



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Réception des soumissions - TPSGC / Bid Receiving  
- PWGSC

Voir dans le document/

See herein

NA

Québec

NA

FAX pour soumissions: (418) 648-2209

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

### Comments - Commentaires

### Vendor/Firm Name and Address

### Raison sociale et adresse du

### fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

TPSGC/PWGSC

601-1550, Avenue d'Estimauville

Québec

Québec

G1J 0C7

<b>Title - Sujet</b> Numerical modelling & simulations	
<b>Solicitation No. - N° de l'invitation</b> W7701-196952/A	<b>Date</b> 2020-07-24
<b>Client Reference No. - N° de référence du client</b> W7701-196952	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$QCN-039-17954	
<b>File No. - N° de dossier</b> QCN-9-42122 (039)	<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 2020-08-25</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Boisclair, Daniel	<b>Buyer Id - Id de l'acheteur</b> qcn039
<b>Telephone No. - N° de téléphone</b> (418) 571-8051 ( )	<b>FAX No. - N° de FAX</b> (418) 648-2209
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DE LA DEFENSE NATIONALE BATISSE 53 2459 ROUTE DE LA BRAVOURE QUEBEC Québec G3J1X5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b> Voir doc.	<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>

---

## TABLE OF CONTENT

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>4</b>
1.1 INTRODUCTION.....	4
1.2 SUMMARY .....	5
1.3 DEBRIEFINGS .....	6
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>7</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	7
2.2 SUBMISSION OF BIDS.....	7
2.3 FORMER PUBLIC SERVANT.....	8
2.4 ENQUIRIES - BID SOLICITATION.....	9
2.5 APPLICABLE LAWS.....	9
2.6 BASIS FOR CANADA'S OWNERSHIP OF INTELLECTUAL PROPERTY .....	10
2.7 BID CHALLENGE AND RECOURSE MECHANISMS.....	10
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>11</b>
3.1 BID PREPARATION INSTRUCTIONS .....	11
SECTION I: TECHNICAL BID .....	11
SECTION II: FINANCIAL BID .....	12
SECTION III: CERTIFICATIONS .....	13
SECTION IV: ADDITIONAL INFORMATION .....	13
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>15</b>
4.1 EVALUATION PROCEDURES.....	15
4.2 BASIS OF SELECTION.....	16
<b>PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>18</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID .....	18
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	18
<b>PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS.....</b>	<b>20</b>
6.1 SECURITY REQUIREMENTS .....	20
6.2 FINANCIAL CAPABILITY .....	20
6.3 CONTROLLED GOODS REQUIREMENT.....	20
<b>PART 7 - RESULTING CONTRACT CLAUSES .....</b>	<b>21</b>
7.1 STATEMENT OF WORK.....	21
7.2 STANDARD CLAUSES AND CONDITIONS.....	23
7.3 SECURITY REQUIREMENTS .....	24
7.4 TERM OF CONTRACT .....	25
7.5 AUTHORITIES .....	26
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	27
7.7 PAYMENT .....	27
7.8 INVOICING INSTRUCTIONS .....	30
7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	31
7.10 APPLICABLE LAWS.....	31
7.11 PRIORITY OF DOCUMENTS .....	31
7.12 DEFENCE CONTRACT .....	32
7.13 FOREIGN NATIONALS (CANADIAN CONTRACTOR OR FOREIGN CONTRACTOR).....	32
7.14 INSURANCE OR INSURANCE REQUIREMENTS.....	32

Solicitation No. - N° de l'invitation  
W7701-196952/A  
Client Ref. No. - N° de réf. du client  
W7701-196952

Amd. No. - N° de la modif.  
File No. - N° du dossier  
QCN-9-42122

Buyer ID - Id de l'acheteur  
QCN039  
CCC No./N° CCC - FMS No./N° VME

---

7.15	CONTROLLED GOODS PROGRAM.....	32
7.16	PROGRESS REPORTS.....	32
7.17	CANADIAN FORCES SITE REGULATIONS.....	33
7.18.	IDENTIFICATION BADGE .....	33
7.19	DISPUTE RESOLUTION.....	33
<b>ANNEX A - STATEMENT OF WORK .....</b>		<b>34</b>
<b>ANNEX B - BASIS OF PAYMENT .....</b>		<b>44</b>
<b>ANNEX C - SECURITY REQUIREMENTS CHECK LIST .....</b>		<b>46</b>
<b>ANNEX D - DND 626 TASK AUTHORIZATION FORM .....</b>		<b>47</b>
<b>ANNEX E - CONTRACTOR DISCLOSURE OF FOREGROUND INFORMATION.....</b>		<b>48</b>
<b>ANNEX F - REQUEST FOR VISIT FORM .....</b>		<b>49</b>
<b>ANNEX G - NON-DISCLOSURE AGREEMENT.....</b>		<b>50</b>
<b>ATTACHMENT 1 - FINANCIAL BID PRESENTATION SHEET .....</b>		<b>51</b>
<b>ATTACHMENT 2 - MANDATORY AND POINT RATED EVALUATION CRITERIA .....</b>		<b>53</b>
<b>ATTACHMENT 3 - ELECTRONIC PAYMENT INSTRUMENTS.....</b>		<b>60</b>
<b>ATTACHMENT 4 - FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION .....</b>		<b>61</b>

---

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

### **List of Annexes**

- Annex A      Statement of Work
- Annex B      Basis of Payment
- Annex C      Security Requirements Check List (SRCL)
- Annex D      DND 626 Task Authorization Form
- Annex E      Contractor Disclosure of Foreground Information
- Annex F      Request For Visit Form
- Annex G      Non-Disclosure Agreement

### **List of Attachments**

- Attachment 1      Financial Bid Presentation Sheet
- Attachment 2      Mandatory and Point Rated Technical Criteria
- Attachment 3      Electronic Payment Instruments
- Attachment 4      Federal Contractors Program for Employment Equity - Certification

## **1.2 Summary**

### **1.2.1 Title**

Numerical modelling and simulations

### **1.2.2 Work description**

Public Works and Government Services Canada (PWGSC) on behalf of Defense Research and Development Canada (DRDC) located in Valcartier, (Quebec), is seeking to select a contractor for the Weapons Effects and Protection Section (WEP) to provide technical services in numerical modeling and simulations, as well as technical advice and training on software related to numerical modeling and simulations.

The numerical simulations include engineering design analysis, finite element (FE) and computational fluid analysis and vulnerability/lethality analysis. These studies will be mainly realized to evaluate protection systems against different threats such as landmine, blast, and impact/shock and to orient the choice of experimental tests to be conducted at Defence Research and Development Canada (DRDC) facilities. The military platforms/targets under study include but are not limited to, simple systems such as metallic plates, to complex ones such as land vehicles, ships and including personnel.

**Task 1:** Modeling, meshing and simulation

**Task 2:** Finite element simulations of platforms and personnel protection equipment

**Task 3:** Development of specialized algorithms and interfaces

**Task 4:** Improvement of constitutive models

**Task 5:** Application and modifications of tools used to perform Vulnerability/Lethality study involving personnel, military platforms and weapons systems

**Task 6:** General engineering services

### **1.2.3 Client department**

The organization for which the services are to be rendered is Defence Research and Development Canada – Valcartier Research Centre

### **1.2.4 Period of the Contract**

The period of the Contract is from the date of the Contract up to 60 months after the Contract is awarded.

### **1.2.5 Additional Information**

- (i) 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 of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- (ii) The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).
- (iii) The requirement is limited to Canadian services.
- (iv) 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).

- (v) Defence Research and Development Canada – Valcartier Research Centre has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada.
- (vi) The estimated amount of available funding for this Contract is **\$950,000.00** Applicable Taxes extra.
- (vii) The entire resulting contract will be a contract with Task Authorizations. A contract with Task Authorizations (TAs) is a method of supply for services under which all of the work or a portion of the work will be performed on an "**as and when requested basis**". Under contracts with TAs, the work to be carried out can be defined but the exact nature and timeframes of the required services, activities and deliverables will only be known as and when the service(s) will be required during the period of the contract. A TA is a structured administrative tool enabling the Crown to authorize work by a contractor on an "as and when requested" basis in accordance with the conditions of the contract. TAs are not individual contracts.
- (viii) 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.
- (ix) This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

### 1.3 Debriefings

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

---

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days  
Insert: 180 days

#### 2.1.1 SACC Manual Clauses

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

### 2.2 Submission of Bids

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

#### PWGSC Québec Region Bid Receiving Unit

Only bids submitted using epost Connect service will be accepted. The Bidder must send an email requesting to open an epost Connect conversation to the following address:

[TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca)

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

It is the Bidder's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above **at least six (6) days** before the solicitation closing date.

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

### 2.3 Former Public Servant

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

#### Definitions

For the purposes of this clause,

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

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

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the

published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

### 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority, [Daniel.Boisclair@tpsgc-pwgsc.gc.ca](mailto:Daniel.Boisclair@tpsgc-pwgsc.gc.ca), **no later than seven (7) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

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

### 2.5 Applicable Laws

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

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

---

## 2.6 Basis for Canada's Ownership of Intellectual Property

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

1. National security.
4. Where the main purpose of the Crown Procurement Contract, or the deliverables contracted for, is:
  - 4.2 To augment an existing body of Crown Background as a prerequisite to the transfer of the expanded Background to the private sector, through licensing or assignment of ownership (not necessarily to the original contractor), for the purposes of Commercial Exploitation.
  - 4.3 To deliver a not-yet fully developed component or subsystem that will be incorporated into a complete system at a later date, as a prerequisite to the planned transfer of the complete system to the private sector, through licensing or assignment of ownership, for the purposes of Commercial Exploitation.
5. Where the Foreground IP consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

## 2.7 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) 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:
  - Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) 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.

---

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

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

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

Bids transmitted by facsimile or hardcopy will not be accepted.

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

#### Section I: Technical Bid

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

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

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

The technical bid consist of the following:

- (i) All the information required to demonstrate compliance with the Mandatory and Point Rated Technical Criteria described in *Attachment 2 -Mandatory and Point Rated Technical Criteria*.
- (ii) Each criterion should be addressed separately.
- (iii) To allow the evaluation team to properly assess each technical evaluation criterion (mandatory criteria and point rated), Bidders must clearly indicate the names of the proposed resources. For each category in *Attachment 2 - Mandatory and Point Rated Technical Criteria*, there must be at least the number of resources required. If the proposed resource is working under sub-contract, the Bidder should also indicate the name of the Subcontractor.
- (iv) The technical bid must include résumés for the resources as identified in *Attachment 2 - Mandatory and Point Rated Technical Criteria*. The Technical bid must demonstrate that each proposed individual meets the qualification requirements described (including any educational

requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:

- A) Proposed resources may be employees of the bidder or a subcontractor.
- B) For educational requirements, Canada will only consider programs that have been successfully completed by the resource at the date of bid closing.
- C) With respect to requirements for which a specific period of work experience is requested (e.g. twenty-four (24) months), Canada will disregard any information about experience if the individual's résumé does not include the relevant dates for the experience claimed (i.e., the start date and the end date indicated in month and year).
- D) For Canada to take into account work experience, the bidder must not simply indicate the title of the position occupied by the resource, but must also demonstrate that this resource has acquired the necessary experience by explaining the responsibilities and the tasks performed while in that position.

## Section II: Financial Bid

Bidders must submit their financial bid as follows:

- (a) **Pricing:** Bidders must submit their financial bid in accordance with the *Attachment 1 - Financial Bid Presentation Sheet*. The total amount of applicable taxes must be shown separately. Unless otherwise indicated, bidders must include a single, firm, all-inclusive price quoted in Canadian dollars in each cell requiring an entry in the *Table 1 - Labour*.
  - (i) For each resource category, only one hourly rate may be entered for each period;
  - (ii) Each proposed resource must be indicated in the *Table 1 - Labour* for the categories Senior Engineer, Intermediate Engineer, Junior Engineer and Technician.
- (b) **No travel and living expenses will be paid** to a contractor as part of the work for:
  - (i) services provided within a 50 kilometer radius of Defense Research and Development Canada - Valcartier Research Center located at 2459, boulevard Pie-XI Nord, Quebec, Quebec, and
  - (ii) any travel between the Contractor's place of business and the greater region of Quebec City (including Defence Research and Development Canada – Valcartier Research Centre).

All of these costs are to be included in the firm, all-inclusive hourly rates.

- (c) **Variation in Resource Rates By Time Period:** For any given resource category, where the financial tables provided by Canada allow different firm rates to be charged for a resource category during different time periods:
  - (i) the rate bid must not increase by more than 3% from one time period to the next, and

- (ii) the rate bid for the same resource category during any subsequent time period must not be lower than the rate bid for the time period that includes the first month of the Initial Contract Period.
- (d) **All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period.
- (e) **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

### 3.1.1 Electronic Payment of Invoices – Bid

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

If *Attachment 3 - Electronic Payment Instruments* is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

### 3.1.2 Exchange Rate Fluctuation

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

## Section III: Certifications

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

## Section IV: Additional Information

- (a) Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.
- (b) For service requirements, bidders must provide the requested information, as described in section 2.3 of this document, in order to comply with Treasury Board policies and directives on contracts awarded to former public servants.
- (c) Security related information (if applicable):
  - (i) Name of the proposed resource as it appears on the security clearance application form;
  - (ii) Level of security clearance obtained;
  - (iii) Validity period of the security clearance obtained;
  - (iv) "Security Screening Certificate and Briefing Form" file number.

(d) Canada requests that bidders provide the following information:

Administrative representative :	Technical representative :
Name :	Name :
Telephone :	Telephone :
Fax :	Fax :
Email :	Email :

### 3.1.3 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures

**3.1.3.1** As indicated in Part 6 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

*Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country*

**3.1.3.2** The Company Security Officer must ensure through the Contract Security Program that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in *Part 6 – Security, Financial and Other Requirements*.

---

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory and Point Rated Technical Criteria

Mandatory and point rated technical evaluation criteria are included in *Attachment 2 -Mandatory and Point Rated Technical Criteria*

##### 4.1.1.2 Bidder Experience

Except where expressly provided otherwise, the experience described in the bid must be the experience of one or more of the following:

1. The Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract); or
2. The Bidder's affiliates (i.e. parent, subsidiary or sister corporations, maximum of 2), provided the Bidder identifies and demonstrates the transfer of know-how, the use of toolsets and the use of key personnel from the affiliate for the applicable criteria; or
3. The Bidder's subcontractors, provided the Bidder includes a copy of the teaming agreements and identifies the roles and responsibilities of all parties under the agreement and how their work will be integrated.

The experience of the Bidder's suppliers will not be considered.

#### 4.1.2 Financial Evaluation

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

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

---

## 4.2 Basis of Selection

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

1. To be declared responsive, a bid must:
  - (a) comply with all the requirements of the bid solicitation;
  - (b) meet all mandatory technical evaluation criteria;
  - (c) obtain the minimum score required for each criterion and each group of criteria with a passing grade; and
  - (d) obtain the minimum score of 18 points overall for the rated evaluation criteria.
2. Bids not meeting the requirements of (a) or (b) or (c) or (d) will be declared non-responsive.
3. The selection will be based on the best overall score in terms of technical merit and price. A proportion of 60% will be awarded for technical merit and a proportion of 40% will be awarded for price.
4. To determine the technical merit score, the overall technical score for each responsive bid will be calculated as follows:

***(the total number of points earned) divided by (the total number of points awarded), and multiplied by (60)***
5. In order to determine the pricing score, each responsive bid will be prorated against the lowest total price submitted and the ratio of 40%.
6. For each responsive bid, the technical merit score and the price quote will be added to determine the combined score, calculated to 2 decimal places.
7. The responsive bid with the most points or the one with the lowest price will not necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of the contract.

The table below provides an example where all three bids are responsive and the selection of the contractor is based on a 60/40 ratio of technical merit and price, respectively. The total number of points that can be awarded is 60, and the lowest evaluated price is \$800,000.00.

Solicitation No. - N° de l'invitation  
W7701-196952/A  
Client Ref. No. - N° de réf. du client  
W7701-196952

Amd. No. - N° de la modif.  
File No. - N° du dossier  
QCN-9-42122

Buyer ID - Id de l'acheteur  
QCN039  
CCC No./N° CCC - FMS No./N° VME

#### 4.4.2 Table - Highest Combined Rating for Technical Merit (60%) and Price (40%)

		BIDDER A	BIDDER B	BIDDER C
Overall Technical Score		44 / 60	52 / 60	54 / 60
Bid Evaluated Price		\$800,000.00	\$850,000.00	\$900,000.00
Calculations	Technical Merit Score	(44 / 60) x 60 =	(52 / 60) x 60 =	(54 / 60) x 60 =
		44.00	52.00	54.00
	Pricing Score	\$800,000.00 / \$800,000.00 x 40 =	\$800,000.00 / \$850,000.00 x 40 =	\$800,000.00 / \$900,000.00 x 40 =
		40.00	37.65	35.56
Combined Note		84.00	89.65	89.56
Global Evaluation		3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>

---

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

### **5.2.3 Additional Certifications Precedent to Contract Award**

#### **5.2.3.1 Canadian Content Certification**

This procurement is limited to Canadian services.

The Bidder certifies that:

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

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

#### **5.2.3.2 Status and Availability of Resources**

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

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

#### **5.2.3.3 Education and Experience**

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

#### **5.2.3.4 Language Capability**

The Bidder certifies that it has the language capability required to perform the Work, as stipulated in the Statement of Work.

---

## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirements

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

### 6.2 Financial Capability

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

### 6.3 Controlled Goods Requirement

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

---

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A and the Contractor's technical bid entitled \_\_\_\_\_, dated \_\_\_\_\_. *(to be completed by Canada at contract award)*

#### 7.1.1 Task Authorization

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

##### 7.1.1.1 Task Authorization Process

###### 7.1.1.1.1 Description of Task Authorization (TA) tasks

Canada will provide the Contractor with a description of tasks.

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

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

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

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

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

###### 7.1.1.1.2 Contractor's TA proposal

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

The proposal will be valid for **at least twenty (20) business days** from the date on which the offer was received. The Contractor will not be paid for preparing or submitting the quote or for providing other information required to prepare and issue the TA. The Contractor must provide all information requested and related to preparation of the TA, within five (5) business days of the request by Canada.

For each proposed resource, the Contractor's TA proposal must include the following, unless the proposed resource(s) was/were proposed and evaluated prior to contract award:

- (a) A résumé for each of the proposed resources. The Contractor's proposal must demonstrate that each proposed resource meets the requirements set out in *Attachment 2 Mandatory and Point Rated Technical Criteria* of the resource category for which it is proposed (including any educational requirements, work experience and professional designation or membership requirements. With respect to résumés and resources :
- (b) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the work.
- (c) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programs that were successfully completed by the resource by the date the Contractor submits its TA quote.
- (d) For work experience, Canada will not consider experience gained as part of an educational program, except for experience gained through a formal co-operative program at a post-secondary institution (where applicable).
- (e) For any requirements that specify a particular time period (e.g. 24 months) of work experience, Canada will disregard any information about experience if the individual's résumé does not include the relevant dates for the experience claimed (i.e., the start date and end date indicated in months).
- (f) The résumé must not simply indicate the title of the individual's position, but must also demonstrate that the resource has the required work experience by explaining responsibilities and work performed by the individual while in that position. Simply listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, only one project will be counted toward any requirements that relate to the individual's length of experience.

The Contractor must provide a technical proposal including the following information:

- (a) Ventilation of the costs and resources by fiscal year, from April 1<sup>st</sup> to March 31<sup>st</sup>;
- (b) Delivery dates;
- (c) Risks associated with the task and proposed mitigation strategy, if applicable;
- (d) Other – to the discretion of the contractor.

#### **7.1.1.1.3 Approval of the Task Authorization**

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

The work will be approved or confirmed by Canada through the "DND 626 Task Authorization Form" in Annex D.

#### **7.1.1.2 Task Authorization Limit**

The DND Procurement Authority may authorize individual task authorizations up to a limit of **\$125,000.00**, Applicable Taxes included, inclusive of any revisions.

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

#### **7.1.1.3 Minimum Work Guarantee - All the Work - Task Authorizations**

1. In this clause,

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

"Minimum Contract Value" means 10% of the Maximum Contract Value

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

#### **7.1.1.4 Task Authorization - Department of National Defence**

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

#### **7.2 Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-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.

### 7.2.1 General Conditions

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

### 7.2.2 Supplemental General Conditions

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

### 7.2.3 SACC Manual Clauses

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

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

### 7.3 Security Requirements

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

#### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

##### PWGSC FILE # W7701-196952

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **SECRET**, with approved Document Safeguarding at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. This contract includes access to Controlled Goods. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada (PWGSC).
3. The Contractor/Offeror personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **SECRET and RELIABILITY STATUS, as required**, granted or approved by the CISD/PWGSC.
4. The Contractor/Offeror personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must be a permanent resident of Canada or a citizen of Canada and must EACH hold a valid personnel security screening at the level of **SECRET and RELIABILITY STATUS, as required**, granted or approved by CISD/PWGSC.
5. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store any sensitive PROTECTED/CLASSIFIED information until CISD/PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of **SECRET**.
6. The Contractor/Offeror personnel requiring access to NATO UNCLASSIFIED information or assets do not require to hold a personnel security clearance; however, the Contractor must ensure that the NATO Unclassified information is not releasable to third parties and that the "need to know" principle is applied to personnel accessing this information.
7. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

8. The Contractor/Offeror must comply with the provisions of the:

- (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
- (b) Industrial Security Manual (Latest Edition).

**NOTE:** There are multiple levels of personnel security screenings associated with this file. In this instance, a Security Classification Guide must be added to the SRCL clarifying these screenings. The Security Classification Guide is normally generated by the organization's project authority and/or security authority.

**NOTE:** There are multiple levels of release restrictions associated with this file. In this instance, a Security Guide should be added to the SRCL clarifying these restrictions. The Security Guide is normally generated by the organization's project authority and/or security authority.

### **7.3.2 Contractor's Sites or Premises Requiring Safeguarding Measures**

**7.3.2.1** Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up-to-date the information related to the Contractor's and proposed individuals' sites or premises for the following addresses:

*Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country*

**7.3.2.2** The Company Security Officer must ensure through the Contract Security Program that the Contractor and individuals hold a valid security clearance at the required level.

### **7.3.3 Visit Clearance Requests for Employees**

If applicable and immediately after contract award, the supplier will be required to obtain, without delay, visit clearance from ISS for each of its employees assigned to the contract.

A minimum lead time of 25 working days is required to obtain a visit clearance from ISS.

Without visit clearance, the supplier's employees will not have access to DRDC-Valcartier facilities, leaving the supplier liable for delays in delivery.

Suppliers can consult the ISS Web site on visit clearances at: <http://iss-ssi.pwgsc-tpsgc.gc.ca/msi-ism/index-eng.html>, chapter 6.

## **7.4 Term of Contract**

### **7.4.1 Period of the Contract**

The period of the Contract is from the date of the Contract up to 60 months after the Contract is awarded.

---

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Daniel Boisclair  
Title: Supply Specialist  
Public Works and Government Services Canada  
Address: 1550 D'Estimauville Ave., Quebec, QC, G1J 0C7  
Telephone: 418-571-8051  
Facsimile: 418-648-2209  
E-mail address: [Daniel.Boisclair@tpsgc-pwgsc.gc.ca](mailto:Daniel.Boisclair@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.

### 7.5.2 Technical Authority *(to be completed by Canada at contract award)*

The Technical Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 7.5.3 DND Procurement Authority *(to be completed by Canada at contract award)*

The Procurement Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The DND Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The DND 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 DND Procurement Authority however the DND Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

#### 7.5.4 Contractor's Representative

Administrative representative :	Technical representative :
Name :	Name :
Telephone :	Telephone :
Fax :	Fax :
Email :	Email :

#### 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

#### 7.7 Payment

##### 7.7.1 Basis of Payment

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

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

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

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

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

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

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

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

**Ceiling price:** A ceiling price is the maximum amount of money that may be paid to a contractor. By establishing a ceiling price, the contractor must fulfill all of its contractual obligations relative to

---

*the work to which this basis of payment applies without additional payment whether or not the actual costs incurred exceed the ceiling price.*

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

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

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

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

**7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of **\$950,000.00**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - (a) when it is 75 percent committed, or
  - (b) four (4) months before the contract expiry date, or
  - (c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

**7.7.3 Method of Payment**

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

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

---

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

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

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

**7.7.3.2 Milestone Payments** (For a Firm Price TA)

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

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

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

- (a) Canada will make progress payments in accordance with the payment provisions of the Task Authorization and the Contract, no more than once a month, for costs incurred in the performance of the Work up to 90 percent of the amount claimed and approved by Canada if:
  - (i) an accurate and complete claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment ((<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>), and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - (ii) the amount claimed is in accordance with the Basis of Payment and the Task Authorization;
  - (iii) the total amount for all progress payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Task Authorization.

- (iv) all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.
- (b) The balance of the amount payable will be paid in accordance with the payment provisions of the Task Authorization and the Contract upon completion and delivery of all work required under the Task Authorization if the Work has been accepted by Canada and a final claim for the payment is submitted.
- (c) Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the right to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

#### **7.7.4 SACC Manual Clauses**

A9117C (2007-11-30), T1204 - Direct Request by Customer Department

C0305C (2014-06-26), Cost Submission - Limitation of Expenditure or Ceiling Price

C0705C (2010-01-11), Discretionary Audit

#### **7.7.5 Electronic Payment of Invoices – Contract**

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

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

#### **7.8 Invoicing Instructions**

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

Each claim must show:

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

4. The Contractor must prepare and certify the claim on form PWGSC-TPSGC 1111, and forward to the email address below for certification.

***Supply and Support Clerk – Claims***

[QueReclamation.QueClaim@tpsgc-pwgsc.gc.ca](mailto:QueReclamation.QueClaim@tpsgc-pwgsc.gc.ca)

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

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

**7.9 Certifications and Additional Information**

**7.9.1 Compliance**

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

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

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

**7.9.3 Non-disclosure Agreement**

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex G, and provide it to the Technical Authority before they are given access to information by or on behalf of Canada in connection with the Work.

**7.9.4 SACC Manual Clauses**

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

**7.10 Applicable Laws**

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

**7.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions [4002](#) (2010-08-16), Software Development or Modification Services;
- (c) the general conditions [2040](#) (2018-06-21), General Conditions - Research and Development;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;

- (f) Annex C, Security Requirements Check List;
- (g) Annex D, DND 626 Task Authorization Form;
- (h) Annex E, Contractor Disclosure of Foreground Information;
- (i) Annex F, Request For Visit Form;
- (j) Annex G, Non-Disclosure Agreement;
- (k) the signed Task Authorizations (including all of its annexes, if any);
- (l) the Contractor's bid dated \_\_\_\_\_, *(insert date of bid)*, or as amended on \_\_\_\_\_ *(insert date(s) of amendment(s) if applicable)*.

#### **7.12 Defence Contract**

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

#### **7.13 Foreign Nationals (Canadian Contractor OR Foreign Contractor)**

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

#### **7.14 Insurance or Insurance Requirements**

SACC Manual clause G1005C (2016-01-28) Insurance

#### **7.15 Controlled Goods Program**

SACC Manual clause A9131C (2014-11-27), Controlled Goods Program

SACC Manual clause B4060C (2011-05-16), Controlled Goods

#### **7.16 Progress Reports**

1. The Contractor must submit monthly reports, in electronic format, on the progress of the Work, to both the Technical Authority and the Contracting Authority.
2. The progress report must contain two parts:
  - (a) PART 1: The Contractor must answer the following three questions:
    - (i) Is the project on schedule?
    - (ii) Is the project within budget?
    - (iii) Is the project free of any areas of concern in which the assistance or guidance of Canada may be required?Each negative response must be supported with an explanation.
  - (b) PART 2: A narrative report, brief, yet sufficiently detailed to enable the Technical Authority to evaluate the progress of the Work, containing as a minimum:
    - (i) A description of the progress of each task and of the Work as a whole during the period of the report. Sufficient sketches, diagrams, photographs, etc., must be included, if necessary, to describe the progress accomplished.
    - (ii) An explanation of any variation from the work plan.
    - (iii) A description of trips or conferences connected with the Contract during the period of the report.
    - (iv) A description of any major equipment purchased or constructed during the period of the report.

---

#### **7.17 Canadian Forces Site Regulations**

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

#### **7.18. Identification Badge**

SACC *Manual* clause [A9065C](#) (2006-06-16), Identification Badge

#### **7.19 Dispute Resolution**

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) 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.
- (c) 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.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

---

## ANNEX A - STATEMENT OF WORK

### 1. GENERAL

#### 1.1 Title

Numerical modelling and simulations.

#### 1.2 Objective

The general objectives of this task authorization (TA) contract are to provide technical services in numerical modelling and simulations and to provide technical advices and training on software related to numerical modelling and simulations. The numerical simulations include engineering design analysis, finite element (FE) and computational fluid analysis and vulnerability/lethality analysis. These studies will be mainly realized to evaluate protection systems against different threats such as landmine, blast, and impact/shock and to orient the choice of experimental tests to be conducted at Defence Research and Development Canada (DRDC) facilities. The military platforms/targets under study include but are not limited to, simple systems such as metallic plates, to complex ones such as land vehicles, ships and including personnel.

#### 1.3 Background

The Weapons Effects and Protection Section (WEP) of DRDC is supporting the Canadian Armed Forces (CAF) by developing and/or improving military vehicle and personnel protection equipment (PPE). For example, DRDC was involved in projects such as the Land Operational Vehicles (LOV) and Future Small Arms (FSAR) projects. DRDC will also be supporting future project such as the Land Virtual Integrated Survivability (LVIS) (in definition). In order to fulfill their mandate different areas of expertise are combined, which include numerical modeling and simulations and high strain rate characterization.

Generally, the work to be performed by the Contractor is to provide blast and landmine loading to simulate the structural response of vehicles (might be land, sea or air ones), targets and PPE, to simulate penetration problems or it could be to evaluate the effects on personnel. DRDC models structural response using finite element codes<sup>1</sup> while the loading is either produced, depending on the scenario, by an in-house code or by a commercial code, such as a Computational Fluid Dynamics (CFD) code.

### 2. ACRONYMS

CAD:	Computer Assisted Design
CAF:	Canadian Armed Forces
CFD:	Computational Fluid Dynamics
DRDC:	Defence Research and Development Canada
FE:	Finite Elements
FEMAP:	Commercial finite element mesh generating program
LAV:	Light Armored Vehicle
LS-DYNA:	Main structural response code used by WEP section
PC:	Personal Computer
PPE:	Personnel Protection Equipment
TA:	Task authorization
WEP:	Weapons Effects and Protection (Scientific Section at DRDC – Valcartier Research Centre)

---

<sup>1</sup>Such as LS-DYNA code

### 3. APPLICABLE DOCUMENTS & REFERENCES

Applicable documents may be associated to some TA. In those cases, the statement of work of the TA will provide the required information regarding the applicable documents and references.

### 4. TASKS

The six tasks described below explain in general the type of work to be executed by the Contractor. The Contractor may be tasked to perform one or a combination of the different tasks and subtasks. For each TA given under this contract, a detailed description of the work to be done will be provided to the Contractor.

#### 4.1 Mandatory tools required to perform tasks 1 to 6:

Whenever one or several tools described below are required, it will be specified in the TA.

- (a) The CFD code used must be 3-D but sometimes, for particular cases, and with the approval of the Technical Authority, a 2-D model might be sufficient. The CFD code must also resolve the shock correctly, including attenuation, diffraction by obstacles, confinement and thermodynamic characteristics associated to airblast applicable to distances, sometimes as short as  $0.3 \text{ m/kg}^{1/3}$ .
- (b) Different techniques of modeling will be used such as, but not limited to, adapted mesh, mesh rezoning, arbitrary lagrangian eulerien (ALE), smooth particles hydrodynamic (SPH). The technique to be used must be discussed with the Technical Authority. Given that some complex targets may have to be modeled and that relatively long event durations may have to be considered, run times must be kept acceptable. The definition of acceptable will depend on many parameters and will be specified, if necessary, in the TA.
- (c) The Contractor must have access to a database of explosives properties (for example thermodynamics properties) and related equation of state properties since in most cases DRDC will not provide these data, unless for special cases. The reference of where those properties will be taken must be specified by the Contractor in his proposal before the task is authorized (during the TA process).
- (d) Many materials will need to be modeled such as, but not limited to metal, composites, ceramic, gelatin rubber. Generally, the Contractor will use material properties and constitutive laws found in the open literature unless specified otherwise in the TA. The reference of where those properties will be taken must be authorized by the Technical Authority. Sometimes, the Technical Authority could provide these data.
- (e) The Contractor must have access to a database of soils properties for example, for sand and sandy-gravel soil, to be used in the FE model. The reference of where those properties will be taken must be authorized by the Technical Authority.
- (f) When finite element simulations are performed using LS-DYNA software, the Contractor must have access to at least 4 LS-DYNA licenses.

---

## 4.2 Tasks to be performed

### 4.2.1 Task 1 : Modeling, meshing and simulation

#### 4.2.1.1 General

- (a) This task consists of creating or modifying a Computer Assisted Design (CAD) model, to mesh the model and to generate blast or landmine loadings using principally CFD codes. Since the structural analysis are mostly done with LS-DYNA software, and because the current database (FE models, material properties, etc.) are available in LS-DYNA formats, the loadings must always be compatible with LS-DYNA input format. No substitution of the target FE code is allowed unless specified in the TA. In the cases where a FE analysis has to be performed, the CFD-FE interface must also be compatible with LS-DYNA.

#### 4.2.1.2 Services to be provided include:

- (a) Subtask 1.1: The Contractor must create or perform modifications to the CAD model of the targets (for example simplify the geometry) or create the CAD model of the target(s) or platform(s). The military platforms may range from simple targets, such as metallic plates, to complete ones (for example vehicle sections, LAV, ships).
- (b) Subtask 1.2: The Contractor must mesh the CAD model(s), mesh partially or completely the targets, and modify or refine the mesh.
- (c) Subtask 1.3: The Contractor must generate the loading (usually blast or landmine) by using usually a CFD code (3-D will be required for some applications), which can include, but not limited to, internal and external blast, mine blast and ejecta ingress. Since there are cases where a landmine is to be modeled, it is necessary that the blast and ejecta resulting from the landmine explosion be modeled by the CFD code. The simulated loadings must be directly used in LS-DYNA code.
- (d) Subtask 1.4: The Contractor must model multi-phase explosives (for example thermobaric explosive).
- (e) Subtask 1.5: The Contractor must perform the simulations with or without the interaction with a target. The TA will specify the details.

### 4.2.2 Task 2: Finite element simulations of platforms and personnel protection equipment

#### 4.2.2.1 General

This task consists of modeling the effect of the loading on different targets, for example vehicles and ships, or on a simplified version of these platforms, or on simple targets such as plates, as well as on PPE and possibly anthropomorphic models or parts of such models. The FE models may need to be generated by the Contractor (see Task 1), or may need to be modified and/or re-meshed when provided by DRDC. Sometimes, quasi-static analysis could be required but most of the time dynamic structural analysis and simulations must be performed.

#### 4.2.2.2 Services to be provided include:

- (a) Subtask 2.1: The Contractor must perform FE simulations. For example, it could be quasi-static or dynamic structural analysis, thermal or thermo-mechanical simulations involving many different scenarios such as landmine blast effects on structure, air blast effects on structure, weapons or even non-lethal weapons effects modeling and simulation.
- (b) Subtask 2.2: The Contractor must perform FE simulations of the response of the mechanical lumber spine or other parts. It could also be to perform simulation involving surrogates.

#### 4.2.3 Task 3: Development of specialized algorithms and interfaces

##### 4.2.3.1 General

The purpose of this task is to improve the capabilities of existing CFD, FE and analytical software.

##### 4.2.3.2 Services to be provided include:

- (a) Subtask 3.1: The Contractor must model new threats and targets.
- (b) Subtask 3.2: The Contractor must improve or modify the CFD code to improve accuracy of the simulation.
- (c) Subtask 3.3: The Contractor must improve or modify the interface between the CFD code and the LS-DYNA code to improve accuracy of the simulation.
- (d) Subtask 3.4: The Contractor must create an executable to convert the CFD output file readable by another code used by DRDC.
- (e) Subtask 3.5: The Contractor must modify the CFD code to improve the compatibility (for example for parallel computation) between the CFD code and DRDC's computers system.
- (f) Subtask 3.6: The Contractor must include the implementation of filters in software for modeling the effect of PPE, or must implement material models, or failure models, or loading routines, etc.
- (g) Subtask 3.7: The Contractor must develop or modify specialized algorithms and interfaces to be used in modeling and simulations.
- (h) Subtask 3.8: The Contractor must create and/or improve and/or modify an analytical model that reproduces, for example, terminal effects phenomenon (but not limited to this example).

#### 4.2.4 Task 4: Improvement of constitutive models

##### 4.2.4.1 General

This task consists of developing or improving constitutive model and equation-of-state materials.

##### 4.2.4.2 Services to be provided include:

- (a) Subtask 4.1: The Contractor must develop a new constitutive model or must improve an existing material model (in a CFD code for example) and must find the parameters.
- (b) Subtask 4.2: The Contractor must perform an optimization study to determine the constitutive model and/or equation-of-state parameters.
- (c) Subtask 4.3: The Contractor must perform simulations including, but not limited to, structural analysis of a structure, but not limited to, using the new or improved constitutive model and or equation-of-state.
- (d) Subtask 4.3: The Contractor must perform parametric studies pertaining to variables of the constitutive model.
- (e) Subtask 4.4: The Contractor must compare the results obtained from existing constitutive models with the results from the modified or from a new constitutive model.

4.2.5 Task 5: Application and modifications of tools used to perform Vulnerability/Lethality study involving personnel, military platforms and weapons systems.

4.2.5.1 General

This task consists of using and/or modifying a software for predicting the vulnerability of components or military platforms, ranging from simple ones (plates, boxes, etc.) to complex ones (parts or full scale vehicles or ships, etc.) and of personnel to different threats and to assess the lethality of different weapon systems to different targets.

4.2.5.2 Services to be provided

The services to be provided include:

- (a) Subtask 5.1: The Contractor must model the effects of blast loads (internal and external blast and shock) on targets and/or on personnel.
- (b) Subtask 5.2: The Contractor must perform parametric studies on one or several of the following elements: personnel position, armour type, target geometry, explosive location, explosive weight, etc., over a large set of parameters, in order to get a global portrait of the damage of the platform and/or the resulting incapacitation of the personnel.
- (c) Subtask 5.3: The Contractor must improve or modify the vulnerability/lethality software. It may be necessary to modify or add algorithms (on penetration, failure criteria, personnel injury criteria, damage criteria, 'kill' criteria, etc.), to modify or add existing lethality criteria (such as skin burn, flash and possibly other ones) or even to add new lethality mechanisms, and possibly to map them to the WEP section vulnerability codes.
- (d) Subtask 5.4: The Contractor must model and program new threats and/or targets. If it is specified in the TA, the Contractor must also couple the vulnerability software, routines and results to the in-house codes used by the WEP section (for example GVAM, SLAMS).

- (f) Subtask 5.5: The Contractor must add models of structural response and failure for different components (beams, plates, boxes, etc.) to specialised CFD or vulnerability codes independent or not of LS-DYNA.
- (g) Subtask 5.6: The Contractor must create and/or modify an interface that imports the FE models in another code.
- (h) Subtask 5.7: The Contractor must create and/or modify an interface that exports the vulnerability/lethality code models and loading in a FE model input file readable by the LS-DYNA code.

#### 4.2.6 Task 6: General engineering services

##### 4.2.6.1 General

The purpose of this task is to provide general engineering services.

##### 4.2.6.2 Services to be provided include:

- (a) Subtask 6.1: The Contractor must perform a literature review related to one of the tasks or subtask of this contract.
- (b) Subtask 6.2: The Contractor must perform simulation and analysis of internal and external flows using a CFD code.
- (c) Subtask 6.3: The Contractor must provide advices and strategies on the physical modeling of the problem (fluid dynamic problems, interaction, etc.), on troubleshooting, on the development or modification of numerical and analytical methods.
- (d) Subtask 6.4: The Contractor must provide technical advices and/or provide training related to the use of specialised CFD code (blast/shock) and/or FE code (for example LS-DYNA) and/or related software.

#### 4.3 Relative frequency of each activity

Throughout the duration of the task authorization Contract, the frequency of occurrence of each activity is expected to be as follows.

Task	Frequency
1	20
2	25
3	20
4	10
5	10
6	15
Total	100%

## 5. REPORTS AND OTHER DELIVERABLES

Deliverables and deadlines will be specified in the TA.

### 5.1 General

Generally, the deliverables will consist of CAD and FE meshes, input files of the simulation, new routines or algorithms modified or developed, data generated by the simulations, technical reports and informal reports. The specific deliverables will depend on the nature of the task described in the TA. The number of copies to provide will be specified in the TA.

### 5.2 CAD, finite element meshes and input files

In cases where the Contractor generates a CAD file and/or a FE meshes, the Contractor must provide an electronic copy (CD, DVD, USB or a portable disc) of the CAD and meshes to the Technical Authority.

Unless specified otherwise in the TA, the mesh must be imported in FEMAP (Commercial finite element mesh generating program) software (for further work) and LS-Prepost software or any other specified software in a TA. LS-DYNA input file generated (including mesh and loadings) must generally be useable directly by the LS-DYNA code. In special cases output may need to be delivered to other specialised software as determined in the TA. When a CFD code generates the loading to be used in the LS-DYNA code, the Contractor must provide an electronic format compatible with the LS-DYNA input format unless specified otherwise in the TA.

### 5.3 Routines and/or algorithms

When a new routines and/or algorithms are implemented to a CFD code, the Contractor must provide an executable version of the modified software and documentation explaining how to access and use the new/modified features. If specified in the TA, the Contractor must provide the source code of the new routine or algorithms to the Technical Authority. The Contractor must also provide documentation describing the changes. In the case when new routines and/or algorithms are implemented in a vulnerability/lethality software or in a FE code (for example LS-DYNA), the Contractor must provide the same package as well as an access to the source code such that DRDC can do further modifications to the routines and/or algorithms. Mathematical formulations and data on the validation of the model must also be well explained. In either case, the executable code must run on a Personal Computer (PC) with Microsoft Windows 2003 or later operating version. In the case when new or modified constitutive models for soil must be developed, the Contractor must provide the source code to DRDC so that further improvement of the code could be performed by DRDC.

### 5.4 Simulations

The Contractor must indicate in the report the version of the simulation software used as well as the number of PC's used to run the problem (on a cluster).

Output data generated along the TA could be exchanged, for example when data are unclassified, via email or sharepoint. Final results must be provided on an electronic medium such as CD, DVD, USB or on a portable disc.

### 5.5 Technical reports

The TA will specify if the Contractor must provide technical reports.  
In most of the TA, the Contractor must deliver a technical report on the work performed under the TA. This report will contain,

- (a) a written abstract (in French and English),
- (b) a summary (in French and English),
- (c) the objectives of the TA,
- (d) a description of the work performed (the methodology followed, difficulties, solutions to overcome the problems),
- (e) the results,
- (f) the conclusions,
- (g) the recommendations,
- (h) the references to previous work, to explosive properties, to material properties and to soils properties, that were used to performed the work.

The length of the technical report (including the summary) will depend on the extent of the work performed and on the results obtained. Therefore, if indicated in the TA, at least the title page, signature page, abstract and summary will have to comply with the DRDC template. This template will be available through the Technical Authority. The abstract and summary will be provided in English and French. However, the TA will indicate if the main body of the report must be written in French or English. Also, in addition to the disclosure obligation under Section 28 of the general conditions 2040, the Contractor must fully disclose and document any Foreground Information in the technical report.

The Contractor must provide 2 electronic copies of the technical report (on CD or DVD or USB or on a portable disc, depending on the size of the report), one in Microsoft WORD and one in Adobe PDF formats. The electronic copies must include more technical details such as movies of the simulation, excel spread sheets, graphs, input files, etc. In most of the cases, the nature and structure of all output data, including technical details and caveats, must be well explained. The Contractor may be asked (will be indicated in the TA) to deliver 3 printed and bound copies of the technical report (8.5"x11").

#### 5.6 Informal Report

For simple task such as meshing a CAD model or when specified in the TA, the Contractor must provide an informal report of the work performed in electronic format. This report must contain, at least,

- (a) a written abstract (in French and English),
- (b) a summary (in French and English),
- (c) the work performed,
- (d) the explanations on how to interpret the data and the results obtained (including also the meshed models when applicable),
- (e) a conclusion,
- (f) the references to previous work, to explosives properties and to materials properties.

The abstract and summary will be provided in English and French. However, the TA will indicate if the main body of the report must be written in French or English.

#### 5.7 User's manuals

When training on CFD or FE codes is required, the Contractor must provide, user's manual (in English or French), and any pertinent information, explaining how the code works and examples on how to use the code. Unless otherwise specified in the TA, the Contractor must provide paper and electronic copies (on USB or CD) for each participant.

## 5.8 Publications

Any manuscript for publication in magazines, newspapers or other, including presentation summaries or other types of publication, must be submitted to the Technical Authority for revision and approval at least ninety (90) days before the date of the presentation or publication. An explicit reference regarding Canada funding must be included, and it must be clearly mentioned that the content is the authors' responsibility. The Technical Authority will provide a written objection if there are specific elements (for example audience) that are not in the Canada's best interests. If the Technical Authority objects in writing, he/she shall send the written objection to the organization responsible for publication (the newspaper or conference).

## 6. **LANGUAGE OF WORK**

English will be the main language of work but sometimes, English and French will be required, for example, when providing the abstract and summary of the reports.

## 7. **LOCATION OF WORK**

Each TA will specify the work location of the task to be performed.

Most of the time, services will need to be conducted at the Contractor's site. However, for a meeting, when a very complex target needs to be meshed, or for a complex task, or for longer-duration services, or when training is required or for a special case, then it may be considered to base the Contractor at DRDC – Valcartier Research Centre or another center (Ottawa, Suffield, Toronto, Atlantic).

## 8. **TRAVEL**

If applicable, the TA will specify the travelling requirement.

Contractor may be asked to attend meetings at one of DRDC's facility, in which case the travel expenses will be paid in accordance with the National Joint Council Travel Directives. The Contractor could be required to travel with DRDC employees.

## 9. **MEETINGS**

### 9.1 Kick-off meeting

Once a TA is activated, the Contractor must prepare for and attend a kick-off meeting with the Technical Authority and DRDC representatives, preferably in person at DRDC– Valcartier Research Center, but as an alternative means of communication, phone or videoconference could be possible. This will be specified in the TA.

The Contractor must prepare the agenda (to be distributed at least 24 hours before the meeting), minutes and follow-up of the meeting (to be distributed no later than 5 working days after the meeting). The meeting could be held in French or English as suits the Technical Authority. During this meeting, the Contractor must be prepared to discuss the following topics (including but not limited to):

- (a) Review of the task objectives
- (b) Presentation of the project plan according to the requirements
- (c) Methodology to be followed to realise the work and to assess the project plan
- (d) Review the documentation production (formats, standards, etc.)
- (e) Financial management

---

## 9.2 Progress review meetings

The Technical Authority can request a progress review meeting, based on the duration and complexity of the TA. The Contractor will be responsible for leading these meetings, including preparing the agenda (to be distributed at least 24 hours before the meeting), minutes and follow-up (to be distributed no later than 5 working days after the meeting). It must include objectives followed, a description of the work, methodology, documentation, results and conclusion/recommendations of the work to be done during the next period of work. If problems were encountered during that period of time, the Contractor must provide explanations and proposed solution. Also, the Contractor must provide a management (financial and manpower) report.

The progress review meetings may be held on-site at DRDC – Valcartier Research Centre or at the Contractor's location but most of the time, the meeting will be held by telephone or by videoconference. This will be specified in the TA.

## 9.3 Other meetings

Other meetings may be held at the convenience and discretion of the Technical Authority and the Contractor. The location of the meeting, or phone conference or videoconference, and the roles and responsibilities of the parties to those other meetings will be set out in the TA.

## 10. **GOVERNMENT SUPPLIED MATERIAL (GSM)**

When supplied material is required, the task authorization will specify what material DRDC will provide.

## 11. **GOVERNMENT FURNISHED EQUIPMENT (GFE)**

When furnished equipment is required, the task authorization will specify what equipment DRDC will provide. Generally, it will be CAD drawings of platforms and/or targets to be meshed, compatible with SOLIDEDGE or FEMAP format, or in the case when platforms and/or targets are already partially or fully meshed, DRDC could provide FEMAP or LS-DYNA input files. For special and occasional cases, DRDC may provide algorithms, trial data or even codes.

## ANNEX B - BASIS OF PAYMENT

*(To be completed by Canada at contract award)*

### 1. LABOUR

The Contractor will be paid at firm, all-inclusive, hourly rates, including labor cost, benefits, general and administrative expenses and profit (excluding taxes).

Resource Categories	Firm, all-inclusive, hourly rates per category				
	From date of contract to March 31 <sup>st</sup> 2021	From April 1 <sup>st</sup> 2021 to March 31 <sup>st</sup> 2022	From April 1 <sup>st</sup> 2022 to March 31 <sup>st</sup> 2023	From April 1 <sup>st</sup> 2023 to March 31 <sup>st</sup> 2024	From April 1 <sup>st</sup> 2024 until the end of the contract period
<b>Senior Engineer</b> <i>(min. 2 resources)</i> Name: _____ Name: _____ Name: _____ Name: _____ Name: _____	\$	\$	\$	\$	\$
<b>Intermediate Engineer</b> <i>(min. 2 resources)</i> Name: _____ Name: _____ Name: _____ Name: _____ Name: _____	\$	\$	\$	\$	\$
<b>Junior Engineer</b> <i>(min. 1 resource)</i> Name: _____ Name: _____ Name: _____	\$	\$	\$	\$	\$
<b>Technician</b> <i>(min. 1 resource)</i> Name: _____ Name: _____ Name: _____	\$	\$	\$	\$	\$

### 2. TRAVEL AND LIVING EXPENSES

- (a) Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:
- (i) services provided within a 50 kilometer radius of Defense Research and Development Canada - Valcartier Research Center located at 2459, boulevard Pie-XI Nord, Quebec, Quebec, and

- 
- (ii) any travel between the Contractor's place of business and the greater region of Quebec City (including Defence Research and Development Canada – Valcartier Research Centre).
- (b) For services to be provided outside the 50 kilometer radius described in point 2. (a) (i), 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, private vehicle provided in Appendices B, C and D of the National Joint Council Travel Directive (<http://www.njc-cnm.gc.ca/directive/index.php?did=10&dlabel=travel-voyage&lang=eng&merge=2&slabel=index>), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.
- (c) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
- (d) All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.

**3. MATERIALS AND SUPPLIES:** at laid down cost without markup.

**4. TOTAL LIMITATION OF EXPENDITURE FOR THE CONTRACT: \$950,000.00**  
**(Applicable Taxes extra)**

**5. NOTE**

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

Solicitation No. - N° de l'invitation  
W7701-196952/A  
Client Ref. No. - N° de réf. du client  
W7701-196952

Amd. No. - N° de la modif.  
File No. - N° du dossier  
QCN-9-42122

Buyer ID - Id de l'acheteur  
QCN039  
CCC No./N° CCC - FMS No./N° VME

---

## **ANNEX C - SECURITY REQUIREMENTS CHECK LIST**

The *Security Requirements Check List* (SRCL) appended to the bid solicitation package is to be inserted at this point and forms part of this document.

Solicitation No. - N° de l'invitation  
W7701-196952/A  
Client Ref. No. - N° de réf. du client  
W7701-196952

Amd. No. - N° de la modif.  
File No. - N° du dossier  
QCN-9-42122

Buyer ID - Id de l'acheteur  
QCN039  
CCC No./N° CCC - FMS No./N° VME

---

## **ANNEX D - DND 626 TASK AUTHORIZATION FORM**

The *DND 626 Task Authorization Form* appended to the bid solicitation package is to be inserted at this point and forms part of this document.

---

## ANNEX E - CONTRACTOR DISCLOSURE OF FOREGROUND INFORMATION

Please refer to the Article 1, "Interpretation" of General Conditions 2040 applicable to the Contract for the definition of "Foreground Information" to determine what information must be disclosed.

The Contractor must provide the following information:

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

-----  
(Internal to the DRDC Valcartier)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title (Technical Authority)

Solicitation No. - N° de l'invitation  
W7701-196952/A  
Client Ref. No. - N° de réf. du client  
W7701-196952

Amd. No. - N° de la modif.  
File No. - N° du dossier  
QCN-9-42122

Buyer ID - Id de l'acheteur  
QCN039  
CCC No./N° CCC - FMS No./N° VME

---

## **ANNEX F - REQUEST FOR VISIT FORM**

The *Request For Visit Form* appended to the bid solicitation package is to be inserted at this point and forms part of this document.

Solicitation No. - N° de l'invitation  
W7701-196952/A  
Client Ref. No. - N° de réf. du client  
W7701-196952

Amd. No. - N° de la modif.  
File No. - N° du dossier  
QCN-9-42122

Buyer ID - Id de l'acheteur  
QCN039  
CCC No./N° CCC - FMS No./N° VME

---

## ANNEX G - NON-DISCLOSURE AGREEMENT

I, \_\_\_\_\_, recognize that in the course of my work as an employee or subcontractor of \_\_\_\_\_, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No W7701-196952 between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and \_\_\_\_\_, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial:  
W7701-196952

---

Signature

---

Date

---

## ATTACHMENT 1 - FINANCIAL BID PRESENTATION SHEET

Bidders must submit their financial proposal in accordance with *Section II: Financial Bid of Part 3 - Bid Preparation Instructions*.

For evaluation purposes only, the price of the bid will be determined as follows:

- 1) The annual estimated level of effort indicated at *Table 1 - Labor* is only an approximation of the requirement;
- 2) The Bidder must indicate at *Table 1 - Labor* the price information for each year of the contract period. The Bidder must indicate a firm, all inclusive, hourly rate.

Applicable taxes must be indicated separately.

- 3) The cumulative total of all resource categories will be calculated as follows:

**Cumulative total for *Senior Engineer* category**  
**+**  
**Cumulative total for *Intermediate Engineer* category**  
**+**  
**Cumulative total for *Junior Engineer* category**  
**+**  
**Cumulative total for *Technician* category**  

---

**Cumulative total of all resource categories**

- 4) Total Bid Price for Evaluation Purposes = Cumulative total of all resource categories.

Each cumulative total by resource category will be calculated as follows:

$$g = (a \times b) + (a \times c) + (a \times d) + (a \times e) + (a \times f)$$

**TABLE 1 – LABOR**

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

Resource Categories	Level of effort	Firm, all-inclusive, hourly rates per category					Cumulative total per category (g)
	Estimated average annual effort of level (a)	From date of contract to March 31 <sup>st</sup> 2021 (b)	From April 1 <sup>st</sup> 2021 to March 31 <sup>st</sup> 2022 (c)	From April 1 <sup>st</sup> 2022 to March 31 <sup>st</sup> 2023 (d)	From April 1 <sup>st</sup> 2023 to March 31 <sup>st</sup> 2024 (e)	From April 1 <sup>st</sup> 2024 until the end of the contract period (f)	$(g) = (a \times b) + (a \times c) + (a \times d) + (a \times e) + (a \times f)$
<b>Senior Engineer</b> (min. 2 resources)  Name: _____ Name: _____ Name: _____ Name: _____ Name: _____	200 hours	\$	\$	\$	\$	\$	\$
<b>Intermediate Engineer</b> (min. 2 resources)  Name: _____ Name: _____ Name: _____ Name: _____ Name: _____	468 hours	\$	\$	\$	\$	\$	\$
<b>Junior Engineer</b> (min. 1 resource)  Name: _____ Name: _____ Name: _____	328 hours	\$	\$	\$	\$	\$	\$
<b>Technician</b> (min. 1 resource)  Name: _____ Name: _____ Name: _____	100 hours	\$	\$	\$	\$	\$	\$
Total evaluated bid price							

---

## ATTACHMENT 2 - MANDATORY AND POINT RATED EVALUATION CRITERIA

### 1. GENERAL

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

#### **Additional Preparation Instructions for Technical Bids**

- a) The Bidder must submit the résumés of each proposed resource for each labour category to demonstrate the resources' experience in response to the mandatory and point-rated technical criteria.
- b) The Bidder must demonstrate its experience and each proposed resource's experience, and should express this in months. For the purpose of calculating months of experience, overlapping experience will only be counted once (e.g. Project #1 timeframe is July 2019 to December 2019; Project #2 timeframe is October 2019 to January 2020; the total experience for these two project references is seven (7) months).
- c) The Bidder should also support each working experience by presenting projects in which the proposed resources acquired their experience. For each project described, the Bidder should at least include the following information:
  - i. the title,
  - ii. the objectives,
  - iii. the scope,
  - iv. the project periods (month and year of the beginning and month and year of the end of the project),
  - v. the exact dates of the involvement and the role of the proposed resource in the project,
  - vi. the tasks performed by the proposed resource and any other relevant information.
- d) The same resource may be proposed in more than one resource category and will thus be evaluated for each of those categories.
- e) If the Bidder cannot propose resources for each category, subcontractors should be identified. The same information should be provided for the subcontractors' resources, and the same evaluation method will apply.
- f) Minimum requirements regarding the education and the experience of the resources are explained below:
  - i. To be considered acceptable, each diploma must be from a recognized Canadian university or college, or an equivalent established by a recognized Canadian credential-assessment service if the diploma or certificate was obtained abroad. The list of recognized organizations is posted on the Web site of the Canadian Information Centre for International Credentials at the following address: <http://cicic.ca>.
  - ii. Experience acquired during graduate studies above the minimum level required for each resource category may be recognized if the relevance to the field of expertise is demonstrated.
  - iii. Where the post-secondary degree or diploma was completed and obtained outside of Canada,

- 
- Canada reserves the right to request a Canadian equivalency document to be provided by the Bidder and issued by a recognized academic credentials assessment organization showing the academic level obtained.
- iv. The months of experience identified must be in terms of months of full-time employment (1 month of experience is considered to be a minimum of 150 hours of work).
  - v. Demonstrated concurrent experience is acceptable for evaluation purposes, but only counts once for the same resource category.
- g) When resources are evaluated according to the Mandatory Technical Criteria, only resources meeting the Mandatory Technical Criteria will be assessed against the Point Rated Technical Criteria. Resources that do not meet the Mandatory Technical Criteria will not be part of the Contract.
- h) For the Bidder to obtain points at section 3 - *Point Rated Technical Criteria* of the *Attachment 2 - Mandatory and Point Rated Technical Criteria*, it should be demonstrated that the proposed resource has gained experience in one or the other areas of experience listed. The resource could also have a combination of experience including some of the areas of expertise listed.
- i) Bidders should complete and provide the *Appendix A of the Attachment 2* with their bid. In the event that the Bidder fails to submit the *Appendix A*, the Contracting Authority may, but has no obligation to, request it after the request for proposal closing date in writing.

## 2. MANDATORY EVALUATION CRITERIA

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

Each criterion should be addressed separately.

- 2.2 The following criteria will be used in this evaluation. This Bidder must complete and submit the table below along with the supporting information in the proposal.

Criteria	Description	Proposal Page Reference	Supporting Comments (if any)
<b>CO1</b>	<p>The Bidder must have access to a 3D CFD (computational fluid dynamic) code to generate blast and landmine loadings in a format compatible with LS-DYNA. The CFD code must model shock waves realistically.</p> <p>In order to demonstrate its compliance with this criterion:</p> <ul style="list-style-type: none"> <li>a) The Bidder must present the CFD code he will use.</li> <li>b) The Bidder must explain how the CFD code he will use works.</li> <li>c) The Bidder must also explain how the CFD code was validated with experimental data by providing a short summary (maximum one (1) page) and by giving references of reports and/or scientific papers (title of the report, date published, number of pages, authors, and any other relevant information) to prove the accomplishment of the work with this code.</li> </ul>		
<b>CO2</b>	<p>The Bidder must demonstrate that his CFD code is compatible with LS-DYNA code.</p> <p>In order to demonstrate its compliance with this criterion:</p> <ul style="list-style-type: none"> <li>a) The Bidder must give references of reports and/or scientific papers (title of the report, date published, number of pages, authors, and any other relevant information) to prove they are compatible.</li> </ul>		
<b>CO3</b>	<p>The Bidder must present in his proposal at least three (3) <b>similar projects</b>* carried out during the last five (5) years by the bidder, whether they are completed or in progress for more than twenty-four (24) months.</p> <p>In order to demonstrate its compliance with this criterion:</p> <ul style="list-style-type: none"> <li>a) The Bidder must provide a summary of each contract, including:</li> </ul>		

	<ul style="list-style-type: none"> <li>i. the value and length of the contract,</li> <li>ii. a description of the work,</li> <li>iii. the number of resources managed per year,</li> <li>iv. a description of the strategies used to manage the contract.</li> </ul> <p>* <b>similar project</b> is defined as a multi-year contract of at least 200,000.00 dollars (excluding applicable taxes) per year and requiring the management of at least three (3) resources per year.</p>		
<b>CO4</b>	<b>Senior Engineer labour category</b>		
4.1	<p>The proposed resource must have a minimum of a bachelor's degree in one of the following fields and provide the related diploma:</p> <ul style="list-style-type: none"> <li>i. mechanical engineering;</li> <li>ii. physical engineer;</li> <li>iii. graduated studies related to finite element analysis;</li> <li>iv. analytical simulation;</li> <li>v. computational fluid dynamic.</li> </ul>		
4.2	The Bidder must propose at least two resources in this category.		
<b>CO5</b>	<b>Intermediate Engineer labour category</b>		
5.1	<p>The proposed resource must have a minimum of a bachelor's degree in one of the following fields and provide the related diploma:</p> <ul style="list-style-type: none"> <li>i. mechanical engineer, or</li> <li>ii. a field related to one of the tasks described in the statement of work such as, but not limited to, a bachelor's degree in programming, a bachelor's degree in materials modeling.</li> </ul>		
5.2	The Bidder must propose at least two resources in this category.		
<b>CO6</b>	<b>Junior Engineer labour category</b> The proposed resource must have a minimum of a bachelor's degree in one of the following fields and provide the related diploma: <ul style="list-style-type: none"> <li>i. mechanical engineer, or</li> <li>ii. a field related to one of the tasks described in the statement of work such as, but not limited to, a bachelor's degree in programming, a bachelor's degree in materials modeling.</li> </ul>		
<b>CO7</b>	<b>Technician labour category</b> The proposed resource must have a minimum of a technical diploma in one of the following fields and provide the related diploma: <ul style="list-style-type: none"> <li>i. mechanical engineer, or</li> <li>ii. a field related to one of the tasks described in the statement of work such as, but not limited to, technical drawing, computer science, materials or engineering technique.</li> </ul>		

### 3. POINT RATED TECHNICAL CRITERIA

- 3.1 At bid closing time, the Bidder must comply with the following point-rated criteria and provide the necessary documentation to support compliance. Any proposal that fails to obtain the required minimum score will be declared non-responsive and will be given no further consideration.

Each criterion should be addressed separately.

- 3.2 Each bid meeting all of the mandatory requirements specified above will be evaluated and scored in accordance with the following evaluation criteria:

POINT RATED TECHNICAL CRITERIA		EVALUATION SCALE	MAX	MIN
<b>1.</b>	<b>EXPERIENCE</b>		<b>60</b>	<b>18</b>
<b>1.1</b>	<b>Experience of proposed resources - Senior Engineer labour category</b>		<b>30</b>	<b>9</b>
<b>1.1.1</b>	Experience in management for research and development projects.	<b>10 points:</b> 60 months of experience or more; <b>7 points:</b> 48 months to less than 60 months; <b>5 points:</b> 36 months to less than 48 months; <b>3 points:</b> 24 months to less than 36 months; <b>0 point:</b> less than 24 months of experience.	10	3
<b>1.1.2</b>	Experience in one or more of the following fields. a) Experience in generating blast or landmine loadings using CFD code. b) Experience to perform simulations and analysis of internal and external flows using a CFD code. c) Experience using LS-DYNA code to perform finite element simulations.	<b>10 points:</b> 60 months of experience or more; <b>7 points:</b> 48 months to less than 60 months; <b>5 points:</b> 36 months to less than 48 months; <b>3 points:</b> 24 months to less than 36 months; <b>0 point:</b> less than 24 months of experience.	10	3
<b>1.1.3</b>	Experience in one or more of the following fields. a) Experience in the development and use of numerical and analytical tools used to perform	<b>10 points:</b> 120 months of experience or more; <b>7 points:</b> 96 months to less than 120 months;	10	3

	<p>vulnerability/lethality study involving personnel or military platforms, and weapons systems.</p> <p>b) Experience in generating blast or landmine loadings using CFD code.</p> <p>c) Experience to perform simulations and analysis of internal and external flows using a CFD code.</p> <p>d) Experience using LS-DYNA code to perform finite element simulations.</p> <p>e) Experience in the development, characterisation and use of constitutive material models (ex. steel, aluminum, ceramics, foam).</p> <p>f) Experience in the development, characterisation and use of constitutive models for soils.</p> <p>g) Experience in the development, programming and implementation of one of the following: material models, failure criteria, injury criteria, damage models. Could be programmed in a language such as (but not limited to): Fortran, C++, Matlab, Maple.</p>	<p><b>5 points:</b> 72 months to less than 96 months;</p> <p><b>3 points:</b> 48 months to less than 72 months;</p> <p><b>0 point:</b> less than 48 months of experience.</p>		
<b>1.2</b>	<b>Experience of proposed resources - Intermediate Engineer labour category</b>		<b>20</b>	<b>6</b>
<b>1.2.1</b>	<p>Experience in one or more of the following fields.</p> <p>a) Experience in generating blast or landmine loadings using CFD code.</p> <p>b) Experience to perform simulations and analysis of internal and external flows using a CFD code.</p> <p>c) Experience using LS-DYNA code to perform finite element simulations.</p>	<p><b>10 points:</b> 60 months of experience or more;</p> <p><b>7 points:</b> 48 months to less than 60 months;</p> <p><b>5 points:</b> 36 months to less than 48 months;</p> <p><b>3 points:</b> 24 months to less than 36 months;</p> <p><b>0 point:</b> less than 24 months of experience.</p>	10	3
<b>1.2.2</b>	<p>Experience in one or more of the following fields.</p> <p>a) Experience in the development and use of numerical and analytical tools used to perform vulnerability/lethality study involving personnel or military platforms, and weapons systems.</p> <p>b) Experience in generating blast or landmine loadings using CFD code.</p> <p>c) Experience to perform simulations and analysis of internal and external flows using a CFD code.</p> <p>d) Experience using LS-DYNA code to perform finite element simulations.</p>	<p><b>10 points:</b> 42 months of experience or more;</p> <p><b>7 points:</b> 36 months to less than 42 months;</p> <p><b>5 points:</b> 24 months to less than 36 months;</p> <p><b>3 points:</b> 18 months to less than 24 months;</p> <p><b>0 point:</b> less than 18 months of experience.</p>	10	3

	<p>e) Experience in the development, characterisation and use of constitutive material models (ex. steel, aluminum, ceramics, foam).</p> <p>f) Experience in the development, characterisation and use of constitutive models for soils.</p> <p>g) Experience in the development, programming and implementation of one of the following: material models, failure criteria, injury criteria, damage models. Could be programmed in a language such as (but not limited to): Fortran, C++, Matlab, Maple.</p>			
<b>1.3</b>	<b>Experience of proposed resources - Technician labour category</b>		<b>10</b>	<b>3</b>
<b>1.3.1</b>	Experience in CAD and mesh generation of simple (ex. plates) and complex structures (ex. vehicles, ships) using FEMAP or an equivalent mechanical design software (ex. Solid Edge, SolidWorks).	<p><b>10 points:</b> 36 months of experience or more;</p> <p><b>7 points:</b> 24 months to less than 36 months;</p> <p><b>5 points:</b> 18 months to less than 24 months;</p> <p><b>3 points:</b> 12 months to less than 18 months;</p> <p><b>0 point:</b> less than 12 months of experience.</p>	10	3
	<b>Total :</b>		<b>60</b>	<b>18</b>

Solicitation No. - N° de l'invitation  
W7701-196952/A  
Client Ref. No. - N° de réf. du client  
W7701-196952

Amd. No. - N° de la modif.  
File No. - N° du dossier  
QCN-9-42122

Buyer ID - Id de l'acheteur  
QCN039  
CCC No./N° CCC - FMS No./N° VME

---

### **ATTACHMENT 3 - ELECTRONIC PAYMENT INSTRUMENTS**

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

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

---

#### **ATTACHMENT 4 - 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 attachment *Federal Contractors Program for Employment Equity - Certification*. (Refer to the Joint Venture section of the Standard Instructions)

## APPENDIX B – BID SUBMISSION FORM

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

	<p>Is the Bidder a former public servant who received a lump sum payment under the terms of a work force reduction program?</p> <p>Yes ____ No ____</p> <p>If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant".</p>											
<p><b>Bidder's security clearance level</b></p> <p>[Include both the level and the date it was granted.]</p> <p><b>[Note to bidders: The name on the security clearance must match the legal name of the Bidder. If it does not, the security clearance is not valid for the Bidder.]</b></p>												
<p><b>Security clearance level for the following categories of proposed resources:</b></p> <p>Senior Engineer Level ____</p> <p>Intermediate Engineer Level ____</p> <p>Junior Engineer Level ____</p> <p>Technician Level ____</p>	<table border="1"> <thead> <tr> <th colspan="2">SECURITY INFORMATION</th> </tr> </thead> <tbody> <tr> <td>Name of individual as it appears on security clearance application form</td> <td></td> </tr> <tr> <td>Level of security clearance obtained</td> <td></td> </tr> <tr> <td>Validity period of the security clearance obtained</td> <td></td> </tr> <tr> <td>"Security Screening Certificate and Briefing Form" file number</td> <td></td> </tr> </tbody> </table>		SECURITY INFORMATION		Name of individual as it appears on security clearance application form		Level of security clearance obtained		Validity period of the security clearance obtained		"Security Screening Certificate and Briefing Form" file number	
SECURITY INFORMATION												
Name of individual as it appears on security clearance application form												
Level of security clearance obtained												
Validity period of the security clearance obtained												
"Security Screening Certificate and Briefing Form" file number												
<p>On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none"> <li>1. the Bidder considers itself and its proposed resources able to meet all the mandatory requirements described in the bid solicitation;</li> <li>2. this bid is valid for the period indicated in the bid solicitation;</li> <li>3. all the information provided in the bid is complete, true and accurate; and</li> <li>4. if the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.</li> </ol>												
<p><b>Signature of Authorized Representative of Bidder</b></p>												



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

W7701-196952

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		DRDC Valcartier	
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 The main objectives of this task authorization (TA) contract are to provide technical services in numerical modelling and simulations, meshing, analytical modelling, interface development and to provide technical advices. The numerical simulations include engineering design analysis, structural finite element, computational fluid analysis and vulnerability/lethality analysis.			
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 checked="" 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 checked="" type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : Canada, incluant les résidents permanents du Canada <input checked="" type="checkbox"/>		Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>	
Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>		Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input checked="" type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input checked="" type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input checked="" type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

W7701-196952

Security Classification / Classification de sécurité

Unclassified

PART A (continued) / PARTIE A (suite)

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

- ☒ RELIABILITY STATUS  
COTE DE FIABILITÉ ☐ CONFIDENTIAL  
CONFIDENTIEL ☒ SECRET  
SECRET ☐ TOP SECRET  
TRÈS SECRET
- ☐ TOP SECRET- SIGINT  
TRÈS SECRET - SIGINT ☐ NATO CONFIDENTIAL  
NATO CONFIDENTIEL ☐ NATO SECRET  
NATO SECRET ☐ COSMIC TOP SECRET  
COSMIC TRÈS SECRET
- ☐ SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux : L'entrepreneur pourrait avoir accès aux installations de RDDC.

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



Government  
of Canada

Gouvernement  
du Canada

Contract / Numéro du contrat  
W7701-196952

Security Classification / Classification de sécurité  
Unclassified

**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 RESTREINTE	NATO CONFIDENTIEL		COSMIC COSMIC TRÈS SECRET				CONFIDENTIEL		TRÈS SECRET	
										A	B	C				
Information / Assets Renseignements / Biens Production	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

☒ No  
Non ☐ Yes  
Oui

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

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

☒ No  
Non ☐ Yes  
Oui

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



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

W7701-196952

Security Classification / Classification de sécurité

Unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées) Geneviève Toussaint	Title - Titre Scientifique de la défense	Signature <i>G. Toussaint</i>
--	---	----------------------------------

Telephone No. - N° de téléphone 418-844-4000 x4469	Facsimile No. - N° de télécopieur 418-844-4876	E-mail address - Adresse courriel genevieve.toussaint@drdc-rddc.gc.ca	Date 2018-11-05
---	---	--	--------------------

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

Name (print) - Nom (en lettres moulées) Sasa Medjovic Senior Security Analyst	Title - Titre DDSC Industrial Security	Signature <i>Sasa Medjovic</i>
---	---	-----------------------------------

Telephone No. - N° de téléphone Tel: 613-998-8212	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel E-mail: sasa.medjovic@crses.gc.ca	Date 2019-Jan 23
--	-----------------------------------	--	---------------------

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No / Non ☒ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) <i>Daniel Boisclair</i>	Signature Signé numériquement par : Boisclair, Daniel Date : 2020.07.24 14:29:49 -04'00'
--	--

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
---------------------------------	-----------------------------------	-----------------------------------	------

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

Cynthia Laverdure Contract Security Officer, Contract Security Division <a href="mailto:cynthia.laverdure@tpsgc-pwgsc.gc.ca">cynthia.laverdure@tpsgc-pwgsc.gc.ca</a> Tel/Tél 613-954-4956	Signature
E-mail address - Adresse courriel	Date

# Security Requirement Checklist (SRCL)

## Supplemental Security Classification Guide

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

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

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

## Security Requirement Checklist (SRCL) Supplemental Security Classification Guide

Part B - Multiple Levels of Personnel Screening: Security Classification Guide			
To be completed in addition to SRCL question 10.a) when multiple levels of personnel screening are therein identified. Indicate which personnel screening levels are required for which portions of the work/access involved in the contract.			
Level of Personnel Clearance (e.g. Reliability, Secret)	Position / Description/Task	Access to sites and/or information. Levels of Information to be accessed.	Citizenship Restriction (if any)
None	Senior Engineer	Unclassified Work at Contractor Facilities	
Reliability	Senior Engineer	Access to sites and information Protected A, B	
Secret	Senior Engineer	Access to sites and information Protected A, B, and Secret information.	Canadians and Permanent Canadian Residents
None	Intermediate Engineer	Unclassified Work at Contractor Facilities	
Reliability	Intermediate Engineer	Access to sites and information Protected A, B	
Secret	Intermediate Engineer	Access to sites and information Protected A, B, and Secret information.	Canadians and Permanent Canadian Residents
None	Junior Engineer	Unclassified Work at Contractor Facilities	
Reliability	Junior Engineer	Access to sites and information Protected A, B	
Secret	Junior Engineer	Access to sites and information Protected A, B, and Secret information.	Canadians and Permanent Canadian Residents
None	Technician	Unclassified Work at Contractor Facilities	
Reliability	Technician	Access to sites and information Protected A, B	
Secret	Technician	Access to sites and information Protected A, B, and Secret information.	Canadians and Permanent Canadian Resident

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

### OTHER SECURITY INTRUCTIONS

--

Security Requirement Checklist (SRCL)  
**Supplemental Security Classification Guide**

UNCLASSIFIED

**Department of National Defence (DND)**

**Information Technology Security Requirements**

**For**

**Contract W7701-196952**

**RELEASE HISTORY**

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

- 1. INTRODUCTION .....4
- 2. MANDATORY PREREQUISITES.....5
  - 2.1. PSPC VALIDATION FOR PHYSICAL SECURITY.....5
  - 2.2. PHYSICAL SECURITY.....5
  - 2.3. PERSONNEL SECURITY.....6
  - 2.4. PROCEDURAL SECURITY .....6
  - 2.5. INFORMATION SECURITY .....6
- 3. MINIMUM IT SECURITY REQUIREMENTS .....8
  - 3.1. IT SECURITY POLICY COMPLIANCE AND MONITORING .....8
  - 3.2. IT EQUIPMENT .....8
  - 3.3. IT SYSTEM CONFIGURATION .....8
  - 3.4. AUTHORIZATION AND ACCESS CONTROL .....9
  - 3.5. IT MEDIA.....10
  - 3.6. DOCUMENT PRINTING / REPRODUCTION.....11
  - 3.7. RECOVERY.....11
  - 3.8. DISPOSAL.....11

## 1. INTRODUCTION

1.1 This document outlines the Information Technology (IT) Security requirements for the Department of National Defence's (DND) current contract W7701-196952 for the processing, production and/or storage of sensitive information up to and including the level of SECRET. Considering the IT portion of the Security clearance being contract specific, the intent of this document is to establish the minimum IT Security safeguards required for the processing, production and/or storage of sensitive information be approved by the DND authority.

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

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

## 2. MANDATORY PREREQUISITES

### 2.1. PSPC Validation for Physical Security

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

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

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

2.1.4 As W7701-196952 has been evaluated at the SECRET level, the contractor is required to conform to the Communication Security Establishment (CSE) Emanation Security (EMSEC) specifications as depicted in CSE ITSG-11A. This publication can be obtained from CISD or the DND Project Lead.

### 2.2. Physical Security

2.2.1 The IS (identified herein as the DRDC-196952-IS must be installed and be operated in a security zone or in a temporary security zone in accordance with the RCMP G1-026.

2.2.2 Access to the security zone or temporary security zone must be controlled by an Access Control List (ACL). The ACL must be affixed inside the security zone where the DRDC-196952-IS is installed and operated.

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

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

2.2.5 Mobile computing / Teleworking involving the DRDC-196952-IS is not authorised on this contract.

### **2.3. Personnel Security**

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

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

2.3.3 No foreign national can have the capability to affect the Confidentiality, Integrity and Availability of the data without a valid personnel security screening at the SECRET level and the prior approval from the CISC International section and the DND Project Lead.

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

### **2.4. Procedural Security**

2.4.1 The Contractor must create System IT Security Orders and Standard Operating Procedures (SOP) specifying as a minimum; roles and responsibilities, access management, acceptable use and incident management as it relates to the operation and maintenance of DRDC-196952-IS.

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

2.4.3 The DRDC-196952-IS must be administered and be maintained internally by individual(s) possessing at least, valid personnel security screening at the SECRET level. The DRDC-196952-IS must not be remotely accessible.

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

### **2.5. Information Security**

2.5.1 Contractual information must be exchanged between the DND Project Lead, and all levels of contractor/sub-contractor companies using hard copy documents, IT media and/or an approved IT link. Hard copy documents and IT media and must be handled and be transported in accordance

with Government of Canada guidelines (RCMP G1-009 “Operational Security Standard on Physical; Security”).

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

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

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

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

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

2.5.7 IT Connections are not authorized between the DRDC-196952-IS and any other network, system or equipment unless CISC and the DND Project Lead have been made aware and have authorised it. An additional IT security inspection may be required to validate and authorize the IT connection.

2.5.8 The contractor must use a removable hard drive for the DRDC-196952-IS. The removable hard drives must be secured in an approved secure cabinet when not in use.

### **3. MINIMUM IT SECURITY REQUIREMENTS**

#### **3.1. IT Security Policy Compliance and Monitoring**

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

#### **3.2. IT Equipment**

3.2.1 A list of all equipment forming the DRDC-196952-IS must be maintained by the Contractor. The list of equipment must contain but not be limited to: equipment description, quantity, make and model. If requested, the list of equipment must be made available to CISD and the DND Project Lead.

3.2.2 The contractor must inform CISD and the DND Project Lead of any major change to the DRDC-196952-IS IT equipment.

#### **3.3. IT System Configuration**

3.3.1 The equipment used to process, produce and/or store the contractual information must consist of Commercial off the Shelf (COTS) or TEMPEST equipment and must be labelled commensurate with the contractual information sensitivity SECRET level.

3.3.2 The DRDC-196952-IS must be configured as a stand-alone workstation, or a closed LAN.

3.3.3 A topology diagram of the DRDC-196952-IS must be provided upon request, to CISD and the DND Project Lead. The diagram must consist of a high level system design and include any IT links to other entities and/or connections to other networks / systems.

3.3.4 All equipment interconnectivity must be using fibre optic, must be identifiable from the corporate system wiring, must be controlled and monitored to prevent inadvertent or deliberate connection to any unauthorised equipment, network or infrastructure and, must be ran in separate conduits.

3.3.5 Workstation(s) must be configured with removable hard drives.

3.3.6 The DRDC-196952-IS must operate on a supported Operating System (OS). OS security patches must be updated regularly; at least on a monthly basis. The OS must be configured to disable unnecessary processes and ports. The DRDC-196952-IS SOP must identify the frequency and the method used to update the OS security patches and provide details on the OS configuration.

3.3.7 A supported antivirus application must be installed and be operational on the DRDC-196952-IS. The antivirus definition files must be updated regularly; at least on a monthly basis. The antivirus application must be configured to automatically scan the DRDC-196952-IS at power-on or on a set interval. Every new file introduced onto the DRDC-196952-IS must be scanned for viruses. The DRDC-196952-IS SOP must identify the frequency and the method used to update its definition files as well as the configuration of the antivirus application.

3.3.8 Only applications required by the contract must be installed on the DRDC-196952-IS. Application patches must be kept up to date and be managed through a defined configuration management process. The DRDC-196952-IS SOP must list every installed application and identify the application patch management process.

3.3.9 OS log files must be active and be reviewed at least on a monthly basis. The review must consist of but not be limited to: unsuccessful login attempts, unauthorised changes to the system hardware / firmware / software, unusual system behaviour, unplanned disruption of systems / services, system errors, etc. Only system administrators shall be allowed to modify or delete log files. The DRDC-196952-IS SOP must identify the frequency and the method used to review OS log files.

3.3.10 The use of wireless capabilities on the DRDC-196952-IS is strictly prohibited. Modification of the wireless setting must not be authorized at the user level (limited privileges).

#### **3.4. Authorization and Access Control**

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

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

3.4.3 Specific administrator account must be created for each system administrator. If an administrator is also required to operate the DRDC-196952-IS, a separate user account must be created for his/her operation of the system.

3.4.4 There must be no generic account on the DRDC-196952-IS.

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

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

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

3.4.8 The DRDC-196952-IS SOP must include an Authorization and Access Control process depicting the user addition and removal process.

### **3.5. IT Media**

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

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

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

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

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

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

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

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

### **3.6. Document Printing / Reproduction**

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

3.6.2 Printers, plotters, scanners and/or Multi-Function Devices (MFD) used on W7701-196952 must not be equipped with internal hard drives. If unfeasible, printers, plotters, scanners and/or MFD must be equipped with removable hard drives or with no drives. The removable hard drives must be secured in an approved secure cabinet when not in use.

3.6.3 The use of MFD is authorized if connected only to the DRDC-196952-IS. Connection to other devices, network or telephone line is strictly prohibited.

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

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

### **3.7. Recovery**

3.7.1 The contractual information must be backed-up regularly (at least once a week) and be safeguarded at a remote location. If the contractor does not have a remote location to safeguard the backups, arrangements can be made with the DND Project Lead. If backups are safeguarded with another contractor, CISC and the DND Project Lead must be informed, validate and authorize the initiative. The DRDC-196952-IS SOP must include details on the back-up frequency, methodology and storage.

3.7.2 The Contractor must elaborate and document a system disaster recovery plan. The DRDC-196952-IS SOP must include details on the recovery, restoration, tests frequency, and methodology.

### **3.8. Disposal**

3.8.1 The disposal of IT media (media that failed, is being life cycled or is no longer required), including removable and external hard drives, used on W7701-196952 must be authorized in advance by the DND Project Lead and must be documented / tracked. The local disposal of IT media is prohibited.

3.8.2 The disposal of IT media must be tracked via the use of a certificate of destruction (DND Project Lead will provide template) and a document Transit and receipt form (DND Project Lead

will provide template). The contractor must retain a copy of every IT disposal evidence document and if requested, must make the evidence available to CISC and the DND Project Lead.

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

3.8.4 The following process must be applied prior to removing printers, plotters, scanners and/or Multi-Function Devices (MFD) used on W7701-196952 for maintenance or disposal:

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

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

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

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

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

DND 626 (01-05)

## 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.

All fields must be completed and the form communicated via Government-to-Government

# REQUEST FOR VISIT

TO:

(Country / international organisation name)

1. TYPE OF VISIT REQUEST	2. TYPE OF INFORMATION / MATERIAL OR SITE ACCESS	3. SUMMARY
<input type="checkbox"/> One-time <input type="checkbox"/> Recurring <input checked="" type="checkbox"/> Emergency <input type="checkbox"/> Amendment	<input type="checkbox"/> CONFIDENTIAL or above  <input type="checkbox"/> Access to security areas without access to classified information / material  <i>Only if required by the laws / regulations of the countries involved</i>  <input type="checkbox"/> Unclassified / RESTRICTED	No. of sites <input type="text" value="1"/>  No. of visitors <input type="text" value="1"/>
<b>4. ADMINISTRATIVE DATA:</b>		
Requestor: <input type="text"/>  To: <input type="text"/>		NSA/DSA RFV Reference No. <input type="text"/>  Date (dd/mm/yyyy): <input type="text"/>
<b>5. REQUESTING GOVERNMENT AGENCY, ORGANISATION OR INDUSTRIAL FACILITY:</b>		
<input type="checkbox"/> Military <input type="checkbox"/> Government <input type="checkbox"/> Industry <input type="checkbox"/> NATO <input type="checkbox"/> EU <input type="checkbox"/> Other		
NAME: <input type="text"/>		
POSTAL ADDRESS: <input type="text"/>		
E-MAIL ADDRESS: <input type="text"/>		
FAX NO: <input type="text"/> TELEPHONE NO: <input type="text"/>		
<b>6. GOVERNMENT AGENCY(IES), ORGANISATION(S) OR INDUSTRIAL FACILITY(IES) TO BE VISITED - (Annex 1 to be completed)</b>		
<b>7. DATE OF VISIT (dd/mm/yyyy):</b> FROM <input type="text"/> TO <input type="text"/>		
<b>8. TYPE OF INITIATIVE (Select one from each column):</b>		
<input type="checkbox"/> Government initiative  <input type="checkbox"/> Commercial initiative	<input type="checkbox"/> Initiated by requesting agency or facility  <input type="checkbox"/> By invitation of the facility to be visited	

All fields must be completed and the form communicated via Government-to-Government

**9. IS THE VISIT PERTINENT TO:**

- ☐ Specific equipment or weapon system  
☐ Foreign military sales or export licence  
☐ A programme or agreement  
☐ A defence acquisition process  
☐ Other

**Specification of the selected subject:**

**10. SUBJECT TO BE DISCUSSED/JUSTIFICATION/PURPOSE** *(To include details of host Government/Project Authority and solicitation/contract number if known and any other relevant information. Abbreviations should be avoided):*

**11. ANTICIPATED HIGHEST LEVEL OF INFORMATION/MATERIAL OR SITE ACCESS TO BE INVOLVED:**

*Only if required by the laws/regulations of the countries involved*

☐ Unclassified

☐ RESTRICTED

☐ CONFIDENTIAL

☐ SECRET

☐ TOP SECRET

☐ Other

**12. PARTICULARS OF VISITOR(S) - (Annex 2 to be completed)**

**13. THE SECURITY OFFICER OF THE REQUESTING GOVERNMENT AGENCY, ORGANISATION OR INDUSTRIAL FACILITY:**

NAME:

TELEPHONE NO:

E-MAIL ADDRESS:

SIGNATURE:

STAMP

All fields must be completed and the form communicated via Government-to-Government

**14. CERTIFICATION OF SECURITY CLEARANCE LEVEL:**

NAME:

STAMP

ADDRESS:

TELEPHONE NO:

E-MAIL ADDRESS:

SIGNATURE:

DATE (dd/mm/yyyy):

**15. REQUESTING NATIONAL SECURITY AUTHORITY / DESIGNATED SECURITY AUTHORITY:**

NAME:

STAMP

ADDRESS:

TELEPHONE NO:

E-MAIL ADDRESS:

SIGNATURE:

DATE (dd/mm/yyyy):

**16. REMARKS** *(Mandatory justification required in case of an emergency visit):*

### ANNEX 1 TO RFV FORM

All fields must be completed and the form communicated via Government-to-Government

## GOVERNMENT AGENCY(IES), ORGANISATION(S) OR INDUSTRIAL FACILITY(IES) TO BE VISITED

Add

☐ Military ☐ Government ☐ Industry ☐ NATO ☐ EU ☐ Other

NAME:

ADDRESS:

TELEPHONE NO:

FAX NO:

NAME OF POINT OF CONTACT:

E-MAIL:

TELEPHONE NO:

NAME OF SECURITY OFFICER OR  
SECONDARY POINT OF CONTACT:

E-MAIL:

TELEPHONE NO:

Delete

## ANNEX 2 TO RFV FORM

All fields must be completed and the form communicated via Government-to-Government

### PARTICULARS OF VISITOR(S)

Add

☐ Military ☐ Defence Public ☐ Government ☐ Industry/Embedded ☐ NATO ☐ EU ☐ Other  
Servant Contractor Employee Employee

SURNAME:

FORENAMES (as per passport):

RANK (if applicable):

DATE OF BIRTH (dd/mm/yyyy):

PLACE OF BIRTH:

NATIONALITY:

SECURITY CLEARANCE LEVEL:

PP/ID NUMBER:

POSITION:

COMPANY/AGENCY:

Delete