



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Réception des soumissions - TPSGC / Bid Receiving  
- PWGSC

Voir dans le document/

See herein

NA

Québec

NA

## 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> Military systems modelling and ... MILITARY SYSTEMS MODELLING AND SIMULATION	
<b>Solicitation No. - N° de l'invitation</b> W7701-207209/A	<b>Date</b> 2020-11-30
<b>Client Reference No. - N° de référence du client</b> W7701-207209	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$QCL-042-18043	
<b>File No. - N° de dossier</b> QCL-0-43089 (042)	<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> Eastern Standard Time EST <b>on - le 2020-12-22</b> Heure Normale du l'Est HNE	
<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> Hamel, Jonathan	<b>Buyer Id - Id de l'acheteur</b> qc1042
<b>Telephone No. - N° de téléphone</b> (438) 401-1381 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<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 CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION.....	3
1.2 SUMMARY .....	4
1.3 DEBRIEFINGS .....	5
1.4 PHASED BID COMPLIANCE PROCESS .....	5
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>6</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	6
2.2 SUBMISSION OF BIDS.....	6
2.3 FORMER PUBLIC SERVANT.....	6
2.4 ENQUIRIES - BID SOLICITATION.....	8
2.5 APPLICABLE LAWS.....	8
2.6 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD.....	8
2.7 BASIS FOR CANADA'S OWNERSHIP OF INTELLECTUAL PROPERTY.....	9
2.8 BID CHALLENGE AND RECOURSE MECHANISMS.....	9
<b>PART 3 – BID PREPARATION INSTRUCTIONS .....</b>	<b>10</b>
3.1 BID PREPARATION INSTRUCTIONS.....	10
<b>ATTACHMENT 1 TO PART 3 OF THE BID SOLICITATION.....</b>	<b>12</b>
<b>ATTACHMENT 2 TO PART 3 OF THE BID SOLICITATION.....</b>	<b>14</b>
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>15</b>
4.1 EVALUATION PROCEDURES.....	15
4.2 BASIS OF SELECTION.....	20
<b>ATTACHMENT 1 TO PART 4 OF THIS BID SOLICITATION.....</b>	<b>22</b>
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>33</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	33
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	33
<b>ATTACHEMENT 1 TO PART 5 OF THE BID SOLICITATION.....</b>	<b>35</b>
<b>PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS.....</b>	<b>36</b>
6.1 SECURITY REQUIREMENTS .....	36
6.2 FINANCIAL CAPABILITY .....	36
6.3 CONTROLLED GOODS REQUIREMENT.....	36
<b>PART 7 - RESULTING CONTRACT CLAUSES .....</b>	<b>37</b>
7.1 STATEMENT OF WORK .....	37
7.2 STANDARD CLAUSES AND CONDITIONS.....	39
7.3 SECURITY REQUIREMENTS.....	40
7.4 TERM OF CONTRACT .....	41
7.5 AUTHORITIES .....	41
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	42

Solicitation No. - N° de l'invitation  
W7701-207209/A  
Client Ref. No. - N° de réf. du client  
W7701-20-7209

Amd. No. - N° de la modif.  
File No. - N° du dossier  
QCL-0-43089

Buyer ID - Id de l'acheteur  
QCL042  
CCC No./N° CCC - FMS No./N° VME

---

7.7	PAYMENT .....	43
7.8	INVOICING INSTRUCTIONS.....	46
7.9	CERTIFICATIONS AND ADDITIONAL INFORMATION.....	47
<b>7.10</b>	<b>APPLICABLE LAWS</b> .....	47
<b>7.11</b>	<b>PRIORITY OF DOCUMENTS</b> .....	48
7.12	DEFENSE CONTRACT.....	48
<b>7.13</b>	<b>FOREIGN NATIONALS (CANADIAN CONTRACTOR)</b> .....	48
<b>7.14</b>	<b>INSURANCE</b> .....	48
7.15	PROGRESS REPORTS.....	48
<b>7.16</b>	<b>CONTROLLED GOODS PROGRAM</b> .....	49
7.17	CANADIAN FORCES SITE REGULATIONS.....	49
7.18	IDENTIFICATION BADGE .....	49
7.19	NON-DISCLOSURE AGREEMENT .....	49
7.20	DISPUTE RESOLUTION.....	49
<b>ANNEX A</b> .....		<b>50</b>
<b>ANNEX B</b> .....		<b>59</b>
<b>ANNEX C</b> .....		<b>61</b>
<b>ANNEX D</b> .....		<b>62</b>
<b>ANNEX E</b> .....		<b>63</b>
<b>ANNEX F</b> .....		<b>64</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.

The following Annexes:

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

The following Attachments:

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

## 1.2 Summary

### Project Title

MILITARY SYSTEMS MODELLING AND SIMULATION

### Description

Public Works and Government Services Canada (PWGSC) on behalf of Defense Research and Development Canada (DRDC) located in Valcartier, (Quebec), is seeking in-service support in the area of digital modeling and simulation of complex military systems and phenomena.

The contractor will have to provide the services of specialized proposed resource persons in the following occupation categories:

- Project Manager
- Modelling
- Junior Modelling
- Physics
- Junior Physics
- Computer Science
- Junior Computer Science

Canada plans to award a single contract.

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

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

### Period of Contract

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

### Intellectual Property

Canada will own all intellectual property rights in foreground information.

### Security Requirements

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

### Trade Agreements

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

### Canadian Content

The requirement is limited to Canadian goods and Canadian services.

Solicitation No. - N° de l'invitation  
W7701-207209/A  
Client Ref. No. - N° de réf. du client  
W7701-20-7209

Amd. No. - N° de la modif.  
File No. - N° du dossier  
QCL-0-43089

Buyer ID - Id de l'acheteur  
QCL042  
CCC No./N° CCC - FMS No./N° VME

---

### **E-Post Connect**

ONLY BIDS SUBMITTED USING EPOST CONNECT SERVICE WILL BE ACCEPTED.

Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

### **Controlled Goods Program**

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

### **1.3 Debriefings**

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

### **1.4 Phased bid compliance process**

The Phased Bid Compliance Process applies to this requirement.

---

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

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 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 with FPS, Bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

## Definitions

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

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

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

**"pension"** means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c.C-17, the Defence Services Pension Continuation Act, 1970, c.D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c.R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c.R11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c.M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c.C-8.

## Former Public Servant in Receipt of a Pension

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

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable: name of former public servant; date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.



## Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## 2.5 Applicable Laws

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

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

## 2.6 Improvement of Requirement during Solicitation Period

Should Bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, Bidders are invited to make suggestions, in writing, to the Contracting Authority, named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular Bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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

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

1. National security.

## 2.8 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.

#### **Section II: Financial Bid**

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

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

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

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

### **3.1.1 Electronic Payment of Invoices – Bid**

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

If Attachment 2 to Part 3 - *Electronic Payment Instruments* is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

### **3.1.2 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

#### **Section III: Certifications**

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

#### **Section IV: Additional Information**

Bidders should provide the information requested at Appendix A of Attachment 1 to Part 4 of the bid solicitation.

## ATTACHMENT 1 to PART 3 OF THE BID SOLICITATION

### FINANCIAL BID PRESENTATION SHEET

The bidders must present their financial bid as follow:

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

Applicable taxes must be indicated separately.

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

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

**Cumulative total for Project Manager category**

**+**

**Cumulative total for Modelling category**

**+**

**Cumulative total for junior Modelling category**

**+**

**Cumulative total for Physics category**

**+**

**Cumulative total for Junior Physics category**

**+**

**Cumulative total for Computer Science category**

**+**

**Cumulative total for Junior Computer Science category**

**=**

**Total bid price for evaluation purposes**

- 4) Total Bid Price for Evaluation Purposes = Cumulative Total for the work category. The work category total will be calculated as follows:  $g = (a \times b) + (a \times c) + (a \times d) + (a \times e) + (a \times f)$
- 5) **Important note to Bidders:** The rates submitted above for a given resource category must not increase by more than 5% from one period to the next. If the increase is more than 5%, the bid will be considered non-responsive.

6) For the work identified at Annex A, Statement of work:

Resource category	Estimated <b>annual</b> effort level (a)	Firm hourly rate From date of award to March 31 <sup>st</sup> 2022 (b)	Firm hourly rate From April 1 <sup>st</sup> 2022 to March 31 <sup>st</sup> 2023 (c)	Firm hourly rate From April 1 <sup>st</sup> 2023 to March 31 <sup>st</sup> 2024 (d)	Firm hourly rate From April 1 <sup>st</sup> 2024 to March 31 <sup>st</sup> 2025 (e)	Firm hourly rate From April 1 <sup>st</sup> 2025 to end of the period of the contract (f)	Cumulative total for the resource category (g) = (a x b) + (a x c) + (a x d) + (a x e) + (a x f)
<b>Project manager</b> Nom(s)_____	<b>1050 hours</b>	\$	\$	\$	\$	\$	\$
<b>Modelling</b> Nom(s)_____	<b>2625 hours</b>	\$	\$	\$	\$	\$	\$
<b>Junior Modelling</b> Nom(s)_____	<b>1050 hours</b>	\$	\$	\$	\$	\$	\$
<b>Physics</b> Nom(s)_____	<b>1575 hours</b>	\$	\$	\$	\$	\$	\$
<b>Junior Physics</b> Nom(s)_____	<b>525 hours</b>	\$	\$	\$	\$	\$	\$
<b>Computer science</b> Nom(s)_____	<b>2625 hours</b>	\$	\$	\$	\$	\$	\$
<b>Junior computer science</b> Nom(s)_____	<b>1050 hours</b>	\$	\$	\$	\$	\$	\$
<b>Total bid price for evaluation purposes</b>							\$

Solicitation No. - N° de l'invitation  
W7701-207209/A  
Client Ref. No. - N° de réf. du client  
W7701-20-7209

Amd. No. - N° de la modif.  
File No. - N° du dossier  
QCL-0-43089

Buyer ID - Id de l'acheteur  
QCL042  
CCC No./N° CCC - FMS No./N° VME

---

## **ATTACHMENT 2 to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Phased Bid Compliance Process**

##### **4.1.1.1 General**

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

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE.

THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

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



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

#### **4.1.1.2 Phase I: Financial Bid**

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.

- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

#### **4.1.1.3 Phase II: Technical Bid**

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

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

#### **4.1.1.4 Phase III: Final Evaluation of the Bid**

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

#### **4.1.2 Technical evaluation**

##### **(a) Mandatory technical criteria (CO)**

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

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

##### **(b) Point rated technical criteria**

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

##### **(c) Number of resources evaluated**

Only a certain number of resources per category will be evaluated as part of this bid solicitation, as indicated in Attachment 1 to Part 4 Mandatory and Point Rated Technical Criteria. Other resources will not be evaluated until after contract award. Resources proposed by the Contractor after contract award will be evaluated following the same requirements of this Request for Proposal.

#### **4.1.3 Financial Evaluation**

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

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

---

## 4.2 Basis of Selection

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

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

1. To be declared responsive, a bid must:

- a) comply with all the requirements of the bid solicitation; and,
- b) meet all mandatory criteria; and,
- c) obtain the required minimum points specified for each criterion which are subject to point rating; and
- d) obtain the required minimum of 29 points overall score for technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 59 points.

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

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

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

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

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

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

7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In the event that two or more responsive bids have the same combined rating of technical merit and price, the responsive bid with the lowest evaluated price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Solicitation No. - N° de l'invitation  
W7701-207209/A  
Client Ref. No. - N° de réf. du client  
W7701-20-7209

Amd. No. - N° de la modif.  
File No. - N° du dossier  
QCL-0-43089

Buyer ID - Id de l'acheteur  
QCL042  
CCC No./N° CCC - FMS No./N° VME

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

	<b>Bidder</b>		
	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>	115/135	89/135	92/135
<b>Bid Evaluated Price</b>	\$55,000.00	\$50,000.00	\$45,000.00
	<b>Calculations</b>		
<b>Technical Merit Score</b>	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
<b>Pricing Score</b>	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
<b>Combined Rating</b>	83.84	75.56	80.89
<b>Overall Rating</b>	<b>1st</b>	<b>3rd</b>	<b>2nd</b>

---

## ATTACHMENT 1 TO PART 4 OF THIS BID SOLICITATION

### MANDATORY AND 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 technical bid preparation instructions.**

- a) The Bidder must submit the résumés of each proposed resource for each labour category to demonstrate the resource's experience in response to the mandatory and point-rated technical criteria.
- b) The Bidder must demonstrate the experience of each proposed resource in terms of months. For the purpose of calculating months of experience, overlapping experience will only be counted once (e.g. Project #1 time frame is July 2019 to December 2019; Project 2 time frame is October 2019 to January 2020; the total experience for these two project references is seven (7) months).
- c) The Bidder should also provide proof of its proposed resources' experience by presenting the projects in which that experience was acquired. The Bidder must include, as a minimum, for each project submitted:
  - i. Title
  - ii. Objectives
  - iii. Scope
  - iv. The project periods (month and year of the beginning and month and year of the end)
  - v. Exact date of the proposed resource's involvement and his/her role in the project
  - vi. Tasks performed by the proposed resource and any other relevant information.
- d) The proposed resources in the project management category can also be proposed in another category. A single resource cannot be proposed more than once in the Modelling, Physics and Computer Science categories. Canada may authorize the resource person(s) in the project management category to work in the Computer Science and/or Physics and/or Modelling categories if they meet the requirements of the bid solicitation for the corresponding category.
- e) The proposed resources in the Junior Modelling, Junior Computer Science and Junior Physics categories must meet the mandatory criteria. They will not be evaluated for point rated criteria.
- f) The proposed resources that are the Bidder's Subcontractors must be identified as "Subcontractors." The same information must be provided for the Subcontractors' proposed resources and the evaluation will be based on the same mandatory and rated criteria as the Bidder's resources.
- g) The minimum requirements regarding the experience and education of the resources are explained below:
  - i. To be considered acceptable, the university diploma specified under the resources category must be from a recognized Canadian university or college, or an equivalent as established by a recognized Canadian credential assessment service if the diploma or certificate was obtained abroad. A list of recognized organizations is available on the Canadian Information Centre for International Credentials' website at: <http://cicic.ca>.

- ii. Experience gained during graduate studies (Master's degree and/or PhD) may be counted if the relevance 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 recognized academic credentials assessment organization showing the academic level obtained.
  - iv. The experience acquired must be demonstrated and calculated in terms of months of experience (1 month of experience corresponds to a minimum of 100 hours of work.)
  - v. Demonstrated concurrent experience is acceptable for evaluation purposes, but only counts once for the same resource category.
- h) Where more than one resource must be proposed in the same labour category, each resource will be evaluated individually. Unless stated otherwise, the overall scores for each resource of the category in question will be added and divided by the number of resources evaluated to obtain an average rounded to one decimal place; in such a case, the minimum score indicated should be achieved by the average over all proposed resources in the given category and not by each of the resources proposed.



## 2 MANDATORY CRITERIA (CO)

- 2.1 The bidder must comply with the following mandatory criteria and have provided the necessary documentation to support compliance. Any bid which fails to meet the 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 table must be completed and submitted by the Bidder in the bid along with the supporting information.

Mandatory criteria		Reference to proposal page #	Supporting comments (if any)
<b>Project manager category</b>			
<b>CO1</b>	The Bidder must propose a minimum of one (1) resource in this category. (A maximum of three (3) resources will be considered.)  If the Bidder submits more than three (3) résumés, Canada will evaluate only the first three résumés presented in the proposal.		
<b>CO2</b>	Each of the resources proposed in this category must have a minimum of six (6) months experience in project management. This experience must have been acquired within the last five (5) years from the date of bid closing.		
<b>CO3</b>	Each proposed resource must have a bachelor's, master's or doctoral degree in Physics, Engineering Physics, Electrical Engineering, Mechanical Engineering, Aerospace Engineering, Computer Engineering, Computer Science, Software Engineering or Administration.		
<b>Modelling category</b>			
<b>CO4</b>	The Bidder must propose a minimum of three (3) resources in this category. (A maximum of six (6) resources will be considered.)  If the Bidder submits more than six (6) résumés, Canada will evaluate only the first six résumés presented in the proposal.		
<b>CO5</b>	Each proposed resource must have a bachelor's, master's or doctoral degree in Physics, Engineering Physics, Electrical Engineering, Mechanical Engineering, Aerospace Engineering, or Computer Engineering.		

<b>Junior Modelling category</b>			
<b>CO6</b>	<p>The Bidder must propose a minimum of one (1) resource in this category. (A maximum of two (2) resources will be considered.)</p> <p>If the Bidder submits more than two (2) résumés, Canada will evaluate only the first two résumés presented in the proposal.</p>		
<b>CO7</b>	<p>Each proposed resource must have a bachelor's, master's or doctoral degree in Physics, Engineering Physics, Electrical Engineering, Mechanical Engineering, Aerospace Engineering, or Computer Engineering.</p>		
<b>Physics category</b>			
<b>CO8</b>	<p>The Bidder must propose a minimum of three (3) resources in this category. (A maximum of seven (7) resources will be considered.)</p> <p>If the Bidder submits more than seven (7) résumés, Canada will evaluate only the first seven résumés presented in the proposal.</p>		
<b>CO9</b>	<p>Each proposed resource must have a bachelor's, master's or doctoral degree in Physics, Engineering Physics, Electrical Engineering, Mechanical Engineering or Aerospace Engineering.</p>		
<b>Junior Physics category</b>			
<b>CO10</b>	<p>The Bidder must propose a minimum of one (1) resource in this category. (A maximum of two (2) resources will be considered.)</p> <p>If the Bidder submits more than two (2) résumés, Canada will evaluate only the first two résumés presented in the proposal.</p>		
<b>CO11</b>	<p>Each proposed resource must have a bachelor's, master's or doctoral degree in Physics, Engineering Physics, Electrical Engineering, Mechanical Engineering or Aerospace Engineering.</p>		
<b>Computer Science category</b>			
<b>CO12</b>	<p>The Bidder must propose a minimum of three (3) resources in this category. (A maximum of six (6) resources will be considered.)</p>		

Solicitation No. - N° de l'invitation  
W7701-207209/A  
Client Ref. No. - N° de réf. du client  
W7701-20-7209

Amd. No. - N° de la modif.  
File No. - N° du dossier  
QCL-0-43089

Buyer ID - Id de l'acheteur  
QCL042  
CCC No./N° CCC - FMS No./N° VME

	If the Bidder submits more than six (6) résumés, Canada will evaluate only the first six résumés presented in the proposal.		
<b>CO13</b>	Each proposed resource must have a bachelor's, master's or doctoral degree in Computer Science, Computer Engineering or Software Engineering.		
<b>Junior Computer Science category</b>			
<b>CO14</b>	<p>The Bidder must propose a minimum of one (1) resource in this category. (A maximum of two (2) resources will be considered.)</p> <p>If the Bidder submits more than two (2) résumés, Canada will evaluate only the first two résumés presented in the proposal.</p>		
<b>CO15</b>	Each proposed resource must have a bachelor's, master's or doctoral degree in Computer Science, Computer Engineering or Software Engineering.		

### 3 POINT RATED EVALUATION CRITERIA

- 3.1 Technical proposals will be assessed for a total of **59 points** based on the grid below. A minimum of **29 points** are required on the overall point rated criteria.
- 3.2 At bid closing time, the Bidder should comply with the point rated criteria in Table A1 below and provide the necessary documentation to support compliance. Any proposal that fails to obtain the minimum passing mark shall be declared non-responsive and will be given no further consideration.

Each criterion should be addressed separately.

- 3.3 For the evaluation of point rated criteria, Canada will evaluate the résumés and projects presented under the evaluation of the mandatory criteria (CO).

Resource Category	Minimal number of resources to be evaluated
Project manager	1
Modelling	3
Junior Modelling	0
Physics	3
Junior Physics	0
Computer Science	3
Junior Computer Science	0

POINT RATED CRITERIA		RATING SCALE	MINIMUM	MAXIMUM	REFERENCE TO PROPOSAL PAGE #
<b>1.</b>		<b>Modelling category</b>	<b>12</b>	<b>24</b>	
<b>1.1</b>	<b>Computational modelling experience</b> The resource must have acquired the experience within the last 10 years of the solicitation closing date.	<b>10 points:</b> a minimum of 24 months  <b>6 points:</b> a minimum of 12 months, but less than 24 months  <b>3 points:</b> a minimum of 6 months, but less than 12 months	5	10	
<b>1.2</b>	<b>Specific experience</b> The resource must have acquired the experience within the last 10 years of the solicitation closing date.  Note: The same resource must have completed the minimum number of months of experience (or more) to be awarded points for a specific experience.	<b>4 points:</b> a minimum of 6 months of experience using Matlab  <b>4 points:</b> a minimum of 6 months of experience using Simulink  <b>3 points:</b> a minimum of 6 months of experience using at least one Verification and Validation process  <b>3 points:</b> a minimum of 6 months of experience creating computational models	7	14	

2.	Physics category		6	10	
2.1	<p><b>Specific experience</b></p> <p>The resource must have acquired the experience within the last 10 years of the solicitation closing date.</p> <p>Note:</p> <p>1. The same resource must have completed the minimum number of months of experience (or more) to be awarded points for a specific experience.</p> <p>2. The specific experience must have been achieved by at least one proposed resource from the team and not by each proposed resource in the category in question. The scores will not be added and then divided by the number of resources assessed to obtain an average rounded to one decimal place.</p>	<p><b>2 points:</b> At least one member of the team has a minimum of 12 months experience with physical phenomena surrounding electro-optics</p> <p><b>2 points:</b> At least one member of the team has a minimum of 12 months experience with physical phenomena surrounding guidance, navigation and control</p> <p><b>2 points:</b> At least one member of the team has a minimum of 12 months experience with physical phenomena surrounding flight mechanics</p> <p><b>2 points:</b> At least one member of the team has a minimum of 12 months experience surrounding atmospheric propagation</p> <p><b>2 points:</b> At least one member of the team has a minimum of 12 months of laboratory experience surrounding data collection from electronic circuits</p>	6	10	

3.	Computer Science category		11	25	
3.1	<b>Experience with C++ programming Language</b>  The resource must have acquired the experience within the last 10 years of the solicitation closing date.	<b>10 points:</b> a minimum of 24 months <b>6 points:</b> a minimum of 12 months, but less than 24 months <b>3 points:</b> a minimum of 6 months, but less than 12 months	6	10	
3.2	<b>Specific experience</b>  The resource must have acquired the experience within the last 10 years of the solicitation closing date.  Note: The same resource must have completed the minimum number of months of experience (or more) to be awarded points for a specific experience.	<b>2 points:</b> a minimum of 6 months of experience using UML (Unified Modeling Language) <b>2 points:</b> a minimum of 6 months of experience using Matlab <b>2 points:</b> a minimum of 6 months of experience using Simulink <b>3 points:</b> a minimum of 6 months of experience using Verification and Validation processes <b>2 points:</b> a minimum of 6 months of experience creating computational models <b>2 points:</b> a minimum of 6 months of experience with physical phenomena surrounding electro-optics <b>2 points:</b> a minimum of 3 months of experience with the development of 3D applications using the 3D Unreal Engine	5	15	
Total points			29	59	

## ATTACHMENT 1 TO PART 4 OF THIS BID SOLICITATION

### APPENDIX A – 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</b></p>													
<p><b>Security clearance level for the proposed resources of the following categories:</b></p> <p>Project Manager Modelling Junior Modelling Physics Junior Physics Computer Science Junior Computer Science</p>	<table border="1"> <thead> <tr> <th colspan="2">SECURITY INFORMATION</th> </tr> </thead> <tbody> <tr> <td>Name of individual as it appears on security clearance application form</td><td></td></tr> <tr> <td>Level of security clearance obtained</td><td></td></tr> <tr> <td>Validity period of the security clearance obtained</td><td></td></tr> <tr> <td>"Security Screening Certificate and Briefing Form" file number</td><td></td></tr> <tr> <td>Citizenship</td><td></td></tr> </tbody> </table>	SECURITY INFORMATION		Name of individual as it appears on security clearance application form		Level of security clearance obtained		Validity period of the security clearance obtained		"Security Screening Certificate and Briefing Form" file number		Citizenship	
SECURITY INFORMATION													
Name of individual as it appears on security clearance application form													
Level of security clearance obtained													
Validity period of the security clearance obtained													
"Security Screening Certificate and Briefing Form" file number													
Citizenship													
<p>On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none"> <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>													

## 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 [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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\)](http://www.esdc.gc.ca) - [Labour's website](http://www.labour.gc.ca).

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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list during the period of the Contract.

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

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

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

This procurement is limited to Canadian services.

The Bidder certifies that:

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

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

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

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

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

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

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

## ATTACHEMENT 1 TO PART 5 OF THE BID SOLICITATION

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

OR

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

B. Check only one of the following:

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

OR

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

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

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

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

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

3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **6.2 Financial Capability**

SACC Manual clause [A9033T](#) (012-07-16), Financial Capability

### **6.3 Controlled Goods Requirement**

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

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

#### 7.1.1 Task Authorization

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

##### 7.1.1.1 Task Authorization Process

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

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

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

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

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

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

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

#### 7.1.1.1.2 Contractor's TA proposal

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

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

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

For each resource proposed by the contractor for the performance of the work that is not identified in Annex B - Basis of payment of the contract, the contractor must submit a request for the addition of a resource to the purchasing manager of the DND identified in the contract. The request to add a resource must include:

- the name of the proposed resource;
- the curriculum vitae of the proposed resource; and
- the demonstration that the proposed resource answers:
  - contractual security requirements;
  - the requirements of RFP W7701-207209 / A for the resource category to which the proposed resource belongs;

The proposed resource must be acceptable to Canada.

At any time during the contract period the Contractor may submit a request to the DND Procurement Authority to propose new resources that are not already identified in Annex B.

#### 7.1.1.1.3 Approval of the Task Authorization

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

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

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

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

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

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

1. In this clause,

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

"Minimum Contract Value" means 10%

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

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

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

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

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

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

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

#### **7.2.1 General Conditions**

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



## 7.2.2 Supplemental General Conditions

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

## 7.2.3 SACC Manual Clause

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

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

## 7.3 Security Requirements

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of NATO SECRET, issued by the Contract Security Program (CSP), 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 NON RESTRICTED CANADIAN CLASSIFIED/PROTECTED information, assets or sensitive site(s) must EACH hold a valid personnel security screening at the level of SECRET or RELIABILITY STATUS, as required, granted or approved by the CSP, PWGSC.
4. The Contractor/Offeror personnel requiring access to RESTRICTED CANADIAN CLASSIFIED information, assets or sensitive site(s) must be a citizen of Canada, the United States of America; United Kingdom, or Australia, and must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by the CSP, PWGSC.
5. The Contractor/Offeror personnel requiring access to RESTRICTED FOREIGN CLASSIFIED/PROTECTED information, assets or sensitive site(s) must be a citizen of Canada, the United States, the United Kingdom, or Australia and must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by the CSP, PWGSC.
6. The Contractor personnel requiring access to CLASSIFIED information and/or assets bearing the caveat "CANADIAN EYES ONLY" must be citizens of Canada and EACH hold a valid personnel security screening at the level of SECRET, as required, granted or approved by the CSP, PWGSC.
7. 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.
8. The Contractor personnel requiring access to NATO RESTRICTED information or assets must be citizens of a NATO member country or a permanent resident of Canada and EACH hold a valid RELIABILITY STATUS or its equivalent, granted or approved by the appropriate delegated NATO Security Authority..

9. The Contractor/Offeror personnel requiring access to NATO CLASSIFIED information, assets or sensitive work site(s) must be permanent residents of Canada or citizens of a NATO member country and EACH hold a valid personnel security screening at the level of NATO SECRET, granted or approved by the appropriate delegated NATO Security Authority.
10. The Contractor/Offeror MUST NOT remove any CLASSIFIED/PROTECTED information or assets from the identified site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
11. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
12. The Contractor must complete and submit a Foreign Ownership, Control or Influence (FOCI) Questionnaire and associated documentation identified in the FOCI Guidelines for Organizations prior to contract award to identify whether a third party individual, firm or government can gain unauthorized access to COMSEC / CLASSIFIED NATO or FOREIGN information/assets. Public Works and Government Services Canada (PWGSC) will determine if the company is "Not Under FOCI" or "Under FOCI". When an organization is determined to be Under FOCI, PWGSC will ascertain if mitigation measures exist or must be put in place by the company so it can be deemed "Not Under FOCI through Mitigation".
13. The contractor must at all times during the performance of the contract possess a letter from PWGSC identifying the results of the FOCI assessment with a FOCI designation of Not Under FOCI or Not Under FOCI through Mitigation.
14. All changes to Questionnaire and associated FOCI evaluation factors must immediately be submitted to the Industrial Security Sector (ISS) to determine if the changes impact the FOCI designation.
15. 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).

#### **7.4 Term of Contract**

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

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

#### **7.5 Authorities**

##### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Jonathan Hamel

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

N° de l'invitation - Solicitation No.  
W7701-207209/A  
N° de réf. du client - Client Ref. No.  
W7701-20-7209

N° de la modif - Amd. No.  
File No. - N° du dossier  
QCL-0-43089

Id de l'acheteur - Buyer ID  
QCL042  
N° CCC / CCC No./ N° VME - FMS

---

Address: 800 de la Gauchetière W., Montreal, QC H5A 1L6  
Telephone: 438-401-1381  
Email: jonathan.hamel@tpsgc-pwgsc.gc.ca

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

#### **7.5.2 Technical Authority (will be inserted at contract award)**

The Technical Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_  
E-mail: \_\_\_\_\_.

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

#### **7.5.3 Procurement Authority (will be inserted at contract award)**

The Procurement Authority for the Contract is:

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

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

#### **7.5.4 Contractor's Representative**

***(will be inserted at contract award)***

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

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

## **7.7 Payment**

### **7.7.1 Basis of Payment**

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

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

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

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

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

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

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

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

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

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

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

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

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the

Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's liability to the Contractor under the authorized TA being exceeded before obtaining the written approval of the Contracting Authority.

#### **(iv) Travel and Living Expenses:**

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

For services to be provided outside 50 kilometers from the Defence Research and Development Canada – Valcartier Research Centre, The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal and private vehicle allowances specified in Appendices B, C and D of the [National Joint Council Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have prior authorization of the Technical Authority.

#### **7.7.2 Limitation of Expenditure – Cumulative total of all Task Authorizations**

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

#### **7.7.3 Method of payment**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **7.7.5 Time Verification**

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

#### **7.7.6 SACC Manual Clauses**

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

#### **7.8 Invoicing Instructions**

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

Each claim must show:

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



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

**Supply and Support Clerk - Claims**

[QueReclamation.QueClaim@tpsgc-pwgsc.gc.ca](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 SACC Manual Clauses**

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

## **7.10 Applicable Laws**

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



## 7.11 Priority of Documents

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

- a. the Articles of Agreement;
- b. the supplemental general conditions [4002 \(2010-08-16\)](#), Software development of modification services;
- c. the general conditions [2040 \(2020-05-28\)](#), Research & Development;
- d. Annex A, Statement of Work;
- e. Annex B, Basis of Payment;
- f. Annex C, Security Requirement Check List;
- g. Annex D, Contractor disclosure of foreground information;
- h. Annex E, DND 626, Task authorization form;
- i. Annex F, Non-disclosure agreement;
- j. The signed Task Authorizations (including all of its annexes, if any);
- k. the Contractor's bid dated\_\_\_\_\_

## 7.12 Defense Contract

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

## 7.13 Foreign Nationals (Canadian Contractor)

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

## 7.14 Insurance

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

## 7.15 Progress Reports

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

Each negative response must be supported with an explanation.

- (b) PART 2: A narrative report, brief, yet sufficiently detailed to enable the Technical Authority to evaluate the progress of the Work, containing as a minimum:

- (i) A description of the progress of each task and of the Work as a whole during the period of the report. Sufficient sketches, diagrams, photographs, etc., must be included, if necessary, to describe the progress accomplished.
- (ii) An explanation of any variation from the work plan.
- (iii) A description of trips or conferences connected with the Contract during the period of the report.
- (iv) A description of any major equipment purchased or constructed during the period of the report.

#### **7.16 Controlled goods Program**

SACC Manual clause [A9131C \(2014-11-27\)](#), Controlled goods program  
SACC Manual clause [B4060C \(2011-05-16\)](#), Controlled goods

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

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

#### **7.18 Identification Badge**

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

#### **7.19 Non-disclosure agreement**

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex F, 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.

#### **7.20 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. TITLE

MILITARY SYSTEMS MODELLING AND SIMULATION

#### 2. BACKGROUND

Defence Experimentation Valcartier (DeV) was created at Defence Research and Development Canada (DRDC) Valcartier Research Centre, in order to meet the military needs of the Canadian Armed Forces (CAF) more directly. The purpose of this section, which works jointly with defence scientists, is to transfer DRDC Valcartier Research Centre knowledge to the CAF more effectively. The DeV section is committed to responding as best as possible to many of their queries concerning their current and future military systems. Numerous projects have been set up to do this. Because of its versatility and integration capability, digital modelling and simulation was one method to evaluate the performance of the current and future military systems.

To be able to respond appropriately to the CAF using modelling and simulation, digital models need to be created, tested, verified, validated and improved through iteration in order to achieve the desired level of reliability. Since these digital models must accurately represent complex systems or phenomena, experimental work may be required in advance of the modelling and simulation in order to better characterize the physics of the situation that is to be reproduced.

On numerous occasions, the Contractor will verify and validate digital models using a Verification and Validation (V&V) process developed by DRDC Valcartier Research Centre (based on the VV&A process of the Modeling and Simulation Coordination Office [MSCO]).

The Contractor will be able to benefit from DRDC Valcartier Research Centre expertise in terms of fine tuning and validating the simulation components.

The following is a brief description of each step in the V&V process developed by DRDC Valcartier Research Centre:

- i. Define requirements. The first step is to define the requirements. The system must be precisely characterized so that the developer can create a component that meets the client's requirements.
- ii. Verify requirements. The developer must then ensure that it clearly understands the stated requirements. This way, the developer is sure to develop a system that adequately meets the client's requirements (as determined beforehand).
- iii. Create a V&V plan. The next step is to develop a V&V plan. This plan plays a crucial role in the V&V process because the V&V strategies to be applied in each of the upcoming phases are determined within it. The plan also contains the tests to conduct, the data available, the expected results and the criteria to determine whether or not a requirement has been met.
- iv. Validate conceptual model. Once the conceptual model is complete, it must be validated by different people to ensure that all of the client's requirements have been taken into consideration. A frequently used method for this step is peer review.
- v. Verify design. At the end of the design phase, the system is verified to ensure that the developer has followed best software engineering practices and to ensure once again that all of the client's requirements have been met.

- vi. Verify implementation. The next step is to verify implementation. In this step, the developer's implementation is verified. This consists of verifying that implementation complies with programming rules, is optimized and is properly documented. A series of unit and integration tests must also be performed by an individual other than the developer. This step also makes it possible to collect internal data and verify that the data correspond to existing data representing the real system.
- vii. Validate results. The next step is to validate the results. The data output from the system must be validated with data from the real system. Also, a validation must be done to determine whether the system meets all of the client's previously defined requirements. At the end of this step, a report must be prepared describing the results of the various phases of the V&V process.
- viii. Make accreditation decision. The last step is to decide whether or not to accredit the system. A system is accredited if the V&V process has been applied and if it meets all of the client's requirements and complies with the acceptance criteria.

### 3. ACRONYMS

CAF	Canadian Armed Forces
DeV	Defence Experimentation Valcartier
DLL	Dynamic Link Library
DRDC	Defence Research and Development Canada
IR	Infrared
M&S	Modelling and Simulation
MSCO	Modeling and Simulation Coordination Office
TA	Task Authorization
UML	Unified Modeling Language
UV	Ultraviolet
V&V	Verification and Validation
VPG	Virtual Proving Ground
XML	eXtensible Markup Language

### 4. APPLICABLE DOCUMENTS AND REFERENCES

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

### 5. TASKS

The Contractor may be required to perform one or more tasks within a given TA.

#### 5.1 Task – 1 Create digital models

The Contractor may be asked to:

- 5.1.1 Design, develop, test and document digital models in iterative cycles until the desired degree of fidelity as defined in the TA Statement of Work. The detailed specifications of the digital models will also be defined in the TA Statement of Work.
  - a) The Contractor must follow the following development cycles: the requirements definition, the creation of the conceptual model, design, development, testing phase, integration and documentation.

- b) The Contractor must follow the development process based on best software engineering practices (Modularity, Extensibility, Reuse, Tests and Documentation).

The digital models to be created may include, but are not limited to:

- Threats, including signatures (UV, IR and visible), their appropriate guidance and tracking systems, and their dynamic (including autopilot, control, propulsion and aerodynamics);
- Military platforms equipped with the appropriate dynamic, doctrine, signatures (UV, IR and visible), and related equipment;
- Various countermeasures including their dynamic and their signatures (UV, IR and visible); and
- Environment, including generation of the background scene, atmospheric transmittance and interaction between the sensor and the target.

## 5.2 Task – 2 Verify and validate digital models or software components

The Contractor may be asked to:

### 5.2.1 Verify and validate digital models or software components in accordance with the V&V process in place.

- a) The Contractor shall creating a V&V plan before the development of each software component. During the development process, the Contractor shall produce a V&V report. Besides the analysis of the verification and validation results, the report shall include the limitations of the model and how it should be used by future users.
- b) The Contractor shall interact with the different stakeholders of the V&V process and conform to the different control points.
- c) The Contractor shall provide a resource, other than the person who developed the digital model, to be responsible for testing and validating the digital model.

The V&V conclusions will be used by the Technical Authority to determine whether the digital model or software component has attained the desired level of fidelity or if new iterations will be necessary to improve the model's fidelity.

Some DRDC Valcartier Research Centre experts will be involved as the contract progresses. These experts will intervene in the V&V process to ensure the accuracy of the work being done by the Contractor.

## 5.3 Task – 3 Analyze, modify and create software components and tools

The Contractor may be asked to:

### 5.3.1 Analyze, modify and create software components and tools directly related to modelling and simulation, based on the steps in the TA Statement of Work. The Contractor may be required to carry out one of more of the following steps:

- a) Analysis: Analyze the various ways of modifying or creating the software component or tool. Check whether there are already similar products on the market. Next, submit the analysis to

the Technical Authority, who will work with the Contractor to decide the best strategy to use for conceptualizing the work to be done.

- b) Conceptualization: Develop the concept and use Unified Modeling Language (UML) to create a conceptual diagram of the component or tool being modified or created.
- c) Design: Create the design and use UML to create a class diagram representing the software component or tool being modified or created. The class diagram shall include the various interactions with the other modules, if applicable.
- d) Development: Develop the software using Visual Studio. Follow the programming standards in effect and the development standards provided by the Technical Authority.
- e) Tests: perform a series of tests to ensure the integrity of the software tool or component.
- f) Documentation: Document each step—analysis, conceptualization, design, development and testing.

The simulation architecture to be used will be specified in the TA Statement of Work. The Contractor shall ensure that the work carried out is compatible with the systems and digital models prepared by the other teams using the same simulation architecture to ensure integration of the final product.

#### 5.4 Task – 4 Support execution of the software components in a series of simulations

The Contractor may be asked to:

- 5.4.1 Create scenarios by including software components and execute them to assess the effectiveness of Canadian military systems in realistic scenarios. The details of the scenarios to be implemented will be specified in the TA Statement of Work.

The scenarios may include, but not be limited to, a series of engagements or missions involving different combinations of threats, aircraft and counter measures for various aspects (front, transverse or rear), altitudes, flight speeds and ranges.

#### 5.5 Task – 5 Simulation analysis

The Contractor may be asked to:

- 5.5.1 Analyze the data collected in the simulations. The TA Statement of Work will indicate the type of analysis to be performed. The analysis may include, but is not limited to, the effectiveness of doctrines, missions or even military systems.

#### 5.6 Task – 6 Support the collection of data from real systems

The Contractor shall:

- 5.6.1 Take measurements, by using instruments specified in the task authorization, in the field or in the laboratory to collect data to create or validate a particular digital model. If such is the case, a clear mandate will be given to the Contractor when the task authorization is implemented.

#### 5.7 Task – 7 Maintain software capability

The Contractor may be asked to:

- 5.7.1 Maintain software components to ensure that a capability used in M&S or for collecting M&S data is operational. This maintenance may include, but not be limited to,
- a) testing software to detect faults;
  - b) correcting problems encountered during the tests and when others use the software;
  - c) updating the software by modifying it or modifying the environment in which it is running; and
  - d) restructuring or optimizing some of the software items.

#### 5.8 Task – 8 Knowledge transfer and demonstration

The Contractor may be asked to:

- 5.8.1 Transfer knowledge by conducting training sessions. Details about the training will be specified in the TA Statement of Work.
- 5.8.2 Demonstrate simulations during presentations or conferences. Details about the demonstrations will be specified in the TA Statement of Work.

#### 5.9 Task – 9 Project management and coordination

The Contractor may be asked to:

- 5.9.1 Ensure good continuity of projects under task authorizations by performing project management and coordination tasks. These project management and coordination tasks include, but are not limited to:
- a) Communicating with our CAF partners to provide a report or to answer any questions;
  - b) Communicating with collaborators at or outside DRDC Valcartier Research Centre in order to coordinate work and ensure that the deliverables are completed on schedule. The scope of the work will be specified in the TA Statement of Work. This task will not be activated on its own, but rather as part of a group of tasks.

### 6. **DELIVERABLES**

The Contractor's work and deliverables must be added to the Subversion database in Karma (not an acronym). In addition to being a configuration management tool, the Subversion database in Karma acts as a back-up structure for all important documents in the contract.

The Contractor may also be requested to provide some deliverables in paper format.

Unless otherwise specified in the TA Statement of Work, all writing shall be submitted in English.

The deliverables shall be specified in the TA Statement of Work. Deliverables may include, but are not limited to:

#### **6.1 Deliverables for Task 1**

- i. Static and dynamic UML diagrams (use cases, class diagrams, etc.) of the digital models, including the follow up for requirements as shown by the static tests. These diagrams must be integrated into the existing Karma UML diagrams;
- ii. All source code for the software components produced or revised;
- iii. The compiled version of each digital model produced, either in DLL format or in an executable format (functional and tested);
- iv. The technical documentation on the digital models created and technical documentation in UML diagrams, in XML files and in source code. The required documentation must precisely describe the use and maintenance of the software components (in Microsoft Word format);
- v. The XML files for the parameters and composition of the entities.

#### **6.2 Deliverables for Task 2**

- i. The verification and validation plan for each digital model or software component describing, among other things, the verification and validation strategy that will be used during the development (in Microsoft Word format);
- ii. The verification and validation report describing the V&V results obtained during the application of the V&V process (in Microsoft Word format).

#### **6.3 Deliverables for Task 3**

- i. Static and dynamic UML diagrams (use cases, class diagrams, etc.) of the tools or software components, including the follow-up of requirements as demonstrated by static testing. These diagrams must be integrated into the existing Karma UML diagrams;
- ii. All source code for the software components produced or revised;
- iii. The compiled version of each tool or software component produced, either in DLL or in executable format (functional and tested);
- iv. The technical documentation for the tools and software components and technical documentation in the UML diagrams, in XML files and in the source code. The required documentation must precisely describe the use and maintenance of the architecture software components (in Microsoft Word format).

#### **6.4 Deliverables for Task 4**

- i. The data collected during execution of the simulations;
- ii. The XML files for the scenarios completed;
- iii. A document describing the different scenarios created and the data collected (in Microsoft Word format).

#### **6.5 Deliverables for Task 5**

- i. Documents describing the analysis of the engagement simulations (in Microsoft Word format).



## **6.6 Deliverables for Task 6**

- i. The data collected during the collection of data from real systems;
- ii. A document describing the various tests carried out to collect the data in (in Microsoft Word format).

## **6.7 Deliverables for Task 7**

- i. Static and dynamic UML diagrams (use cases, class diagrams, etc.) of the modified software, including the follow-up of requirements as demonstrated by static testing. These diagrams must be integrated into existing Karma UML diagrams;
- ii. All source code for the revised software;
- iii. The compiled version of each modified software component, either in DLL format or in an executable format (functional and tested);
- iv. The update of the technical documentation of the software and of the technical documentation in the UML diagrams, in the XML files, and in the source code. The required documentation must precisely describe the use and maintenance of the software (in Microsoft Word format).

## **6.8 Deliverables for Task 8**

- i. The PowerPoint presentations and videos and images used to support the presentations;
- ii. All material used to conduct training (visual material, course notes, course outline, etc.).

## **6.9 Deliverables for Task 9**

- i. Monthly project progress report (in Microsoft Word format);
- ii. Schedule in Gantt chart format (in Microsoft Word format);
- iii. Coordination document (document describing the interaction between the various individuals involved in the project) (in Microsoft Word format).

## **6.10 Deliverables for each task authorization**

- i. An end-of-task report describing the task completed, deliverables, budget spent compared with the budget forecast, problems encountered, lessons learned and improvements to make in similar tasks in the future (in Microsoft Word format).
- ii. All the material purchased by the Contractor as part of the task authorization.

## **7. DATE OF DELIVERY**

Delivery dates will be specified in the TA Statement of Work.

## **8. LANGUAGE OF WORK**

French and English.

## 9. LOCATION OF WORK

Given the nature of the work, most of it shall be carried out at the following DRDC site address:

Defence Research and Development Canada –Valcartier Research Centre  
2459, route de la Bravoure  
Québec, QC  
G3J 1X5

Exceptionally, work may be carried out outside DRDC for specific considerations to be determined in each TA. Requests shall be submitted to the Technical Authority, who will assess the merits of the request and analyze the security considerations, and may, at their discretion, approve or refuse the request.

The location of the work for live trials, training sessions, presentations and conferences shall be specified, if any, in the TA Statement of Work.

## 10. MEETINGS

Once one or more tasks are active, weekly meetings will be held on DRDC Valcartier Research Centre premises, or by videoconference, to evaluate progress made, problems encountered and upcoming work.

Once one or more tasks are active, a semi-annual meeting will be held on DRDC Valcartier Research Centre premises, or by videoconference, to evaluate management of the tasks and deliverables, determine the technical and administrative problems encountered and anticipated, and evaluate the situation in terms of the schedule.

## 11. GOVERNMENT FURNISHED MATERIAL (GFM)

When required for a task, the TA Statement of Work will specify exactly what material will be provided.

## 12. GOVERNMENT FURNISHED EQUIPMENT (GFE)

The Contractor will have access to the DRDC Valcartier Research Centre's Virtual Proving Ground (VPG) database as a source of models. This database will be made available to the Contractor at the start of work. The Contractor will also have access to the technical documentation for the process and tools. This access is reserved exclusively for the needs of task authorizations under this contract.

The Contractor will have access to the M&S laboratory at DRDC Valcartier Research Centre, including a maximum of 8 workstations. The Contractor shall, therefore, manage its personnel taking this constraint into account. The workstations include computers and the necessary software for the Contractor to complete the work required.

For training and demonstrations, the Technical Authority shall provide the office space and equipment; however, the Contractor may have to conform to particular directions when using equipment such as a laptop, an external disc or media (USB key, DVD, CD ROM), as it is prohibited for security reasons. If necessary, specific directions will be provided in the TA Statement of Work.

### 13. SPECIAL CONSIDERATIONS

The resources in the Junior Modelling, Junior Computer Science and Junior Physics categories must be proposed for a task only when they have the capacity to carry out the work effectively and autonomously. For certain tasks, they may need to be supervised by senior resources.

The Contractor may be responsible for purchasing the necessary material to carry out the work, on approval of the Technical Authority. The material purchased by the Contractor under the contract shall remain the property of the DRDC Valcartier Research Centre and shall be delivered to DRDC Valcartier, at the latest, at the end of this contract.

Given the state-of-the-art work to be completed under this contract, the TA Statement of Work can require that the material purchased meet certain specifications.

### 14. Estimated percentage of use

a) by resource category

Resource Category	Estimated percentage of use
Modelling category - Physicist or physics, mechanical, electrical, aerospace or computer engineer	25%
Junior Modelling category - Physicist or physics, mechanical, electrical, aerospace or computer engineer	10%
Physics category - Physicist or physics, mechanical, aerospace or electrical engineer	15%
Junior Physics category – Physicist or physics, mechanical, aerospace or electrical engineer	5%
Computer Science category – Computer specialist or computer or software engineer	25%
Junior Computer Science category – Computer specialist or computer or software engineer	10%
Project Manager (PM)	10%

b) by task

Task	Estimated percentage of use
1	20 %
2	20 %
3	15 %
4	10 %
5	10 %
6	5 %
7	10 %
8	5 %
9	5 %

## ANNEX B

### BASIS OF PAYMENT

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

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

**Overtime work in the context of field trials only:**

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

**(To be determined in each Task Authorization) <sup>1</sup>**

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

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

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

(b) For services to be provided outside 50 kilometers from the Defence Research and Development Canada – Valcartier Research Centre, The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

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

**(To be determined in each Task Authorization) <sup>1</sup>**

N° de l'invitation - Solicitation No.  
W7701-207209/A  
N° de réf. du client - Client Ref. No.  
W7701-20-7209

N° de la modif - Amd. No.  
File No. - N° du dossier  
QCL-0-43089

Id de l'acheteur - Buyer ID  
QCL042  
N° CCC / CCC No./ N° VME - FMS

---

**3.0 MATERIALS AND SUPPLIES:** at laid down cost without markup

**(To be determined in each Task Authorization) <sup>1</sup>**

**4.0 SUBCONTRACT:** at actual cost without mark-up

**(To be determined in each Task Authorization) <sup>1</sup>**

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

**TOTAL ESTIMATED COST - LIMITATION OF EXPENDITURE:**

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

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

N° de l'invitation - Solicitation No.

W7701-207209/A

N° de réf. du client - Client Ref. No.

W7701-20-7209

N° de la modif - Amd. No.

File No. - N° du dossier

QCL-0-43089

Id de l'acheteur - Buyer ID

QCL042

N° CCC / CCC No./ N° VME - FMS

---

## **ANNEX C**

### **SECURITY REQUIREMENTS CHECK LIST AND SUPPLEMENTAL CLASSIFICATION GUIDE**

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

## ANNEX D

### CONTRACTOR DISCLOSURE OF FOREGROUND INFORMATION

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

The Contractor must provide the following information:

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

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

---

Signature

---

Date

---

Name

---

Title

-----  
(Internal DRDC Valcartier)

---

Signature

---

Date

---

Name

---

Title (Technical authority)

N° de l'invitation - Solicitation No.

W7701-207209/A

N° de réf. du client - Client Ref. No.

W7701-20-7209

N° de la modif - Amd. No.

File No. - N° du dossier

QCL-0-43089

Id de l'acheteur - Buyer ID

QCL042

N° CCC / CCC No./ N° VME - FMS

---

## ANNEX E

### DND-626 TASK AUTHORIZATION FORM

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



N° de l'invitation - Solicitation No.  
W7701-207209/A  
N° de réf. du client - Client Ref. No.  
W7701-20-7209

N° de la modif - Amd. No.  
File No. - N° du dossier  
QCL-0-43089

Id de l'acheteur - Buyer ID  
QCL042  
N° CCC / CCC No./ N° VME - FMS

---

## ANNEX F

### NON-DISCLOSURE AGREEMENT (To be completed after contract award)

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. W7701-207209-001-QCL between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and Defense Research and Development Canada, 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 No.: W7701-207209-001-QCL

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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	
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 Modélisation et simulation de systèmes militaires			
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 <b>no</b> overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale <b>sans</b> 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 checked="" 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 checked="" type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Restricted to: / Limité à: <input checked="" type="checkbox"/>		Restricted to: / Limité à: <input checked="" type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays : AUS,CAN,UK,US		Specify country(ies): / Préciser le(s) pays : AUS, CAN, UK, US	
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 checked="" type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input checked="" type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input checked="" 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 checked="" type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input checked="" type="checkbox"/>	
		SECRET SECRET <input checked="" type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



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

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

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☐ No ☒ Yes  
Non Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes  
On DND premises, unscreened pers. may only access public/reception zones  
Only access public/reception zones Non Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".**

**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.**

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).**

**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**

# 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.)							
<b>Canadian Information</b>							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
No Release Restrictions	X	X					
Not Releasable					X		
Restricted to: <b>AUS, CAN, UK, USA</b>					X		
Permanent Residents Included*							
<b>NATO Information</b>							
Citizenship Restriction	NATO UNCLASSIFIED		NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	
All NATO Countries	X		X	X	X		
Restricted to:							
Permanent Residents Included*							
<b>Foreign Information</b>							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
No Release Restrictions							
Restricted to : <b>AUS, CAN, UK, USA</b>	X	X		X	X		
Permanent Residents Included*							
<b>COMSEC Information</b>							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
Not Releasable							
Restricted to:							
<b>DND ONLY Embedded Contractor (Access to Controlled Goods)</b>							
Restriction	Yes				NO		
SECRET clearance with CEO applies	X						

\*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)
NATO Secret	<ul style="list-style-type: none"> <li>- Resources in the modelling category</li> <li>- Resources in the junior modelling category</li> <li>- Resources in the computer science category</li> <li>- Resources in the junior computer science category</li> <li>- Resources in the physics category</li> <li>- Resources in the junior physics category</li> <li>- Resources in the project management category</li> </ul>	Access to sites at Secret Level and access to information up to NATO Secret Level.	- NATO
Secret	<ul style="list-style-type: none"> <li>- Resources in the modelling category</li> <li>- Resources in the junior modelling category</li> <li>- Resources in the computer science category</li> <li>- Resources in the junior computer science category</li> </ul>	Access to sites at Secret Level and access to information up to Secret Level.	<ul style="list-style-type: none"> <li>- Canadians Citizen</li> <li>- AUS, CA, US, UK</li> </ul>

## Security Requirement Checklist (SRCL)

### Supplemental Security Classification Guide

	<ul style="list-style-type: none"> <li>- Resources in the physics category</li> <li>- Resources in the junior physics category</li> <li>- Resources in the project management category</li> </ul>		
Reliability	<ul style="list-style-type: none"> <li>- Resources in the modelling category</li> <li>- Resources in the junior modelling category</li> <li>- Resources in the computer science category</li> <li>- Resources in the junior computer science category</li> <li>- Resources in the physics category</li> <li>- Resources in the junior physics category</li> <li>- Resources in the project management category</li> </ul>	Access to information up to Protected A, B Level	
None	<ul style="list-style-type: none"> <li>- Resources in the modelling category</li> <li>- Resources in the junior modelling category</li> <li>- Resources in the computer science category</li> </ul>	N/A	

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

	<ul style="list-style-type: none"> <li>- Resources in the junior computer science category</li> <li>- Resources in the physics category</li> <li>- Resources in the junior physics category</li> <li>- Resources in the project management category</li> </ul>		
--	--	--	--

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

### **OTHER SECURITY INSTRUCTIONS**