



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

Quartier général de la Défense nationale
Ottawa (Ontario)
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**REQUEST FOR INFORMATION
DEMANDE DE RENSEIGNEMENTS**

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

By e-mail to:

Natalie.Provost@forces.gc.ca

Director Services Contracting
(D Svcs C) 3-3-4

Attention: Natalie Provost

Title/Titre DNA Identification Program	Solicitation No – N° de l’invitation W6369-21-A004/A
Date of Solicitation – Date de l’invitation 19 October 2020	
Address Enquiries to – Adresser toutes questions à Natalie Provost	
Telephone No. – N° de téléphone	Email - Courriel Natalie.Provost@forces.gc.ca
Destination See herein.	

<p>Solicitation Closes – L’invitation prend fin</p> <p>At / à : 14 :00 Eastern Standard Time</p> <p>On / le : 25 November 2020</p>

<p>Vendor Name and Address - Raison sociale et adresse du fournisseur</p>
<p>Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie)</p> <p>Name/Nom : _____</p> <p>Title/Titre : _____</p> <p>Signature : _____</p> <p>Date : _____</p>



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DNA IDENTIFICATION PROGRAM

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SECTION “A” REQUEST FOR INFORMATION REGARDING THE DNA IDENTIFICATION PROGRAM

The intent of this Request for Information (RFI) and draft Statement of Work (SOW) and Evaluation Criteria is to solicit feedback on all aspects detailed herein so as to enable Canada to consider industry perspectives and to provide industry with reasonable planning lead time to prepare for any resultant Request for Proposal (RFP).

A1.0 Overview

The Department of National Defence (DND) is requesting Industry feedback regarding full-genome sequencing from human bone samples and associated genealogical research services, for the Canadian Armed Forces Casualty Identification Program.

The Canadian Armed Forces Casualty Identification Program uses DNA analysis in its investigative process to identify the newly discovered skeletal remains of Canadian service personnel who were killed during the First and Second World Wars, and the Korean Conflict. The Program typically uses mtDNA and Y-STR DNA for identification purposes. The Program is looking to utilize new DNA technology that will increase the likelihood of identification with a more robust and rigorous scientific methodology.

Further details about the Casualty Identification Program can be found using this link below: <https://www.canada.ca/en/department-national-defence/services/military-history/history-heritage/casualty-identification-military.html>.

The Contract Period will be from Contract Award to two (2) years later with an irrevocable option to extend the term of the contract by up to three (3) additional periods of one-year under the same conditions.

A2.0 Objective

This feedback will assist DND in finalizing the requirement and preparing a subsequent solicitation. The RFI information herein will also provide potential Service Providers an update on the procurement in preparation for the eventual Solicitation.

The objective of this RFI is to:

- 2.1 Determine if there are suppliers who are able to extract, enrich, test, and analyze DNA from degraded human bone samples and generate a full genome to ultimately identify human skeletal remains (i.e., Forensic-Grade Genome Sequencing).
 - 2.1.1 The suppliers must be able to make comparative DNA analyses with family reference samples or databased information that will lead to making an identification.
 - 2.1.2 The suppliers must also be able to process previously extracted mitochondrial DNA (mtDNA) and Y-chromosome short tandem repeat (Y-STR) DNA profiles in instances where obtaining more DNA for testing is not available.
 - 2.1.3 The suppliers will ideally also offer genealogical research services to complement the full-genome sequencing results therefore offering a full-service forensic DNA sequencing program.



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- 2.2 Allow respondents to assess and comment on the adequacy and clarity of the requirements as currently expressed.
- 2.3 Allow respondents to propose alternate methods of performing the work.

A3.0 Nature of Request for Information

This is not a bid solicitation. This RFI will not result in the award of any contract. As a result, potential suppliers of any goods or services described in this RFI should not reserve stock or facilities, nor allocate resources, as a result of any information contained in this RFI. Nor will this RFI result in the creation of any source list. Therefore, whether or not any potential supplier responds to this RFI will not preclude that supplier from participating in any future procurement. Also, the procurement of any of the goods and services described in this RFI will not necessarily follow this RFI. This RFI is simply intended to solicit feedback from industry with respect to the matters in this RFI.



SECTION "B" ADMINISTRATIVE MATTERS

B1.0 Submission of Responses

B1.1 Nature and Format of Responses Requested

Respondents are requested to provide their comments, concerns and where applicable, alternative recommendations regarding how the requirements or objectives described in this RFI could be satisfied. Respondents are also invited to provide comments regarding the content, format and /or organization of any draft documents included in this RFI. Respondents should explain any assumptions they make in their responses.

B1.2 Response Costs

Canada will not reimburse any respondent for expenses incurred in responding to this RFI.

B1.3 Treatment of Responses

- (a) **Use of Responses:** Responses will not be formally evaluated. However, the responses received may be used by Canada to develop or modify procurement strategies or any draft documents contained in this RFI. Canada will review all responses received by the RFI closing date.
- (b) **Review team:** A review team composed of representatives of DND will review the responses. Canada reserves the right to hire any independent consultant, or use any Government of Canada (GOC) resources that it considers necessary to review any responses. Not all members of the review team will necessarily review all responses.
- (c) **Confidentiality:** Respondents should mark any portions of their response that they consider proprietary or confidential. Canada will handle the responses in accordance with Access to Information Act.
- (d) **Clarifications:** Canada may, in its discretion, contact any respondents to follow up with additional questions or for clarification of any aspect of a response.

B1.4 Contents of this RFI

- (a) This RFI contains a draft Statement of Work (SOW) and draft Evaluation Criteria. These documents remains a work in progress and respondents should not assume that new clauses or requirements will not be added to any bid solicitation that is ultimately published by Canada. Nor should respondents assume that none of the clauses or requirements will be deleted or revised. Comments regarding any aspect of the draft document are welcome.
- (b) This RFI also contains specific questions addressed to the industry.

B1.5 Legislation, Trade Agreements, and Government Policies:



The following is indicative of some of the legislation, trade agreements and government policies that could impact any follow-on solicitation(s):

- a) Access to Information Act, R.S.C. 1985, c. A-1
- b) Privacy Act, R.S.C. 1985, c. P-21
- c) Personal Information Protection and Electronic Documents Act S.C. 2000, c. 5
- d) Geneva Conventions Act, Schedule V (Protocol 1), articles 32 to 34;
- e) Report of the Imperial War Graves Commission, December 1918;
- f) Statement by the Imperial War Graves Commission, October 1945;
- g) QR&O Chapter 24, Casualties and Funerals; and
- h) Order in Council, P.C. 1970-6/1254.

B1.6 Format of Responses

Responses must be formatted in native MS Office 2010 applications (Word, Excel, PowerPoint, etc.), and include the following:

- (a) **Cover Page:** If the response includes multiple volumes, respondents are requested to indicate on the front cover page of each volume the title of the response, the solicitation number, the volume number and the full legal name of the respondent.
- (b) **Title Page:** The first page of each volume of the response, after the cover page, should be the title page, which should contain:
 - (i) the title of the respondent's response and the volume number;
 - (ii) the name and address of the respondent;
 - (iii) the name, address and telephone number of the respondent's contact;
 - (iv) the date; and
 - (v) the RFI number.
- (c) **Numbering System:** Respondents are requested to prepare their response using a numbering system corresponding to the one in this RFI. All references to descriptive material, technical manuals and brochures included as part of the response should be referenced accordingly.
- (d) **Number of Copies:** Canada requests that respondents submit by email their response, by the date, time and place indicated on page 1 of this RFI.
- (e) **Confidentiality:** Respondents should mark any portions of their response that they consider proprietary or confidential. Canada will handle the responses in accordance with the Access to Information Act.

B1.7 Review of the RFI

- (a) Canada reserves the right to request additional information for clarification during the review of the responses to the RFI, and/or to consider a subsequent modification of the response put forward by a respondent.



B1.8 Recommendation from Industry

- (a) Industry recommendations that do not restrict the level of competition nor favour a particular solution or company will be given consideration. However, Canada will have the right to accept or reject any or all recommendations.

B1.9 No Obligation

- (a) The issuance of this RFI or any engagement activities issued as part of this RFI do not create an obligation for Canada to issue a subsequent bid solicitation and does not bind Canada legally or otherwise, to enter into any agreement or to accept any suggestions from industry.
- (b) This supplier community consultation process is not a bid solicitation and a contract will not result from this request. As a result, potential suppliers of any goods or services described in this RFI should not reserve stock or facilities, nor allocate resources, as a result of any information contained in this RFI.
- (c) Potential respondents are advised that any information submitted to Canada in response to this industry consultation process may be used by Canada in the development of a subsequent solicitation. However, Canada is not bound to accept any expression of interest or to consider it further in any associated documents such as Request for Proposal.

B1.10 Language of Response

Responses may be in English or French, at the preference of the respondent.

B1.11 Closing Date

Responses to this RFI will be accepted until 02:00 PM Eastern Standard Time (EST), on November 25, 2020.

Each respondent is solely responsible for ensuring that its response is delivered on time to the correct location.

RESPONSES REGARDING THIS REQUIREMENT ARE TO BE SUBMITTED VIA EMAIL TO THE FOLLOWING DND CONTRACTING AUTHORITY:

Natalie Provost – Contracting and Procurement Officer
Department of National Defence
D Svcs C 3-3-4
101 Colonel By Drive
Ottawa, Ontario K1A 0K2
Email: Natalie.Provost@forces.gc.ca



**SECTION “C”
QUESTIONS FOR INDUSTRY**

The respondent is requested to provide comments/feedback on the following set of questions preferably in the order in which they appear.

C1.0 General

C1.1 A brief corporate profile of the respondent (or the actual or intended respondent consortium) including name and phone number of a contact person, and an indication of level of interest in a potential Solicitation in whole or in part.

C2.0 Statement of Work

C2.1 Do you have any comments and/or concerns with respect to the tasks and/or deliverables identified in Annex “A” Draft Statement of Work (SOW)? If so, please outline your concern(s) and any recommendations to resolve them in order to bid on this requirement.

C3.0 Evaluation Criteria

C3.1 Are there any comments and/or concerns with any of the Mandatory Criteria identified in Annex “B” Draft Technical Evaluation Criteria that would make this requirement too restrictive and/or unrealistic? If so, what alternative solution would address your concern(s)?

C3.2 Do you have any additional comments, concerns, and/or alternate solutions with respect to the Evaluation Criteria?

C4.0 Estimated Budget

C4.1 Please provide the following:

A rough estimate of costs associated with the requirements in the SOW and proposed basis of payment.

C5.0 Additional Comments

C5.1 Are there any additional comments and/or concerns with respect to this proposed procurement that has not been addressed elsewhere? If so, what alternative solution would address your concern(s)?

**ANNEX “A” - DRAFT STATEMENT OF WORK****1. OBJECTIVE**

- 1.1 The purpose of this Statement of Work (SOW) is to describe the requirements and work effort required from the Contractor by the Department of National Defence (DND) for the requirement of DNA analysis to support the Canadian Armed Forces Casualty Identification Program to identify the remains of Canada’s war dead so they may be buried with a name, by their unit, and in the presence of their family.

2. SCOPE

- 2.1 The Contractor is responsible for all associated resources, personnel, and equipment requirements related to the following:
- 2.2 Laboratory services to conduct DNA testing using bone samples collected from the remains and generate DNA profiles to ultimately compare with family-comparison samples for identification purposes. Preferably, the Contractor will be able to generate full-genome sequencing DNA profiles or other similarly robust DNA profiles to optimize an identification. The Contractor is also responsible for being able to process previously created mtDNA and Y-STR DNA profiles in cases where obtaining further samples for DNA testing is not possible; and
- 2.3 Forensic genealogical research services using the DNA profile to help with identification and to locate family members able and willing to provide a DNA sample to confirm the identity of Canadian war dead.

3. BACKGROUND

- 3.1 Of the approximately 112,000 Canadian servicemen who died in the First and Second World Wars and the conflict in Korea, nearly 28,000 have no known grave. Agricultural practices, combined with new road work, business and housing construction on the former battlefields in Europe and Asia, has brought about an increase in the discovery of unidentified human remains; including the remains of Canadian servicemen. Although it is not Canada’s practice to seek missing service personnel from past wars, it is its practice to identify and inter those remains once they are discovered.
- 3.2 The majority of Canadian war dead that are missing with no known grave are mainly in Belgium, France, Germany, the Netherlands, Eastern Europe and East Asia where Canadian service members suffered high casualty rates during 20th-century wars. The majority of Canadian and Allied service members that were killed in Canada and have no known grave were a result of service with the British Commonwealth Air Training Plan (BCATP) during the Second World War.
- 3.3 While in the past, Canadian remains were regularly found and housed at the nearest CWGC facility, the remains were rarely identified beyond that of unit-level and were thus interred as an unknown Canadian. The rapid improvement of genetic and other analytical techniques, together with an equally rapid drop in cost for this type of testing has allowed Canada to apply greater precision in identifying the remains of fallen servicemen.
- 3.4 As a member of the CWGC, Canada adheres to its policies. The December 1918 Report of the Imperial War Graves Commission (the former name of the CWGC) outlines that the remains of those who fell in conflicts outside of their home country,



would be buried together with their fellow soldiers in a Commonwealth War Grave, near to the place where they fought and fell. On 15 July 1970, an Order in Council outlined that when Canadian service personnel died overseas from 1970 onwards, their remains were to be repatriated to Canada. Remains of Canada's war dead preceding 1970, however, continue to observe the previous policy not to be repatriated.

- 3.5 The responsibility as to the identification, treatment and interment of remains is governed by national and international laws, agreements and protocols, including the:
- (i) Privacy Act, R.S.C. 1985, c. P-21;
 - (ii) Access to information Act R.S. 1985, c. A-1;
 - (iii) Personal Information Protection and Electronic Documents Act S.C. 2000, c.5;
 - (iv) Geneva Conventions Act, Schedule V (Protocol 1), articles 32 to 34;
 - (v) Report of the Imperial War Graves Commission, December 1918;
 - (vi) Statement by the Imperial War Graves Commission, October 1945;
 - (vii) QR&O Chapter 24, Casualties and Funerals; and
 - (viii) Order in Council, P.C. 1970-6/1254.
- 3.6 Investigations by DND's Casualty Identification Program begin once remains have been discovered and are assessed as being Canadian war dead. The identification and interment of servicemen requires a range of unique services at times external to the capacity of the Canadian Armed Forces, including DNA analysis.

4. APPLICABLE DOCUMENTS

- 4.1 ASTM E1492-11 "Standard Practice for Receiving, Documenting, Storing, and Retrieving Evidence in a Forensic Science Laboratory" available at the following website: <https://www.astm.org/Standards/E1492.htm>.
- 4.2 DAOD 5040-3, Unaccounted-for Military Fatalities from Past Operations.
- 4.3 As new Standards or Specifications are promulgated they may become part of this requirement, as approved under a Contract amendment, Task or other notification, such as by letter, e-mail, or minutes of meeting.

5. CONSTRAINTS

- 5.1 The Contractor must obtain from its employee(s) or subcontractor(s) the non-disclosure agreement at Annex "C" before they are given access to information by or on behalf of Canada in connection with the work.



6. TASKS AND DELIVERABLES

The Contractor must perform the following tasks on an as and when requested basis:

6.1 Laboratory Services

- 6.1.2 Extract DNA from human bone samples and generate a full-genome sequence or other similarly robust DNA profile for identification purposes;
- 6.1.3 Compare previously generated mtDNA or Y-STR DNA profiles to the donated family comparison samples;
- 6.1.4 Obtain family comparison samples by collecting familial DNA donations;
- 6.1.5 Prepare a DNA Report documenting the application of DNA extraction, analysis and comparison of genetic profiles from human remains with genetic profiles from remaining family members of missing Canadian casualties;
 - 6.1.5.1 Laboratory reports will include an original signature and date and must include source documentation and be distributed to the Technical Authority in one printed copy and one electronic copy burned onto a DVD/CD-R/USB (in an accessible format). The electronic copy can also be sent via email if the file size is less than 10MB and can be received by the Technical Authority;
 - 6.1.5.2 Laboratory reports must include conclusions on the probability of inclusion or exclusion between family donor samples and skeletal samples.
- 6.1.6 Destroy buccal swab familial samples following the completion of testing while the profile obtained from the sample will remain on file for future comparisons.
- 6.1.7 DNA testing reports must be submitted in a timeframe as directed in the Deliverable Table (6.3) and in DND 626 Task Authorization in Annex "D";
- 6.1.8 Provide additional interpretation of laboratory test results as required;
- 6.1.9 Document and maintain the Chain of Custody Tracking Sheets (to be provided upon tasking), using the process outlined in Annex "F" and;
- 6.1.10 Defer to the Crown confirmation of laboratory test results with the families of Canadian war dead.

6.2 Genealogical Researcher

- 6.2.1 Trace the possible familial lineage using the generated DNA profile from the remains to see if the list of potential candidates can be narrowed to specific families.
- 6.2.2 Trace maternal and paternal lineages using a DND provided list of candidates to provide potential DNA donors to be used in genetic testing. This testing may be required to be mitochondrial DNA (maternal) and/or Y-STR DNA (paternal) for the positive identification of the remains;
- 6.2.3 Possibly trace an identified serviceman's nearest two next-of-kin in order to provide family representatives for the military burial;



6.2.4 Prepare a Genealogical Research Report documenting the application of genealogical research towards the discovery of the living relatives for missing Canadian casualties. This may include differentiating between maternal-derived and paternal-derived viable DNA donors. Genealogical reports will include an original signature and date and must include source documentation and distributed to the Technical Authority in one printed copy and one electronic copy burned onto a DVD/CD-R/USB (in a format that is easily accessible). The electronic copy can also be sent via email if the file size is less than 10MB and can be received by the Technical Authority;

6.2.4.1 Genealogical reports must be submitted in a timeframe as directed in the Deliverable Table 1 in accordance with 6.3 and in DND 626 Task Authorization in Annex “D”.

6.2.5 Other related tasks identified in DND 626 Task Authorization in Annex “D”.

6.3 Deliverable Table

6.3.1 All reports must be submitted to the Technical Authority in a timeframe as directed in the Deliverable Table (Table 1) and in DND 626 Task Authorization in Annex “D”. The due dates come into effect upon issuance of the duly signed DND 626 Task Authorization.

6.3.2 If the Final Reports cannot be submitted by the due date, the Technical Authority must be informed with a justifiable reason. A new deadline will be provided only if necessary.

6.3.3 The Technical Authority will endeavour to review and approve each deliverable within approximately 2 weeks of receiving the respective deliverable(s).

6.3.4 All deliverables must be subject to inspection by the Technical Authority or its designated representative as per Annex “E” Deliverable Acceptance Form. Should any deliverable not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Technical Authority, as submitted, the Technical Authority must have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

6.3.5 Any communication with a Contractor regarding the acceptability of the Work performed pursuant to this Contract must be undertaken by official correspondence through the Contracting Authority.

Table 1 - Deliverable table

	SOW PARA	DUE DATES	Q T Y	TA Approval (Y/N)	NOTES
Laboratory Services	6.1				
DNA Report (Laboratory)	6.1.5	2 months	1	Y	To be provided, if necessary
Chain of Custody Tracking Sheet	6.1.9	as required	1	Y	See Annex “F”
Genealogical Researcher	6.2				



Genealogical Research Report	6.2.4	2 months	1	Y	Appendix 1 to Annex "A"
Reporting Requirements	7				
Financial Status Report	7.1	Quarterly	1	Y	By fiscal year
Monthly Progress Report	7.2	Monthly	1	Y	

7. REPORTING REQUIREMENTS

7.1 The Contractor must provide a quarterly financial status report to be distributed to the Technical Authority in one printed copy and one electronic copy burned onto a DVD/CD-R/USB (in an accessible format). The electronic copy can also be sent via email if the file size is less than 10MB and can be received by the Technical Authority. Each quarterly status report must contain, at a minimum, the following information:

- i) Task number;
- ii) Start date;
- iii) End date;
- iv) Amount spent on services;
- v) GST/HST;
- vi) Total spent;
- vii) Task value;
- viii) Funds remaining in the task;
- ix) % complete and;
- x) Task status (active/closed).

7.2 A monthly progress report must be completed by the Contractor for each resource and submitted to the Technical Authority at the beginning of the following month, with a copy to accompany the monthly invoice. At a minimum, each progress report must document the following information:

- (i) All significant activities performed in the period covered that may impact the performance of the Work;
- (ii) Status of any outstanding activities that may extend beyond normal timelines;
- (iii) Description of any problems encountered which will require attention or escalation and;
- (iv) Any recommendations to update procedures.

7.3 All reports must be provided in one printed copy and one electronic copy burned onto a DVD/CD-R/USB (in an accessible format). The electronic copy can also be sent via email if the file size is less than 10MB and can be received by the Technical Authority.



8. MEETING ARRANGEMENTS

8.1 Progress meetings, chaired by the Technical Authority, will take place at the Contractor's facility or DND facility or via videoconference as and when required, generally before the issuance of a DND 626 Task Authorization. Meetings may be conducted by teleconference or videoconference and interim meetings may also be scheduled. The primary resource for Laboratory Services, Genealogy or Mortuary Services may be required to attend these meetings (as applicable).

8.1.1 Project Kick-Off Meeting: Within one month of Contract Award, the Contractor must conduct a project Kick-Off Meeting, at the Contractor's facility or DND facility or via teleconference or videoconference.

9. LANGUAGE REQUIREMENTS

9.1 The Contractor must provide all services and deliverables in English.

10. SUPPORT PROVIDED BY CANADA

10.1 DHH Recovery and Identification Standard Recording Sheets;

10.2 DHH Chain of Custody Tracking sheets for human remains and/or artefacts;

10.3 Medical and dental (when available) records of the servicemen who are potential candidates; and

10.4 Historical background on battlefield, individuals involved and the manner of death, if Known.

11. PRIVACY

11.1 Data Security Program:

11.1.1 The Contracting Laboratory must have a data privacy and security program in place and operational. The program must include physical, technical, administrative, and organizational measures designed to:

- i. Ensure the security and confidentiality of Personal Information and Records;
- ii. Restrict access to Personal Information and Records on a need to know basis only;
- iii. Restrict the use and disclosure of Personal Information and Records
- iv. Ensure the proper retention and disposal of Personal Information and Records; and
- v. Ensure that employees, agents, and subcontractors of the Contracting Laboratory comply with the above.

11.2 Threat and Risk Assessment:



11.2.1 The Contractor must undertake a threat and risk assessment of its facilities and program and share the results of that risk assessment with the Contracting Authority.

11.3 Statutory Obligations for Privacy:

11.3.1 The Contractor must comply with requirements established by the Authorized Agency of Canada, as reasonably required, to ensure that Canada meets its obligations for the proper handling of Personal Information and Records in accordance with the provisions of the Privacy Act R.S.C., 1985, c. P-21, Access to Information Act, R.S.C. 1985, c. A-1, Personal Information Protection and Electronic Documents Act S.C. 2000, c. 5 and any other federal, provincial or territorial legislation in effect from time to time.

11.4 Protection and Security of Data Stored in Databases:

11.4.1 The Contractor must ensure that all the databases containing any information related to the Work are located in Canada or, if the Contracting Authority has first consented in writing, in another country where:

- a. equivalent protections are given to personal information as in Canada under legislation such as the [Privacy Act](#), R.S. 1985, c.P-21, and the [Personal Information Protection and Electronic Documents Act](#), S.C. 2000, c.5, and under any applicable policies of the Government of Canada; and
- b. the laws do not allow the government of that country or any other entity or person to seek or obtain the right to view or copy any information relating to the Contract without first obtaining the Contracting Authority's written consent.

11.4.2 In connection with giving its consent to locating a database in another country, the Contracting Authority may, at its option, require the Contractor to provide a legal opinion (from a lawyer qualified in the foreign country) that the laws in that country meet the above requirements, or may require the Contractor to pay for Canada to obtain such a legal opinion. Canada has the right to reject any request to store Canada's data in a country other than Canada if there is any reason to be concerned about the security, privacy, or integrity of Canada's data. Canada may also require that any data sent or processed outside of Canada be encrypted with Canada-approved cryptography and that the private key required to decrypt the data be kept in Canada in accordance with key management and storage processes approved by Canada.

11.4.3 The Contractor must control access to all databases on which any data relating to the Contract is stored so that only individuals with the appropriate security clearance are able to access the database, either by using a password or other form of access control (such as biometric controls).

11.4.4 The Contractor must ensure that all databases on which any data relating to the Contract is stored are physically and logically independent (meaning there is no direct or indirect connection of any kind) from all other databases, unless those databases are located in Canada (or in an another country approved by the Contracting authority under subsection 11.4.1) and otherwise meet the requirements of this article.

11.4.5 The Contractor must ensure that all data relating to the Contract is processed only in Canada or in another country approved by the Contracting Authority under subsection 11.4.1.



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- 11.4.6 The Contractor must ensure that all domestic network traffic (meaning traffic or transmissions initiated in one part of Canada to a destination or individual located in another part of Canada) is routed exclusively through Canada, unless the Contracting Authority has first consented in writing to an alternate route. The Contracting Authority will only consider requests to route domestic traffic through another country that meets the requirements of subsection 11.4.1.
- 11.4.7 Despite any section of the General Conditions relating to subcontracting, the Contractor must not subcontract (including to an affiliate) any function that involves providing a subcontractor with access to any data relating to the Contract unless the Contracting Authority first consents in writing.



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APPENDIX 1 TO ANNEX A – FINAL REPORT HEADINGS (GENEALOGY)

Below is an example of expected report headings (if applicable). The contractor is free to organize their report as they deem appropriate.

Introduction, including statement of either:

Name, relationship and contact details of next-of-kin;

Reasons for failed genealogical tracing or;

Request for extension of research time.

Genealogical chart demonstrating blood-linked descendants/siblings of the soldier through either the maternal or paternal line (as specified by the technical authority);

Type of DNA test;

Name and full contact details of descendants and indication whether the individuals have been contacted and if so, whether they are willing to participate in testing;

Name and full contact details of eldest descendant/sibling/spouse;

Full copies/originals of supporting documentation if obtainable will be included in the report as an annex;

Conclusions; and

References cited.



ANNEX “B” – DRAFT TECHNICAL EVALUATION CRITERIA

For the purpose of the mandatory technical criteria specified below, the experience of the Bidder and its subcontractors will be considered.

GENERAL EVALUATION PROCEDURES

1. The bid must meet the mandatory technical criteria specified below.
2. The Bidder must provide the necessary documentation to support compliance with this requirement.
3. The length of each summary must not exceed two pages.
4. The Bidder must provide as a minimum the following list of information for each summary:
 - a) The name of the partnering organization;
 - b) The location or address of the partnering organization;
 - c) The contact name and telephone number of the partnering organization;
 - d) The start and end dates of the referenced partnerships; and
 - e) A description of the services provided.
5. Bids that fail to meet the mandatory technical criteria will be declared non-responsive.
6. Each mandatory technical criterion must be addressed separately.

M1	<p>The Bidder must identify the laboratory that will provide the DNA analysis that forms a part of this requirement. The DNA laboratory must be able to generate full-genome sequencing (or similarly robust DNA profiles) from human bone samples and perform mitochondrial and Y-chromosome Short Tandem Repeat DNA analysis as required.</p> <p>Each laboratory must comply with established standards by ensuring a professional and accurate product that will withstand scrutiny.</p> <p><u>Bid Preparation Instructions:</u></p> <p>For each proposed laboratory, the Bidder must include the following information:</p> <ol style="list-style-type: none"> 1. The name of the laboratory; 2. The location or address of the laboratory; 3. A copy of any scientific accreditation or certification showing that the lab has met the appropriate scientific standards. If the lab does not have such a accreditation or certification, a letter from the laboratory indicating how they meet scientific standards for DNA testing;; 4. The contact name and telephone number of the laboratory. Canada may contact references for verification purposes; and 5. A statement from the DNA laboratory indicating that they are able to provide full-genome sequencing and analysis on mitochondrial and Y-chromosome Short Tandem Repeat DNA;
M2	<p>For the proposed DNA laboratory in M1 the Bidder must provide information to demonstrate how the laboratory is able to analyze mitochondrial and Y-chromosome Short Tandem Repeat DNA, as well as how it complies to established analysis standards through its methods, managed family comparison samples and, produced professional laboratory reports, during the past five years until bid closing.</p>



	<p><u>Bid Preparation Instructions:</u></p> <p>For the proposed DNA laboratory in M1, the Bidder must include the following information:</p> <p>1. A copy of a DNA laboratory report related to full-genome sequencing. The report must document methods of genetic extraction, comparison, analysis and results. All methods used should be referenced.</p> <p>Confidential information can be presented in a redacted format.</p>
<p>M3</p>	<p>The Bidder must provide two (2) summaries to demonstrate how the genealogical researcher researched and documented genealogical records during the past five years until bid closing.</p> <p>If more than two summaries are submitted, only the first two summaries in order of presentation will be evaluated.</p> <p><u>Bid Preparation Instructions:</u></p> <p>For each proposed summary, the Bidder must clearly demonstrate, using concrete examples, how the genealogical researcher researched and documented the genealogical records.</p> <p>Each summary must include the follow information:</p> <ol style="list-style-type: none">1. The name of the genealogical researcher;2. Explanation of methods used to confirm accuracy of data (such as identical name and date of birth found on multiple sources) with concrete examples given. The women’s maiden name should be included when possible; and3. Easy-to-follow genealogical charting detailing each generation between the two individuals of interest. <p>Confidential information can be presented in a redacted format.</p>



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

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

ANNEX “C”- 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 _____ between Her Majesty the Queen in right of Canada, represented by the Minister of National Defence 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 _____.

Signature

Date



ANNEX "D" - DND 626 TASK AUTHORIZATION FORM

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



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ANNEX E – DELIVERABLE ACCEPTANCE FORM

CONTRACT NUMBER:

CONTRACTOR:

MILESTONE or TASK NUMBER: (if applicable):

DELIVERABLE DESCRIPTION:

DELIVERABLE DUE DATE:

DELIVERABLE RECEIPT DATE:

ACCEPTANCE AUTHORITY EVALUATION:

"The undersigned Inspection/Technical Authority Agent hereby accepts the Deliverable Item referenced herein and certifies that the Deliverable Item is in complete compliance with the relevant Statement of Work and acceptance criteria."

ACCEPTED: Yes / No - with comments (attached)

INSPECTION AUTHORIT(IES) :

Date	Name	Designation	Signature
Date	Name	Designation	Signature

TECHNICAL AUTHORITY APPROVED :

Date	Name	Designation	Signature
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DISTRIBUTION

- Contracting Authority (Original)
- Technical Authority
- Vendor



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ANNEX “F” – CHAIN OF CUSTODY TRACKING SHEET



Chain of Custody_Human Remains.pdf