism for DRDC and DND to draw upon.

The objective of this work is to provide various Artificial Intelligence (AI) and Machine Learning (ML) support services on an "as and when requested" basis to conceive, develop, test, optimize and implement all components of custom ML solutions.

The support services are divided into two streams: Software Centric Services and Hardware Centric Services.

Up to two contracts may result from this Request for Proposals

#### 1.2.2. Security requirements

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

#### 1.2.3. Trade Agreements

- a) This requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).
- b) This requirement is not subject to the provisions of the following Trade Agreements:

- i. North American Free Trade Agreement (NAFTA)

- This procurement consists of Research and Development services which are excluded from the application of the North American Free Trade Agreement (NAFTA) as per Annex 1001.1b-2, Section B.

- ii. World Trade Organization – Agreement on Government Procurement (WTO-GPA)

- Research and Development services are excluded from the application of the World Trade Organization - Agreement on Government Procurement (WTO-AGP) under Appendix 1, Annex 4 as they are not one of the applicable commodities listed in this agreement.

- iii. Canada-European Union Comprehensive Economic and Trade Agreement (CETA)

- Research and Development services are excluded from the Canada-European Union Comprehensive Economic and Trade Agreement (CETA) as per Annex 19-5 as they are not one of the applicable commodities listed in this agreement.

- iv. Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)

- Research and Development services are excluded from the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP) as per Chapter 15 A, Section E.1.

#### 1.2.4. Canadian Content

[A3050T](#) (2018-12-06) Canadian Content Definition

This procurement is limited to Canadian services.

#### 1.2.5. Controlled Goods

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

#### 1.2.6. Intellectual Property

The default position of Canada is to allow contractors to retain the Intellectual Property rights. Information on IP is available from the following source:

- a) Policy on Title to Intellectual Property Arising under Crown Procurement Contracts, found at: <http://www.ic.gc.ca/eic/site/068.nsf/eng/00005.html>

#### 1.2.7. Federal Contractors Program for employment equity

The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity – Certification.

#### 1.2.8. epost Connect service

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

### **1.3. Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 10 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

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## PART 2 -BIDDER INSTRUCTIONS

### 2.1. Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2.2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

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

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

### 2.3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### 2.3.1. Definitions

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or

- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

### 2.3.2. Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** ( ) **No** ( )  
If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### 2.3.3. Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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



## 2.4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 15 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## 2.5. Applicable Laws

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

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

## 2.6. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 15 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## 2.7. Bid Challenge and Recourse Mechanisms

2.7.1. Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.

2.7.2. Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:

- a) Office of the Procurement Ombudsman (OPO)
- b) Canadian International Trade Tribunal (CITT)

2.7.3. Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1. Bid Preparation Instructions

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

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

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

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

Section I: Technical Bid (4 hard copies) and/or 1 soft copy on USB Key

Section II: Financial Bid (1 hard copy) and/or 1 soft copy on USB Key

Section III: Certifications (1 hard copy) and/or 1 soft copy on USB Key

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

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

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

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

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

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### **3.2. Section I - Technical Bid**

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

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

### **3.3. Section II - Financial Bid**

3.3.1. Bidders must submit their financial bid in accordance with the Financial Bid Presentation Sheet in Attachment 1 to Part 3 of the RFP.

3.3.2. Electronic Payment of Invoices – Bid

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

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

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

### **3.4. Section III - Certifications**

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

## ATTACHMENT 1 TO PART 3

### FINANCIAL BID PRESENTATION SHEET

#### LABOUR

##### 1.0 Firm All-Inclusive hourly rates (FAIHR).

The Bidder must complete the following table, identifying costing information for year one through year three and optional year one and two. The estimated level of effort in hours per year specified is only an approximation of requirements given in good faith and is provided for financial bid evaluation purposes only. It does not represent a commitment by Canada. Bidder must indicate a firm all-inclusive hourly rate for each labour category. Total must identify Rate multiplied by Hours

Labour Category	Initial Contract Period								
	Year 1			Year 2			Year 3		
	Rate*	Hours**	Total	Rate*	Hours**	Total	Rate*	Hours**	Total
<b>Project Support Services</b>									
Project Manager/Administrator		400			400			400	
<b>Technical Support Services</b>									
Intermediate Engineer		1000			1000			1000	
Engineering Technologist		1500			1500			1500	
<b>Scientific Support Services</b>									
Scientist or Scientific Researcher		2000			2000			2000	
Senior Scientist or Senior Scientific Researcher		2000			2000			2000	
<b>Sub-total</b>									

\* Firm all-inclusive hourly rate

\*\* Estimated level of effort

**Price Initial Contract** = Sub-Total (Year 1) \$ \_\_\_\_\_ + Sub-Total (Year 2) \$ \_\_\_\_\_ + Sub-Total (Year 3) \$ \_\_\_\_\_

Labour Category	Option Periods					
	Option Year 1			Option Year 2		
	Rate*	Hours**	Total	Rate*	Hours**	Total
<b>Project Support Services</b>						
Project Manager/Administrator		400			400	
<b>Technical Support Services</b>						
Intermediate Engineer		1000			1000	
Engineering Technologist		1500			1500	
<b>Scientific Support Services</b>						
Scientist or Scientific Researcher		2000			2000	
Senior Scientist or Senior Scientific Researcher		2000			2000	
<b><u>Sub-total</u></b>						

\* Firm all-inclusive hourly rate

\*\* Estimated level of effort

**Price Option Periods** = Sub-Total (Option 1) \$ \_\_\_\_\_ + Sub-Total (Option 2) \$ \_\_\_\_\_

**Total Labour** = Price (Initial Contract) \$ \_\_\_\_\_ + Price Option Periods \$ \_\_\_\_\_

**2.0 Labour Profits:** at a firm rate of \_\_\_\_% on the above labour rates.

*Please note at this this percentage will also be applied on the applicable items identified in the Basis of Payment of the resulting contract*

**3.0 Total Bid Price** = (Total Labour \$ \_\_\_\_\_ + (Total Labour x profit %))

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## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1. Evaluation Procedures

4.1.1. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.

4.1.2. An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.3. Phased Bid Compliance Process

a) General

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

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

- iii. 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 nonresponsive.
- iv. The PBCP does not limit Canada's rights under SACC 2003, mentioned in section 2.1 of Part 2 of the Request for Proposals, 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 iii.

- v. 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.
- b) Phase I : Financial Bid
- i. 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.
  - ii. Canada's review in Phase I will be performed by officials of Public Works and Government Services Canada.
  - iii. 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.
  - iv. For Bids other than those described in iii. , Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
  - v. 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.
  - vi. 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.

- vii. 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.
  - viii. 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.
  - ix. Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.
- c) Phase II: Technical Bid
- i. 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.
  - ii. 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.
  - iii. 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.
  - iv. The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.



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- v. 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.
  - vi. 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.
  - vii. 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.
  - viii. 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.
  - ix. Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.
- d) Phase III: Final Evaluation of the Bid
- i. 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.
  - ii. A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

## 4.2. Technical Evaluation

### 4.2.1. General

- a) Software and Hardware Centric streams, as detailed in Annex A – Statement of Work, will be evaluated separately
- b) Experience up to the starting date of the bid solicitation period is acceptable. Overlapping experience from concurrent projects will only be counted once.

### 4.2.2. Mandatory criteria

- a) The following applies:

#### i. Definitions

Bachelor's Degree	An undergraduate degree at the Bachelor's level from a recognized Canadian academic institution, or the equivalent, as established by the Alliance of Credential Evaluation Services of Canada (ACESC) ( <a href="https://www.cicic.ca/1374/obtain-an-academic-credential-assessment-for-general-purposes/index.canada">https://www.cicic.ca/1374/obtain-an-academic-credential-assessment-for-general-purposes/index.canada</a> ) if obtained outside Canada.
Master's Degree	A graduate degree at the Masters level from a recognized Canadian academic institution, or the equivalent, as established by the ACESC if obtained outside Canada.
Doctorate Degree (PhD)	A graduate degree at the Doctorate level from a recognized Canadian academic institution, or the equivalent, as established by the ACESC if obtained outside Canada.

The Bidder must submit a copy of the conferred degree for each of the proposed individuals, or if equivalent to a Canadian degree, must provide a screenshot of the assessment or listing of the academic institution where they received their degree from the ACESC. Education requirements are considered met if the individual's level is equal to or higher than the requirement.

#### ii. Documents

For each proposed individual, the documents provided by the bidders in their bid must include the following details:

- (1) When the work was done;
- (2) Where the work was done;
- (3) The name of the employer;
- (4) The name of the client;
- (5) The title of the proposed individual at the time the work was completed;
- (6) The duties performed; and
- (7) To which of the capabilities listed in Section 5 – Requirement of Annex A, the experience applies;

- b)

Item	Requirement	Proof of Compliance	Compliant (Yes/No)
MT 1	<u>Quality System</u> The Bidder must have a quality system that meets the objectives of the ISO 9001 or equivalent quality system model during performance of this contract.	The Bidder must provide: (1) Certifications for current ISO 9001 or equivalent compliance;  OR	

		(2) A document that provides an overview of their quality system that confirms they conform to the objectives of the ISO 9001 or equivalent quality system model albeit do not currently hold certification.	
Project Support Services			
The Project Manager/Administrator provides project support in managing the non-technical aspects of task administration.			
MT 2	<u>Project Manager/Administrator</u> At least one individual must be proposed in this category.	The proposed resource must have a Bachelor's degree in any field.	
		The proposed resource must have a minimum of 10 years of experience in the last 15 years in a senior administrative or project manager role.	
		The proposed resource must have experience as a Senior Administrator or Project Manager in the last 10 years on a minimum of two projects related to any of the Key Areas of Activity (Annex A, Section 6.1), each valued at a minimum of \$1,000,000 OR each longer than two years in duration.	
Technical Support Services			
The Bidder must employ a team of no less than five Intermediate Engineers or Engineering Technologists, with experience in the capabilities detailed in Section 5 of Annex A. A combined total of five individuals must be proposed in this category. The Bidder may provide more proposed individuals than requested, however a combined maximum of five résumés will be evaluated for both categories.			
MT 3A	<u>Intermediate Engineer</u> Up to five individuals may be proposed in this category.	The proposed resource must have a Bachelor's or Master's degree in Engineering.	
		The proposed resource must have a minimum of 10 years of experience in the last 15 years working on projects related to any of the Key Areas of Activity (Annex A, Section 6.1).	
		The proposed resource must have experience leading at least three projects in the last five years related to any of the Key Areas of Activity (Annex A, Section 6.1), each valued at \$1,000,000 or more or a duration of no less than one year.	
MT 3B	<u>Engineering Technologist</u> Up to five individuals may be proposed in this category.	The proposed resource must have a College Diploma in Engineering or applied science.	
		The proposed resource must have a minimum of 10 years of experience working on projects related to any of the Key Areas of Activity (Annex A, Section 6.1).	

Scientific Support Services			
The Bidder must employ a team of no less than five Scientists or Scientific researchers of which at least three must be at the senior level. A combined total of five individuals must be proposed in this category. The Bidder may provide more proposed individuals than requested, however a combined maximum of five résumés will be evaluated for both categories.			
MT 4A	<u>Scientist or Scientific Researcher</u> Up to two individuals may be proposed in this category.	The proposed resource must have a Master's degree in Science or Engineering.	
		The proposed resource must have a minimum of five years of experience in the last 15 years working on projects related to any of the Key Areas of Activity (Annex A, Section 6.1).	
MT 4B	<u>Senior Scientist or Senior Scientific Researcher</u> A minimum of three up to a maximum of five individuals may be proposed in this category.	The proposed resource must have a Doctorate degree in Science or Engineering.	
		The proposed resource must have a minimum of 10 years of experience in the last 15 years working on projects related to any of the Key Areas of Activity (Annex A, Section 6.1)A.	
		The proposed resource must have experience as the scientific lead of at least three projects in the last five years related to any of the Key Areas of Activity (Annex A, Section 6.1), each valued at \$1,000,000 or more or a duration of no less than one year.	

#### 4.2.3. Point-rated criteria

- a) The following applies:
  - i. Project Experience will be evaluated based upon previous work done by the Bidder as follows:
    - (1) The Bidder may use the same projects presented in section 4.2.2. Mandatory Criteria if these projects were undertaken by its personnel while working for the Bidder;
    - (2) Evaluation will be based upon the project descriptions submitted by the Bidder, which must include sufficient information to evaluate the project for Scope, Duration and Value;
    - (3) The Bidder may submit description for up to a maximum of 10 projects. Each project can score a maximum of 4 points per criterion and a combined total of 12 points per project, for a maximum score of 120 for all 10 projects; and
    - (4) In order to evaluate specific capabilities of interest to DND, the projects submitted for evaluation by the bidder must fall into one of the following section:

A. Section I:

- Computer Vision;
- Natural Language Processing;
- Machine Learning;
- Human - Machine Interaction;
- Data Fusion; and
- Artificial Intelligence "Explainability and Certifiability".

B. Section II:

- Augmenting Human Performance;
- Autonomous Systems and Automation;
- Optimization;
- Electro-optic Systems; and
- Augmenting Situational Awareness.

(5) A minimum of 30 points must be achieved for Project Experience

ii. Publications will be evaluated based upon peer reviewed publications produced as a result of work undertaken by the Bidder in the last 5 years as follows:

- (1) Evaluation will be based upon the publication descriptions submitted by the Bidder, each of which must be related to the capabilities described in Annex A - Statement of Work, specifically to those detailed in Section 6.1 (Key Areas of Activity) and 6.2 (Support Services);
- (2) The Bidder may submit descriptions for as many publications as they wish, each is worth two points up to a maximum of thirty 30 points;
- (3) Only publications that have been peer reviewed are acceptable; and
- (4) Only the work for which the Bidder owns the Intellectual Property is acceptable. Work undertaken by the Bidder's current personnel under a different employer won't be accepted.

b)

Criterion no.	Requirement	Points
<b>Project Experience</b>		
PRT 1A	<u>Scope</u> <b>1 point:</b> The project is closely connected, but not directly related to one of the <b>Capability Areas</b> ; <b>2 points:</b> The project is directly related to the <b>Capability Areas</b> identified in either Section I <b>OR</b> Section II; and <b>4 points:</b> The project is directly related to the <b>Capability Areas</b> identified in Section I <b>AND</b> Section II.	Project 1: __ out of 4 Project 2: __ out of 4 Project 3: __ out of 4 Project 4: __ out of 4 Project 5: __ out of 4 Project 6: __ out of 4 Project 7: __ out of 4 Project 8: __ out of 4 Project 9: __ out of 4 Project 10: __ out of 4  Total: _____ out of 40
PRT 1B	<u>Duration</u>	

	<b>1 point:</b> The project duration is three months or longer but shorter than six months; <b>2 points:</b> The project duration is six months or longer but shorter than eighteen months; and <b>4 points:</b> The project duration is longer than eighteen months.	Project 1: ___ out of 4 Project 2: ___ out of 4 Project 3: ___ out of 4 Project 4: ___ out of 4 Project 5: ___ out of 4 Project 6: ___ out of 4 Project 7: ___ out of 4 Project 8: ___ out of 4 Project 9: ___ out of 4 Project 10: ___ out of 4  Total: _____ out of 40
PRT 1C	<b>Value</b> <b>1 point:</b> The project value is less than \$300,000; <b>2 points:</b> The project value is between \$300,000 and \$1,000,000; and <b>4 points:</b> The project value is greater than \$1,000,000.	Project 1: ___ out of 4 Project 2: ___ out of 4 Project 3: ___ out of 4 Project 4: ___ out of 4 Project 5: ___ out of 4 Project 6: ___ out of 4 Project 7: ___ out of 4 Project 8: ___ out of 4 Project 9: ___ out of 4 Project 10: ___ out of 4  Total: _____ out of 40
<b>Project Experience Total</b>		___ out of 120 (Minimum 30)
<b>Peer Reviewed Publications</b>		
PRT 2	<b>2 points</b> per publication that is related to the capabilities described in Annex A (Statement of Work), specifically to those detailed in Section 6.1 (Key Areas of Activity) and 6.2 (Support Services).	___ out of 30

#### 4.3. Financial Evaluation

##### 4.3.1. Mandatory Financial Criteria

Bidders must present their financial bid in accordance with article 3.3, Section II: Financial Bid of Part 3 of the Request for Proposals.

##### 4.3.2. Evaluation of Price

- a) The bid price will be evaluated in Canadian dollars, Applicable Taxes excluded, Canadian customs duties and excise taxes included.
- b) For evaluation purposes only, the price of the bid will be determined as the Total Bid Price, identified in Attachment 1 of Part 3, above.
  - i. Important Note to Bidders: The rates provided in Attachment 1 to Part 3 for any given resource category must not increase by more than 5% from one period to

the next. If the increase is greater than 5%, the bid will be considered non-responsive.

#### 4.4. Basis of Selection

4.4.1. To be declared responsive, a bid must:

- a) comply with all the requirements of the bid solicitation; and
- b) meet all mandatory criteria; and
- c) obtain the required minimum points specified for criteria number PRT 1A, 1B and 1C
- d) obtain the required minimum of 90 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 150 points.

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

4.4.3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30 % for the price.

4.4.4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70 %.

4.4.5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %.

4.4.6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

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

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

#### Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.62$	$89/135 \times 70 = 46.14$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.54$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating		84.16	73.14	77.70
Overall Rating		1st	3rd	2nd

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## PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1. Certifications Required with the Bid

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

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

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

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

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

#### 5.2.1. Integrity Provisions – Required Documentation

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

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

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

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

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



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

### **5.3. Additional Certifications Precedent to Contract Award**

#### **5.3.1. Canadian Content Certification**

This procurement is limited to Canadian services.

The Bidder certifies that:

( ) the services offered are Canadian services as defined in paragraph 4 of clause [A3050T](#).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#), Example 2, of the [Supply Manual](#).

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

#### **5.3.2. Education and Experience**

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

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## PART 6 - SECURITY AND OTHER REQUIREMENTS

### 6.1. Security Requirements

6.1.1. Before award of a contract, the following conditions must be met:

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

6.1.2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

6.1.3. 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.

### 6.2. Controlled Goods Requirement

6.2.1. SACC Manual clause A9130T (2019-11-28) Controlled Goods Program

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\*\*\*THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT\*\*\*

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1. Statement of Work

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

### 7.2. Task Authorization

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

#### 7.2.1. Task Authorization Process

- a) The Technical Authority will provide the Contractor with a description of the task using the DND 626 Task Authorization Form specified in Annex F.
- b) The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable bases and methods of payment as specified in the Contract.
- c) The Contractor must provide the Technical Authority, within 10 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
- d) The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk

#### 7.2.2. Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$ 250,000.00, Applicable Taxes included, inclusive of any revisions.

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

#### 7.2.3. Minimum Work Guarantee - All the Work - Task Authorizations

- a) In this clause,  
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and  
"Minimum Contract Value" means an amount equivalent to 5% of the original contract value
- 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 paragraph 3. In consideration of such obligation, the Contractor

agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

- c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
- d) Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### 7.2.4. Periodic Usage Reports - Contracts with Task Authorizations

- a) The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.
- b) The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.
- c) The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

- d) The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.
- e) A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:
  - i. For each authorized task:
    - (1) the authorized task number or task revision number(s);
    - (2) a title or a brief description of each authorized task;
    - (3) the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
    - (4) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
    - (5) the start and completion date for each authorized task; and
    - (6) the active status of each authorized task, as applicable.
  - ii. For all authorized tasks:
    - (1) the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and

- (2) the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

#### 7.2.5. Progress Reports

- a) The Contractor must submit monthly reports, in electronic format, on the progress of the Work, to both the Technical Authority and the Contracting Authority.
- b) The progress report must contain three parts:
- i. Part 1: The Contractor must answer the following three questions:
- (1) Is the project on schedule?
  - (2) Is the project within budget?
  - (3) Is the project free of any areas of concern in which the assistance or guidance of Canada may be required?
- Each negative response must be supported with an explanation.
- ii. PART 2: A narrative report, brief, yet sufficiently detailed to enable the Technical Authority to evaluate the progress of the Work, containing as a minimum:
- (1) (A description of the progress of each task and of the Work as a whole during the period of the report. Sufficient sketches, diagrams, photographs, etc., must be included, if necessary, to describe the progress accomplished.
  - (2) An explanation of any variation from the work plan.
  - (3) A description of trips or conferences connected with the Contract during the period of the report.
  - (4) A description of any major equipment purchased or constructed during the period of the report.
- iii. PART 3: The "Contract Plan and Report Form", [PWGSC-TPSGC 9143](#) (or an equivalent form acceptable to the Contracting Authority) showing the following:
- (1) Actual and forecast expenditure on a monthly basis for the period being covered. (Expenditures are to be outlined by month and by task.)

#### 7.2.6. Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by \_\_\_\_\_  
(*To be filled at Contract award*). This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

### **7.3. Standard Clauses and Conditions**

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

#### 7.3.1. General Conditions

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**2040** (2020-05-28), General Conditions - Research & Development, apply to and form part of the Contract.

#### 7.4. Security Requirements

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

7.4.2. Security Clauses

- 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 **SECRET**, with approved Document safeguarding at the level of **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 CLASSIFIED information, assets or sensitive site(s) must EACH hold a valid personnel security screening at the level of **SECRET**, granted or approved by the CSP, PWGSC.
- d) Processing of CLASSIFIED information electronically at the Contractor/Offeror's site is NOT permitted under this Contract/Standing Offer.
- e) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
- f) The Contractor/Offeror must comply with the provisions of the:
  - i. Security Requirements Check List and security guide (if applicable), attached at Annex D;
  - ii. *Industrial Security Manual* (Latest Edition).

#### 7.5. Term of Contract

7.5.1. Period of the Contract

The period of the Contract is from date of Contract award to March 31<sup>st</sup>, 2023, inclusive.

7.5.2. Option to Extend the Contract

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

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

#### 7.6. Authorities

7.6.1. Contracting Authority

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The Contracting Authority for the Contract is:

Name: Jean-Philippe Veilleux  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Innovation Procurement Directorate  
Address:

10 Wellington Street  
Terrasses de la Chaudière  
Québec  
K1A 0S5

Telephone: 613-297-4403  
Facsimile: 819-997-2229  
E-mail address: [jean-philippe.veilleux@tpsgc-pwgsc.gc.ca](mailto:jean-philippe.veilleux@tpsgc-pwgsc.gc.ca)

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

7.6.2. Procurement Authority

The Procurement Authority for the Contract is: *(To be filled at Contract award)*

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

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

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

7.6.3. Technical Authority

The Technical Authority for the Contract is: *(To be filled at Contract award)*

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

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

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.

#### 7.6.4. Contractor's Representative

The Contractor's Representative(s) will be: *(To be filled at Contract award)*

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

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

### **7.7. Proactive Disclosure of Contracts with Former Public Servants**

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2019-01 of the Treasury Board Secretariat of Canada.

### **7.8. Payment**

#### 7.8.1. Basis of Payment

One of the following types of basis of payment will form part of the approved Task Authorization (TA). The task price must be determined in accordance with the Basis of Payment at Annex B

a) TA subject to a Limitation of Expenditure

- i. The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Annex B.
- ii. Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are included and Applicable Taxes are extra.
- iii. No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

b) Ceiling Price TA



- i. The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at annex B.
  - ii. Canada's liability to the Contractor under the authorized task authorization must not exceed the ceiling price specified in the authorized task authorization. Custom duties are included and Applicable Taxes are extra.
  - iii. No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.
- c) Firm Unit Price(s) or Firm Lot Price TA
  - i. In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization, the Contractor will be paid the firm unit price(s) in accordance with the basis of payment, in Annex B as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.
  - ii. Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

#### 7.8.2. Limitation of Expenditure - Cumulative Total of all Task Authorizations

- a) Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ 3,000,000.00. Customs duties are included and Applicable Taxes are extra.
- b) 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.
- c) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - i. when it is 75 percent committed, or
  - ii. four (4) months before the contract expiry date, or
  - iii. 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 revisionswhichever comes first.
- d) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### 7.8.3. Method of Payment

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

a) Single Payment

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

- i. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- ii. all such documents have been verified by Canada;
- iii. the Work delivered has been accepted by Canada.

b) Milestone Payments

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Task Authorization and the payment provisions of the Contract if:

- i. an accurate and complete claim for payment using **PWGSC-TPSGC 1111**, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- ii. all the certificates appearing on form **PWGSC-TPSGC 1111** have been signed by the respective authorized representatives;
- iii. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

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

- i. Canada will make progress payments in accordance with the Task Authorization and the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, up to 90 percent of the amount claimed and approved by Canada if:
  - (1) an accurate and complete claim for payment using form **PWGSC-TPSGC 1111**, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - (2) the amount claimed is in accordance with the basis of payment;
  - (3) the total amount for all progress payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Task Authorization;
  - (4) all certificates appearing on form **PWGSC-TPSGC 1111** have been signed by the respective authorized representatives.
- ii. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Task Authorization if the Work has been accepted by Canada and a final claim for the payment is submitted

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

#### 7.8.4. 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);

#### 7.8.5. Time Verification

C0711C (2008-05-12) Time Verification

### **7.9. Invoicing Instructions**

Depending on the method of payment specified in the applicable Task Authorization, one of the following Invoicing Instructions clauses will apply

#### 7.9.1. Invoicing Instructions

- a) The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. The invoice must show the Task Authorization (TA) number and, as applicable, the description of the milestone invoiced. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- i. a copy of time sheets to support the time claimed;
- ii. a copy of the release document and any other documents as specified in the Contract;
- iii. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- iv. a copy of the monthly progress report.

- b) Invoices must be distributed as follows:

- i. The original and one (1) copy must be forwarded to the following address for certification and payment:

Department of National Defence Headquarters  
Canadian Special Operations Forces Command (CANSOFCOM) Director FD  
101 Colonel By Drive  
Ottawa, ON, Canada, K1A 0K2  
Attention: William Hafner, CANSOFCOM Procurement

- ii. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract

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**7.9.2. Invoicing Instructions - Progress Payment Claim**

- a) The Contractor must submit a claim for payment using form **PWGSC-TPSGC 1111**, Claim for Progress Payment.

Each claim must show:

- i. all information required on form **PWGSC-TPSGC 1111**;
- ii. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- iii. the Task Authorization (TA) number

Each claim must be supported by:

- i. a copy of time sheets to support the time claimed;
  - ii. a list of all expenses;
  - iii. a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses; and
  - iv. a copy of the monthly progress report.
- b) Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
- c) The Contractor must prepare and certify one original and two (2) copies of the claim on form **PWGSC-TPSGC 1111**, and forward it to the Procurement Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place. The Procurement Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.
- d) The Contractor must not submit claims until all work identified in the claim is completed.

**7.10. Certifications and Additional Information**

**7.10.1. Compliance**

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

**7.10.2. Federal Contractors Program for Employment Equity - Default by the Contractor**

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

#### 7.11. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*To be filled at Contract award*)

#### 7.12. Priority of Documents

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

- a) the Articles of Agreement;
- b) the general conditions **2040** (2018-06-21), General Conditions - Research & Development;
- c) Annex A, Statement of Work;
- d) Annex B, Basis of Payment;
- e) Annex C, Security Requirements Check List;
- f) the signed Task Authorizations (including all of its annexes, if any);
- g) the Contractor's bid dated \_\_\_\_\_, (*To be filled at Contract award*), as clarified on \_\_\_\_\_ " **or** ", as amended on \_\_\_\_\_ "

#### 7.13. Defence Contract

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

#### 7.14. Foreign Nationals (Canadian Contractor)

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

#### 7.15. Controlled Goods Program

SACC Manual clause **A9131C** (2014-11-27), Controlled Goods Program  
SACC Manual clause **B4060C** (2011-05-16), Controlled Goods (DND)

#### 7.16. Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

#### 7.17. Dispute Resolution

- 7.17.1. The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- 7.17.2. The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- 7.17.3. If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- 7.17.4. Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "**Dispute Resolution**".

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## **ANNEX "A"**

### **STATEMENT OF WORK FOR APPLIED MACHINE LEARNING ENGINEERING AND SCIENTIFIC SERVICES**

#### **1.0 INTRODUCTION**

The Department of National Defence (DND) conducts a variety of Research and Development (R&D) activities to develop and improve specific capabilities that are required to support its unique operational mandate. The majority of these types of projects are pursued through Defence Research and Development Canada (DRDC) at various centers across Canada, or with industrial partners with DRDC oversight. DRDC's mandate includes taking advantage of the most recent and advanced technology to assess, explore and develop novel machine learning (ML) derived products and solutions tailored to specific Canadian Armed Forces requirements.

#### **2.0 BACKGROUND**

DRDC, as the DND lead in defence research, must keep up to date with the latest technology in order to deliver effective, high tech solutions to operational problems. The latest trends in ML hold a lot of promise to revolutionize the way DND conducts its business by becoming a key enabler to defence capability development. To that end, this project seeks to establish a technology exploitation mechanism for DRDC and DND to draw upon applied ML engineering and scientific support services

#### **3.0 OBJECTIVE**

The objective of this work is to conceive, develop, test, optimize and implement all components of custom ML solutions on an "as and when requested" basis. This objective can be subdivided into the following categories:

- (a) Extend the research and development capacity of DND where limited capacity currently exists in terms of personnel resources and depth of expertise to fully explore and exploit the potential of ML; and
- (b) Develop and exploit the benefits of ML technologies faster than currently possible to gain and maintain DND's technological advantage over possible adversaries.

#### **4.0 ACRONYMS**

DND	Department of National Defence
DRDC	Defence Research and Development Canada
ML	Machine Learning
PA	Procurement Authority
R&D	Research and Development
TA	Technical Authority

#### **5.0 REQUIREMENT**

The Contractor must provide scientific and engineering services for applied ML in support of R&D activities on an "as and when requested" basis. The support services are divided into two (2) streams: (1) Software Centric Services; and (2) Hardware Centric Services. The capabilities of interest within each centric where developments may be investigated can include, but are not limited to:

1. Software Centric:
  - Computer vision;
  - Custom software solutions;
  - Stochastic optimization problems; and
  - Management of big data;
2. Hardware Centric:
  - Signal processing;
  - Electro-Optic/Infrared system engineering;
  - Electro-Optic/Infrared sensors and electronics;
  - Custom hardware solutions; and
  - High performance computing.

A particular project, as defined by the TA in individual Task Authorization, can encompass multiple capabilities in the same stream or reach across both streams.

## 6.0 SCOPE OF WORK

The Contractor must provide the following:

- (a) Applied ML engineering and scientific services in accordance with the Key Areas of Activity at Section 6.1 and the Support Services at Section 6.2;

Examples of ML applications include, but are not limited to, the following:

- Image/video processing for enhanced vision;
- Image/video exploitation from multimodal imagery (e.g., object detection, classification, identification, segmentation, tracking, etc.);
- Low-power video-rate inference of deep learning models for embedded systems; and
- Optimized design of critical components.

- (b) Material to support authorized tasks in accordance with Section 6.3;

### 6.1. Key Areas of Activity

The key areas of activity where developments may be investigated can include, but are not limited to:

- (a) Development, assembly, optimization, maintenance and exploitation of electro-optic/infrared data collection systems;
- (b) Curation of data (e.g., multimodal imagery, video, etc.) throughout the ML development cycle, from creation and initial storage, to preprocessing and building relevant datasets for training purposes;
- (c) Development, testing and validation of tailored ML solutions;
- (d) Implementation of ML products in hardware accelerators and integration in embedded systems; and

In support of these objectives, the various types of services required are detailed in the following sections.

### 6.2. Support Services

Support services include both generic services applicable to both the software and hardware centric streams, and services specific to each stream as detailed in the following sections. Specific activities will be defined in each separate task authorization.

#### 6.2.1. Generic Support Services

The following is a list of generic services that could be required of the Contractor:

- (a) Literature review - Review of existing, open and peer review literature pertaining to the deliverables identified in the Task Authorization;
- (b) Commercial products survey - Purchase of limited quantity of commercial products within the scope of the task for the purposes of testing, surveying and characterizing. This is a test and evaluation activity for the purposes of gaining a better understanding of the state of technology and for the purpose of making informed decisions on the progress of projects;
- (c) Producing technological roadmaps and technology trends assessments including gathering market information to aid informed decision making;
- (d) Participating in conferences, workshops and tradeshow on relevant topics in order to support and extent DND's capability to conduct outreach and information gathering where personnel attendance is required;
- (e) Collecting and storing data - Operating data collection equipment in a testing environment, which includes the range of environments from laboratory conditions at DRDC to the field with soldiers operating the equipment. This may require working outdoors, in low-light conditions and low-visibility conditions (e.g., rain, fog, dust, nighttime, etc.); and
- (f) Participating in data analysis and reduction - Following the collection data, it must be processed and sorted for relevancy.

#### 6.2.2. Specific Research Services

The following are capability areas which are of interest to DND for research purposes. A task may be specific to one capability area or span multiple areas:

- (a) Data Conditioning Services - To include curation of data for ML training purposes as follows:
  - i. Dataset preprocessing including:
    - a. Calibration of raw data;
    - b. Preprocessing of calibrated data, such as, but not limited to, image processing algorithms for quality improvement (contrast enhancement, noise reduction, lossless compression, etc.); and
    - c. Development of software tools to support data preprocessing tasks;
  - ii. Dataset generation including:
    - a. Data editing, formatting and augmenting;
    - b. Data labelling;
    - c. Development of software tools to support data labelling tasks; and
    - d. Development of databases for raw/processed data storage;



- 
- e. Development of data storage solutions for raw/processed data and datasets;
  - (b) Machine Learning Development Services - Development, testing and validation of novel ML techniques tailored to specific applications including, but not limited to, the following:
    - i. Generative Adversarial Networks;
    - ii. Convolutional Neural Networks;
    - iii. Recurrent Neural Networks;
    - iv. Long Short Term Memory;
    - v. Binary Neural Networks; and
    - vi. Few-shots Learning;
  - (c) Software Centric Development Services - Software centric services will focus on software development algorithms and software to solve optimization problems including, but not limited to, the following:
    - i. Redesigning existing or new military equipment to optimize particular performance parameters;
    - ii. Optimizing schedules; and
    - iii. Optimizing business or information management tools.
  - (d) System Engineering Services - To include:
    - i. Electronic design and development services including:
      - a. Designing electronic circuits (analog and digital) using standard commercial software;
      - b. Producing designs based on Field-Programmable Gate Array (FPGA) architecture;
      - c. Designing, manufacturing and assembling printed circuit boards according to the layout of the electronic components; and
      - d. Obtaining electronic components in order to assemble boards and the manufacturing of printed circuit boards;
    - ii. System design and system integration services including:
      - a. Designing software and hardware system architectures which may include optical, electronic, mechanical and software sub-components; and
      - b. Assembling and optimizing a functional demonstrator prototype to streamline the data collection process according to field trial requirements, which may include the integration of components (i.e., cameras, micro-displays, deep learning accelerators, etc.) in an electro-optic/infrared data collection system;
  - (e) Hardware Centric Development Services - Hardware centric services will focus on hardware development to solve optimization problems including, but not limited to, the following:
    - i. Redesigning existing or new military equipment to optimize particular performance parameters;
    - ii. Optimizing schedules; and

iii. Optimizing business or information management tools;

- (f) Hardware Accelerator Development and Integration Services - Custom or commercial-off-the-shelf solutions developed for real-time deep neural network inference in functional demonstrators and bespoke laboratory prototypes including, but not limited to, the following:
- i. The development of custom hardware, implementation of custom hardware, and integration of commercial-off-the-shelf hardware accelerators;
  - ii. Assessment and implementation of Deep Neural Network optimization techniques, such as pruning, encoding, compressing, binary neural networks, etc., and evaluation of the performance degradation with respect to gains in computation time and memory footprint;
  - iii. Conduct of options analysis for commercial-off-the-shelf hardware accelerators designed for compact, low-power Deep Neural Network inference that meets the application requirements; and
  - iv. Derivation of metrics for trade-off assessment and identification of requirements (memory, computation and energy) of embedded hardware accelerators for real-time Deep Neural Network inference.

### 6.3. Material

The Contractor may be required to purchase material to support approved tasks. All material purchases must be approved in advance by the DND Procurement Authority (PA) as part of the task approval, or as a separate task when required. Material purchased by the Contractor as part of the task becomes the property of DND upon completion of the task.

## **7.0 DELIVERABLES**

Depending on the nature of the work, the general deliverables include the following, with the specific deliverables being described in detail in each Task Authorization:

- Data collection systems;
- Electronic circuits (plans and circuit boards);
- Raw data, processed data, training datasets and other data by-products;
- Machine learning derived products; and
- Performance evaluation, options analysis and characterization reports.

## **8.0 REPORTS FORMAT**

For each task, documents and reports must be written in English using the Microsoft Office suite. Unless specified otherwise in the Task Authorization, required reports must be provided in a printed format (Hard Copy) or a CD/ DVD (Soft Copy). The exact nature of the report will be further specified in each Task Authorization.

## **9.0 MEETINGS**

A preliminary meeting must be held when a new Task Authorization is commencing in order to review in detail the objectives of the Task Authorization. The meeting must include the DND TA, additional technical members as deemed appropriate by the DND TA, and Contractor personnel. Additional progress meetings

may be required during the contract period, and will be held as agreed by the DND TA and the Contractor. These meetings will be held to discuss topics (as required by the DND TA) such as, but not limited to, the following: Progress of the technical work, the schedule or the budget,. A final task review meeting will be held upon completion of each task.

Meetings will either be held via teleconference, at DRDC (Valcartier or another center in Canada) or at the Contractor's facility as arranged with the DND TA. The Contractor must publish the minutes of all meetings within 10 working days of the meeting.

## **10.0 GOVERNMENT SUPPLIED MATERIAL/EQUIPMENT**

Each task authorization will contain a detailed description of government supplied material and/or equipment required for the task. The following is a generic list of material and equipment that may be provided to the Contractor depending on the project:

1. Data collection systems;
2. Electronic circuits (plans and circuit boards);
3. Raw data, processed data, training datasets and other data by-products;
4. Machine learning derived products; and
5. Performance evaluation, options analysis and characterization reports.

## **11.0 WORK LOCATION**

Depending on the task, the work may either be carried out on-site at DRDC Valcartier or at the Contractor's facility. Further clarification will be provided with each Task Authorization.

## ANNEX "B"

### BASIS OF PAYMENT

#### LABOUR

##### 1.0 Firm All-Inclusive hourly rates (FAIHR).

Labour Category	Estimated Level of Effort (Hours per Year)	Year 1	Year 2	Year 3	Option Year 1	Option Year 2	Total
		Rate	Rate	Rate	Rate	Rate	
Project Support Services							
Project Manager/Administrator	400	\$	\$	\$	\$	\$	\$
Technical Support Services							
Intermediate Engineer	1000	\$	\$	\$	\$	\$	\$
Engineering Technologist	1500	\$	\$	\$	\$	\$	\$
Scientific Support Services							
Scientist or Scientific Researcher	2000	\$	\$	\$	\$	\$	\$
Senior Scientist or Senior Scientific Researcher	2000	\$	\$	\$	\$	\$	\$

##### 2.0 TRAVEL AND LIVING

Concerning the requirements to travel described in section 11 of the Statement of Work in Annex A, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the [National Joint Council Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.

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

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

#### TOTAL ESTIMATED COST OF AUTHORIZED TRAVEL AND LIVING EXPENSES

EST. TBD IN EACH TA

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**3.0 MATERIALS AND SUPPLIES:** at laid down cost without markup  
Est.: TBD in each TA

**4.0 SUBCONTRACTS:** at actual cost without markup  
Est.: TBD in each TA

**5.0 PROFIT:** at a firm rate of \_\_\_% of item 1, 3 and 4 above  
Est.: TBD in each TA

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**ANNEX “C”**

**SECURITY REQUIREMENTS CHECK LIST**

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Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W6399-19KH95

Security Classification / Classification de sécurité  
Unclassified

**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	
DND		CANSOFCOM	
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 Scientific and engineering services for applied machine learning in support of R&D activities. The key sectors of activity where developments may be investigated can include: • Computer vision; Signal processing; Electro-Optic/Infrared system engineering; Electro-Optic/Infrared sensors and electronics; Custom software and hardware solutions; • Stochastic optimization problems; and High performance computing and big data.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
		Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>		NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>		NATO RESTRICTED <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>		NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
SECRET / SECRET <input checked="" type="checkbox"/>		NATO CONFIDENTIAL <input type="checkbox"/>	
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		NATO CONFIDENTIEL <input type="checkbox"/>	
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		NATO SECRET <input type="checkbox"/>	
		NATO SECRET <input type="checkbox"/>	
		COSMIC TOP SECRET <input type="checkbox"/>	
		COSMIC TRÈS SECRET <input type="checkbox"/>	
		PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
		SECRET / SECRET <input type="checkbox"/>	
		TOP SECRET / TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	





**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : \_\_\_\_\_

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 ☐ Yes  
Non Oui
- If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes  
Non Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

**PRODUCTION**

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non Oui





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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION	NATO CONFIDENTIEL		COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
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).

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## **ANNEX "D" to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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

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## ANNEX "E" to PART 5 OF THE BID SOLICITATION

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

OR

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

B. Check only one of the following:

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

OR

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

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**ANNEX “F”**

**DND 626 TASK AUTHORIZATION FORM**

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## TASK AUTHORIZATION AUTORISATION DES TÂCHES

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat  <hr/> Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<div style="border: 1px solid black; padding: 5px;"> <p><b>TO THE CONTRACTOR</b></p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p> </div>	
Delivery location – Expédiez à	<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 50%;"> <p>_____</p> <p style="text-align: center;">for the Department of National Defence pour le ministère de la Défense nationale</p> </div> </div> </div>	
Delivery/Completion date – Date de livraison/d'achèvement		
Contract item no. N° d'article du contrat	Services	Cost Prix
	<b>GST/HST TPS/TVH</b>	
	<b>Total</b>	
<p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p> <div style="border: 1px solid black; height: 40px; margin-top: 10px;"></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>_____</p> <p style="text-align: center;">for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p> </div> <div style="width: 50%; text-align: right;"> <p>Design: Forms Management 993-4050 Conception : Gestion des formulaires 993-4062</p> </div> </div>		

## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

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

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

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

### Services

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

### Cost

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

### GST/HST

The GST/HST cost as appropriate.

### Total

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

### Applicable only to PWGSC contracts

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

### Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

## Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

### Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédiez à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

### Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

### Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

### TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

### Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

### Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

### Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.