



**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**

<b>Title - Sujet</b> INVESTIGATION ADVANCED WEAPONS TECH	
<b>Solicitation No. - N° de l'invitation</b> W7701-207176/A	<b>Date</b> 2020-12-02
<b>Client Reference No. - N° de référence du client</b> W7701-207176	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$QCL-052-18045	
<b>File No. - N° de dossier</b> QCL-0-43088 (052)	<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 2021-01-14</b> Heure Normale du l'Est HNE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Proulx, Jean-R.	<b>Buyer Id - Id de l'acheteur</b> qcl052
<b>Telephone No. - N° de téléphone</b> (418) 905-0629 ( )	<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**

**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>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/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include:

- Annex A : Statement of Work
- Annex B : Basis of Payment
- Annex C : Contractor Disclosure of Foreground Information
- Annex D : Security Requirements Check List
- Annex E : DND 626, Task Authorization Form
- Annex F : Request For Visit Form

List of Attachments :

- Attachment 1 : Financial Bid Presentation Sheet
- Attachment 2 : Evaluation of Price
- Attachment 3 : Mandatory and Point Rated Technical Criteria
- Attachment 4 : Electronic Payment Instruments
- Attachment 5 : Federal Contractors Program for Employment Equity – Certification

### **1.2 Summary**

#### **1.2.1 Title:**

Analytical, Experimental and Numerical Investigations of Advanced Weapon Technologies

#### **1.2.2 Description of work:**

The Contractor will provide Defence Research and Development Canada (DRDC) - Valcartier Research Centre, Precision Weapons, Weapons Effects and Protection and Energetic Materials sections with specialized technical support in areas of propulsion, structure, signature, and ballistic effects for precision weapons. The work to be performed will involve literature reviews,

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analytical development, numerical modelling, experimentation and data analysis, system design as well as design, installation and commissioning of local experimental facilities.

Task 1 : Engineering and technical services for the Propulsion Laboratory, Aerodynamics and Aeroballistics Laboratories, Small Arms Laboratory, related on-site and off-site facilities and for the Electronic Warfare/ Defensive Aid Suites (EW/DAS)

Task 2 Weapons systems concept development and modeling support

### **1.2.3 Client department :**

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

### **1.2.4 Period of the contract**

The period of the Contract is from Contract award to March 31<sup>st</sup> 2026 inclusive

### **1.2.5 Important information :**

- i. There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- ii. Defence Research and Development Canada - Valcartier Research Centre has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada because of a National Security issue.
- iii. Work Location: Unless stated otherwise, all classified Work must be executed at Defence Research and Development Canada – Valcartier Research Centre (2459, de la Bravoure Rd., Québec, QC, G3J 1X5, CANADA) while non-protected work can be executed within the contractor's offices.
- iv. The requirement is limited to Canadian services.
- v. The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).
- vi. 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).
- vii. The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the Attachment titled Federal Contractors Program for Employment Equity - Certification.
- viii. The work will be carried out on an "as and when requested basis" using a Task Authorization (TA).

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All of the Work will be performed 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

- ix. The estimated amounts of available funding for this Contract is **\$ 9,324,500.00** Applicable Taxes extra.
- x. In accordance with clause "Minimum Work Guarantee - All the Work – Task Authorizations" of the Contract, Canada's obligation under these Contracts is **10%** of the estimated amount of available funding.
- xi. This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information."

### **1.3 Debriefings**

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

### **1.4 Phased Bid Compliance Process**

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

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Only offers submitted using epost Connect service will be accepted. The Offeror 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: Offers 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 Instruction 2003, or to send offers through an epost Connect message if the Offeror is using its own licensing agreement for epost Connect. It is the Offeror'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 Request for Proposal closing date.

#### 2.2.1 IMPORTANT NOTICE TO SUPPLIERS RE. BID SUBMISSION REQUIREMENTS

Due to the impacts from the COVID-19 pandemic, temporary measures are being taken on-site at the Québec Region Bid Receiving Unit to encourage social distancing. The health and safety of staff and suppliers remains our top priority.

Suppliers are required to submit bids electronically using the Canada Post epost Connect application for the subject bid solicitation. This service allows suppliers to submit bids, offers and arrangements electronically to PWGSC Bid Receiving Units. This online service enables the electronic transfer of large files up to Protected B level.

**Faxed and hard copy (submitted in person or via mail/courier) bids will not be accepted for the subject bid solicitation.**

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Given current circumstances and network limitations, some active procurements may be delayed. To stay up to date on the status of specific procurements, please consult [Buysandsell.gc.ca](http://Buysandsell.gc.ca).

### 2.3 Former Public Servant

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

#### Definitions

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

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

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

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

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

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

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

- a. name of former public servant;

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W7701-20-7176

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File No. – N° du dossier  
QCL-0-43088

Buyer ID – id de l'acheteur  
QCL052

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b. date of termination of employment or retirement from the Public Service.

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

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

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 at [Jean-Renaud.Proulx@tpsgc-pwgsc.gc.ca](mailto:Jean-Renaud.Proulx@tpsgc-pwgsc.gc.ca) **no later than eight (8) 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 Basis for Canada's Ownership of Intellectual Property

Defense Research and Development Canada - Valcartier research centre has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds, as stated by the [Policy on title to intellectual property arising under Crown procurement contracts](#) :

- For National Security purposes

## 2.7 Bid Challenge and Recourse Mechanisms

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

## 2.8 Maximum Funding

The maximum funding available for the Contract resulting from the bid solicitation is **\$9,324,500.00** applicable taxes extra.

Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

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## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

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

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

- b) Due to the nature of the bid solicitation, bids transmitted by facsimile, email and/or hardcopies will not be accepted.
- c) Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

#### **3.1.1 Section I: Technical Bid**

- a) 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.

- b) The technical bid consists of the following:
- (i) All the information required to demonstrate its conformity with the Mandatory and Point Rated Technical Criteria described in Attachment 3
  - (ii) Each criteria should be addressed separately
  - (iii) To insure adequate evaluation of each technical criteria (mandatory and point rated), Bidders must clearly indicate the names of every proposed resource. Bidders must propose at one resource for each category indicated in Attachment 3
  - (iv) The technical bid must demonstrate how each proposed resource meets the requirements listed in Attachment 3
    - a. Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the work.

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- b. For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programs that were successfully completed by the resource by the date of bid closing
  - c. For any requirements that specify a particular time period (e.g. two years) of work experience, Canada will disregard any information about experience if the individual's résumé does not include the relevant dates for the experience claimed (i.e., the start date and end date indicated in months).
  - d. The bid must not simply indicate the title of the individual's position, but must also demonstrate that the resource has the required work experience by explaining responsibilities and work performed by the individual while in that position. Simply listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, will not be considered "demonstrated" for the purposes of the assessment. The Bidder should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, only one project will be counted toward any requirements that relate to the individual's length of experience.

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

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

- (a) The information must be provided in accordance with the **Financial Bid Presentation Sheet at Attachment 1**.
- (b) No travel and living expenses will be paid for services provided within the Quebec Region (including DRDC Valcartier facilities.) Further, Canada will not accept any travel and living expenses for travel between the contractor's place of business and the Quebec region (including DRDC Valcartier facilities). All these cost must be included in the firm all-inclusive hourly rates.
- (c) Prices must be in Canadian funds, Applicable Taxes excluded, and Canadian customs duties and excise taxes included.

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

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 4 "Electronic Payment Instruments", to identify which ones are accepted.

If Attachment 4 "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.

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

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

### 3.1.4 Section IV: Additional Information

- a) Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions [2003](#).
- b) For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 2.3 of the bid solicitation.
- c) Security related information (if applicable):
  - a. Name of the proposed resource as it appears on the Security Clearance form
  - b. Security Clearance certificate number
- d) Canada requests that bidders provide the following information:

**Administrative representative :**

Name :

Phone :

Fascimile :

Email :

**Technical representative :**

Name :

Phone :

Fascimile :

Email :

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

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical, financial and 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 (2020-05-18) 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

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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

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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

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accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.

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

#### **4.1.1.4 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**

##### **4.1.2.1 Mandatory Technical Criteria**

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

Refer to Attachment 3, Mandatory and Point Rated Technical Criteria.

##### **4.1.2.2 Point Rated Technical Criteria**

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Refer to Attachment 3, Mandatory and Point Rated Technical Criteria.

#### **4.1.3 Financial Evaluation**

##### **4.1.3.1 Mandatory Financial Criteria**

Bidders must present their financial bid in accordance with article 3.1.2, Section II: Financial Bid of Part 3 of the Request for Proposals.

##### **4.1.3.2 Price evaluation**

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

For evaluation purposes only, the price of the bid will be determined as detailed in Attachment 2, Evaluation of Price.

#### **4.2 Basis of Selection**

##### **Basis of Selection - Highest Combined Rating of Technical Merit (50%) and Price (50%)**

1. To be declared responsive, a bid must:
  - a) comply with all the requirements of the bid solicitation;
  - b) meet all mandatory criteria;
  - c) obtain the required minimum points specified for each criterion and group of criterion which are subject to point rating;
  - d) and obtain the required minimum of points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 112.
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 50 % for the technical merit and 50 % 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 / maximum number of points available multiplied by the ratio of 50%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 50%. The bid with the lowest evaluated price will be awarded 50/50
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

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.
8. In the event where two or more responsive bids obtain the same combined rating, the responsive bid with the highest overall technical score for evaluated technical criteria will be recommended for contract award.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 50/50 ratio of technical merit and price, respectively. The total available points equals 124 and the lowest evaluated price is \$8,882,624.46

		<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>		115/124	95/124	100/124
<b>Bid Evaluated Price</b>		\$8,882,624.46	\$9,401,013.57	\$9,689,861.98
<b>Calculations</b>	<b>Technical Merit Score</b>	$(115/124) * 50 = 46.37$	$(95/124) * 50 = 38.31$	$(100/124) * 50 = 40.32$
	<b>Pricing Score</b>	$(8\,882\,624.46 / 8\,882\,624.46) * 50 = 50.00$	$(8\,882\,624.46 / 9\,401\,013.57) * 50 = 47.24$	$(8\,882\,624.46 / 9\,689\,861.98) * 50 = 45.83$
<b>Combined Rating</b>		96.37	85.55	86.16
<b>Overall Rating</b>		<b>1st</b>	<b>3rd</b>	<b>2nd</b>

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## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

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

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

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

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

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

#### **5.2.1 Integrity Provisions – Required Documentation**

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

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

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

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

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

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

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

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

This procurement is limited to Canadian services.

Bidders should submit this certification completed with their bid. If the certification is not completed and or 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

The Bidder certifies that:

( ) the service(s) offered is (are) a Canadian service as defined in paragraph 2 of clause A3050T

##### **5.2.3.1.1 SACC Manual clause [A3050T](#) (2014-11-27) Canadian Content Definition**

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

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

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

Failure to comply with the request may result in the bid being declared non-responsive.

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

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history,

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Client Ref No. – N° de réf. du client  
W7701-20-7176

Amd. No. – N° de la modif.  
File No. – N° du dossier  
QCL-0-43088

Buyer ID – id de l'acheteur  
QCL052

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has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

#### **5.2.3.4 Language Capability**

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

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## **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](#) (2012-07-16) Financial Capability

### **6.3 Controlled Goods Requirement**

SACC Manual clause [A9130T](#) (2014-11-27) Controlled Goods Program

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## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "\_\_\_\_" and the technical and management portions of the Contractor's bid entitled \_\_\_\_\_, dated \_\_\_\_\_, **(To be completed at contract award)**

#### 7.1.1 Task Authorization

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

##### 7.1.1.1 Task Authorization Process

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

Canada will provide the Contractor with a description of tasks.

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

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

- i. the task number;
- ii. a detailed Statement of Work (SOW) for the task, outlining the activities to be performed and the deliverables (such as reports) to be submitted;
- iii. the required start and completion dates (if any);
- iv. a schedule of milestone completion dates for major work activities, deliverables and payments;
- v. the work site;
- vi. the level of security clearance required of the Contractor's personnel;

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

- i. a description of any travel requirements including the content and format of any required travel report;
- ii. the language profile required of the Contractor's personnel;
- iii. categories of key resources;
- iv. 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).

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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.

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

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

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;

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- (f) identification of the major risks and a risk mitigation plan;
  - (g) a comprehensive work schedule and prioritization of activities to be performed.

#### **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 **\$250,000.00**, Applicable Taxes included, inclusive of any revisions.

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

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

1. In this clause,

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

"Minimum Contract Value" means 10% of Contract value, including any Firm and Task Authorizations parts of the Work.

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

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

The administration of the Task Authorization process will be carried out by The Procurement and Payment group at Defence Research and Development Canada - Valcartier, 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.

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## 7.1.2 Disclosure Certification

On completion of the Work, the Contractor must submit to the Technical Authority and to the Contracting Authority a copy of the Contractor Disclosure of Foreground Information attached as Annex C stating that all applicable disclosures were submitted.

## 7.2 Standard Clauses and Conditions

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

### 7.2.1 General Conditions

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

### 7.2.2 SACC Manual Clauses

[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.

### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No W7701-207176

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 TOP SECRET and 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 PROTECTED information, assets or sensitive site(s) must EACH hold a valid personnel security screening at the level of RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
4. The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive site(s) **must be a permanent resident of Canada or a citizen of Canada, Australia, Germany, the United Kingdom, or the United States of America** and must EACH hold a valid personnel security screening at the level of TOP SECRET, or SECRET, as required, granted or approved by the CSP, PWGSC.

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5. The Contractor/Offeror personnel requiring access to FOREIGN PROTECTED information, assets or sensitive site(s) must EACH hold a valid personnel security screening at the level of RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
  6. The Contractor/Offeror personnel requiring access to FOREIGN CLASSIFIED information, assets or sensitive site(s) **must be a permanent resident of Canada or a citizen of Canada, Australia, Germany, the United Kingdom, or the United States of America** and must EACH hold a valid personnel security screening at the level of TOP SECRET, or 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** 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 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. 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 **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*".
  12. 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*.
  13. 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.
  14. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
  15. The Contractor/Offeror must comply with the provisions of the:

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

### 7.3.2 Visit Clearance Requests for Employees

As soon as the contract is awarded, the supplier will be required to obtain, without delay, visit clearance from ISS for each of its employees assigned to the contract.

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

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

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

## 7.4 Term of Contract

### 7.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31<sup>st</sup> 2026 inclusive

### 7.4.2 Option to Extend the Contract – Transition period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of 60 days under the same conditions to ensure the required transition. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least 30 calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name : Jean-Renaud Proulx  
Title : Procurement Specialist  
Organization: Public Services and Procurement Canada  
Supply and Compensation Directorate  
Address : 1550 D'Estimauville Avenue  
Quebec City, QC, Canada  
G1J 0C7  
Phone : 418-649-2774  
Fascimile : 418-648-2209

Solicitation No – N° de l'invitation  
W7701-207176/A  
Client Ref No. – N° de réf. du client  
W7701-20-7176

Amd. No. – N° de la modif.  
File No. – N° du dossier  
QCL-0-43088

Buyer ID – id de l'acheteur  
QCL052

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Email : [Jean-Renaud-Proulx@tpsgc-pwgsc.gc.ca](mailto:Jean-Renaud-Proulx@tpsgc-pwgsc.gc.ca)

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

### 7.5.2 Technical Authority (To be completed at contract award)

The Project Authority for the Contract is:

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

Phone: \_\_\_\_\_  
Facsimile : \_\_\_\_\_  
Email : \_\_\_\_\_

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

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

The Procurement Authority for the Contract is:

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

Phone: \_\_\_\_\_  
Facsimile : \_\_\_\_\_  
Email : \_\_\_\_\_

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

### 7.5.4 Contractor's Representative (to be completed at contract award)

Administrative representative :                      Technical representative :

Solicitation No – N° de l'invitation  
W7701-207176/A  
Client Ref No. – N° de réf. du client  
W7701-20-7176

Amd. No. – N° de la modif.  
File No. – N° du dossier  
QCL-0-43088

Buyer ID – id de l'acheteur  
QCL052

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Name : _____	Name: _____
Company: _____	Company: _____
Telephone : _____	Telephone: _____
Facsimile : _____	Facsimile: _____
Email: _____	Email: _____

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

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**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:**

There will be no travel time or travel and living expenses payable for services rendered within 50 kilometres from Defence Research and Development Canada – Valcartier research centre, located at 2459 de la Bravoure Road, Quebec City, Quebec.

For services rendered further than 50 kilometres from Defence Research and Development Canada – Valcartier research centre, the Contractor will be paid its actual travel time in accordance with the hourly rates detailed in Annex B, Basis of Payment.

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, private vehicle and incidental expense allowances specified in Appendices B, C and D of the National Joint Council Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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

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

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 **\$9,324.500.00**

Customs duties are included and Applicable Taxes are extra.

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

### 7.7.3 Method of Payment

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

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

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

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

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

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

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

- (a) an accurate and complete claim for milestone payment using PWGSC-TPSGC 1111, Claim for Progress Payment, (<http://www.tpsgc->

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[pwgsc.gc.ca/app-acq/forms/documents/1111.pdf](http://pwgsc.gc.ca/app-acq/forms/documents/1111.pdf)) and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

- (b) all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;
- (c) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

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

- (a) Canada will make progress payments in accordance with the payment provisions of the Task Authorization and the Contract, no more than once a month, for costs incurred in the performance of the Work up to 90 percent of the amount claimed and approved by Canada if:
  - (i) an accurate and complete claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>), and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - (ii) the amount claimed is in accordance with the Basis of Payment and the Task Authorization;
  - (iii) the total amount for all progress payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Task Authorization.
  - (iv) all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.
- (b) The balance of the amount payable will be paid in accordance with the payment provisions of the Task Authorization and the Contract upon completion and delivery of all work required under the Task Authorization if the Work has been accepted by Canada and a final claim for the payment is submitted.
- (c) Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the right to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

**7.7.4 SACC Manual Clauses**

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

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### 7.7.5 Electronic Payment of Invoices (To be completed at contract award)

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

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

### 7.7.6 Discretionary Audit

SACC Manual Clause [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 Firm Price portion of the work, and TAs subject to a Limitation of Expenditure or a Ceiling Price, each invoice must be supported by:
    - a) a list of all expenses, in accordance with the TA;
    - b) a copy of time sheets to support the time claimed;
    - c) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
    - d) a copy of the monthly progress report.
  3. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
  4. The Contractor must prepare and certify the 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

[B6800C](#) (2007-11-30) List of Non-consumable Equipment and Materials

## **7.10 Applicable Laws**

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

## **7.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions [2040](#) (2018-06-21)
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment;
- (e) Annex C, Contractor Disclosure of Foreground Information;
- (f) Annex D, Security Requirements Check List;
- (g) Annex E, DND 626, Task Authorization Form;
- (h) Annex F, Request For Visit Form;
- (i) the signed Task Authorizations (including all of its annexes, if any)
- (j) the Contractor's bid dated \_\_\_\_\_ (*to be completed at contract award*)

## **7.12 Defence Contract**

SACC Manual clause [A9006C](#) (2012-07-16) Defence Contract

### 7.13 Foreign Nationals

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

### 7.14 Insurance Requirements

SACC Manual clause [G1005C](#) (2016-01-28) Insurance - No Specific Requirement

### 7.15 Controlled Goods Program

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

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

### 7.16 Progress Reports

1. The Contractor must submit monthly reports, in electronic format, on the progress of the Work, to both the Technical Authority and the Contracting Authority.
2. The progress report must contain three 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.
- (c) PART 3: The "Contract Plan and Report Form", PWGSC-TPSGC 9143

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(<http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/pdf/9143.pdf>), (or an equivalent form acceptable to the Contracting Authority) showing the following:

- (i) Actual and forecast expenditure on a monthly basis for the period being covered. (Expenditures are to be outlined by month and by task.)

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

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

### **7.18 Identification Badge**

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

### **7.19 Dispute Resolution**

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

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## **ANNEX A – STATEMENT OF WORK**

### **1. TITLE**

ANALYTICAL, EXPERIMENTAL AND NUMERICAL INVESTIGATIONS OF ADVANCED WEAPON TECHNOLOGIES

### **2. BACKGROUND & SCOPE**

The purpose of this statement of work is to define a Task Authorization contract. The Contractor will provide Defence Research and Development Canada (DRDC) - Valcartier Research Centre, Precision Weapons, Weapons Effects and Protection and Energetic Materials sections with specialized technical support in areas of propulsion, structure, signature, and ballistic effects for precision weapons. The work to be performed will involve literature reviews, analytical development, numerical modelling, experimentation and data analysis, system design as well as design, installation and commissioning of local experimental facilities. The services will be provided on an "as-and-when-requested" basis. The nature of the services required will cover applied research program tasks and direct Canadian Armed Forces (CAF) support tasks.

DRDC - Valcartier Research Centre, Spectral and Geospatial Exploitation (SGE), Weapons Systems (WS) and Defence Experimentation Valcartier (DeV) sections plan and execute applied Research and Development (R&D) programs and direct support to Canadian Armed Forces (CAF) projects in the following weapon technologies: aerodynamics, propulsion, structures, signatures, and internal and external ballistics of guns including small arms.

In the past, extensive Contractor-based supporting activities have been carried out on various projects in all of the above areas. Specifically, work in the area of propulsion technologies has included experimental and numerical studies on solid rocket motors, signatures and thrust vector control systems; experimental and numerical studies on ramjet intakes, combustors and fuels; experimental and numerical studies on airbreathing engines including characterization of liquid fuel sprays, design and fabrication of a fuel reactor, airbreathing propulsion test facility, optical strand burner apparatus and an injection control system; the development of weapon systems concepts; and estimates of aerodynamic performance for trajectory simulations. Work on small arms has included the design and experimental evaluation of a dynamic thrust measurement stand, measurements of muzzle flash, emissions, and recoil, and the design of the automatic targeting moveable test bench along with its controls.

### **3. ACRONYMS & DEFINITIONS**

CAF	Canadian Armed Forces
CFD	Computational Fluid Dynamics
DAS	Defensive Aid Suites
DeV	Defence Experimentation Valcartier
DRDC	Defence Research and Development Canada
EW	Electronic Warfare
IR	Infrared
R&D	Research and Development
SGE	Spectral and Geospatial Exploitation
SOW	Statement of Work

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UV        Ultraviolet  
WS        Weapons Systems

“Small arms” refers to firearms with calibres of 0.50 inches (12.7 mm) or less.

#### **4.        APPLICABLE DOCUMENTS & REFERENCES**

None.

#### **5.        TASKS**

##### **5.1      Engineering and technical services for the Propulsion Laboratory, Aerodynamics and Aeroballistics Laboratories, Small Arms Laboratory, related on-site and off-site facilities and for the Electronic Warfare/ Defensive Aid Suites (EW/DAS)**

The services related to this task for guns including small arms and for AW/DAS include but not limited to the:

- design, installation, fabrication, commissioning, and use of local and off-site experimental facilities;
- design, fabrication, formulation, and testing of weapons systems and ammunition components and of EW/DAS test and measurements equipment;
- numerical modeling (including but not limited to CFD and finite element);
- development of control software in support to the test and measurement equipment;
- evaluation and analysis of the following technical areas defined for guns including small arms:
  - Weapons and ammunition systems effectiveness;
  - Weapons systems signatures (not limited to acoustic, infrared, UV, visible), dynamic, and recoil behaviour;
  - Ignition and internal ballistics of guns and small arms weapons systems and components, including ammunition, as well as conventional and electrical ignition systems ;
  - Conventional, electrical, and electronic ignition systems of guns and small arms weapons systems and components, such as primers, to electrical, laser, thermal, electrical, and environmental stimuli;
  - Launchers and structures.
- evaluation and analysis of the following technical areas defined for EW/DAS:
  - Perform modelling and simulation of EW/DAS including countermeasures;
  - Countermeasure effectiveness;
  - Probability of Declaration of a Threat Warner;
  - Characterization of the DAS (mechanical aspects, spectral response, sensitivity, waveform, electro-optic aspects);
  - Detectability of the Threat in terms of its signature and technology of the sensor ;
  - Signature of the threat, decoys and platform (air, land and navy) in infrared, ultra-violet and visible; and
  - Spectral atmospheric transmission measurements in the in-band measurements (infrared, ultra-violet and visible).

The Contractor must provide the following services:

- 
- 5.1.1 Provide technical support for the Propulsion Laboratory, Aerodynamics and Aeroballistics Laboratories, Small Arms Laboratory, related on-site and off-site facilities, and EW/DAS trials, in test and measurements, in the form of advice and assistance services in carrying out the trials.
  - 5.1.2 Design, fabricate, and install electronic, optical and mechanical test apparatuses and components, including but not restricted to propulsion test facilities (for example air breathing, rocket and gun), combustion bombs, instrumentation and infrastructure.
  - 5.1.3 Design, fabricate and install electronic, optical and mechanical test apparatuses and components for the evaluation of EW/DAS effectiveness, characterization, and analysis and signature collection and for the evaluation of weapon system effectiveness, signatures, dynamic and recoil behaviour, and ignition and internal ballistics for both conventional and electrical ignition systems.
  - 5.1.4 Provide synthesis, characterization, and casting services of energetic materials including fuels, propellants, and explosives.
  - 5.1.5 Develop of instrumentation, control, and mechanical and analysis laboratory software in support to the test and measurement equipment.
  - 5.1.6 Design, fabricate and install electronic, optical and mechanical test apparatuses and components for the evaluation of EW/DAS effectiveness, characterization, and analysis and signature collection.
  - 5.1.7 Conduct analysis in the technical areas defined above and presentation of the results.

## **5.2 Weapons systems concept development and modeling support**

The services related to this task concern the development of weapon systems concepts based on state-of-the-art technologies and the physics-based numerical and analytical modelling of these and existing weapons systems concepts.

The Contractor must provide the following services:

- 5.2.1 Provide reviews of the state-of-the art in weapons systems technologies, and the development of weapon systems concepts based on existing and proposed technologies.
- 5.2.2 Provide multiphysics-based numerical modeling including Computational Fluid Dynamics (CFD), structural finite element, finite-rate chemistry, and engineering-type modeling of reacting and non-reacting internal and external flows, structures, and the interactions between fluid and structures, namely, but not limited to:
  - Solid, hybrid and other rocket motors;
    - Countermeasures;
    - Ramjets, scramjets, gas turbines, and other air breathing systems;
    - Nozzles and exhaust plumes, including radiation and atmospheric transmission;
    - Dispersion of smoke and gases;
    - Electro-optic signatures;
    - Gun propulsion, including small arms.
- 5.2.3 Develop and use of weapons systems, components, and platform performance prediction models, including propulsion, structures and materials, aerodynamics, guidance-navigation-control, trajectory simulation, and systems.
- 5.2.4 Perform modeling and development of prediction and performance codes of the internal ballistics of guns including small arms, rockets, and air breathing systems.

5.2.5 Conduct analysis and presentation of the results.

### 5.3 Relative frequency of each activity

Throughout the duration of the Task Authorization Contract, the frequency of occurrence of each activity is expected to be as follows:

Task	Description	Frequency
5.1	Engineering and technical services for the Propulsion Laboratory, Aerodynamics and Aeroballistics Laboratories, Small Arms Laboratory, related on-site and off-site facilities	60 %
5.2	Weapons systems concept development and modeling support	40 %
		100%

## 6. Deliverables

All deliverables will be detailed in each task authorization. Depending on the nature of the task authorization, the deliverable(s) will consist of a combination of any of the following, but not limited to:

### 6.1 Technical report

Technical report must include, but not limited to, any of the following:

- A description of the work performed;
- Mathematical formulation of numerical models, how they were implemented and results of validation;
- Documented source code;
- Software users' guide for developed software;
- Input and grid files for numerical simulations;
- Raw and analyzed results from numerical and analytical simulations;
- Technical drawings and design calculations for component hardware and experimental facilities;
- Raw and analyzed experimental results;
- Expert advice related to the work performed;
- Conclusions and recommendations.

The DRDC publication format, provided by the technical authority, must be used for the title page, signature page, abstract and executive summary. The abstract and executive summary must be provided in English and French. The contractor must deliver one electronic copy of the report on a CD or DVD in Microsoft Word format. Reports must be written in English.

### 6.2 Drawings and solid models data format

All drawings and solid models provided as deliverables must be in a format compatible with Solid Edge (that is either in the .asm, or .pat format for Solid Edge, in AutoCAD .dwg).

### 6.3 Developed software

Any software produced must be delivered in electronic format, on CD or DVD, in executable and source code versions, when applicable.

#### **6.4 Other deliverables**

Technical data packages, commissioned experimental facilities, scientific equipment, and prototypes.

#### **7. Language of Work**

English and French

#### **8. LOCATION OF WORK**

All classified work must be done onsite at DRDC - Valcartier Research Centre at the following address.

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

Unclassified work may be done offsite upon approval of the Technical Authority. Unclassified work offsite may include but not limited to:

- Writing and editing of unclassified reports;
- Calibration and testing of certain equipment;
- Design of Printed Circuit Boards.

#### **9. Travel**

The Contractor may be required to travel to Canadian and international destinations for the performance of the work. Travel requirements and details will be identified in the task authorizations.

#### **10. MEETINGS**

Upon activating a task authorization, the Contractor may be required to prepare and attend a kick-off meeting with the Technical Authority and other DRDC representatives. These meetings will take place at DRDC - Valcartier Research Centre.

Other meetings may be held at the convenience and discretion of the Technical Authority. The location, roles and responsibilities of the parties to those other meetings will be detailed in each task authorization.

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

Although each task authorization will contain detailed definition of government supplied equipment, the following paragraphs provide but not limited to a non-exhaustive list of equipment that could be provided.

- 
- 11.1 Drawings and solid models provided by Canada will be in formats that can be converted to Solid Edge formats.
- 11.2 Software packages provided by the government that will be used to accomplish the tasks include, but are not exclusively limited to:
- GAMBIT and POINTWISE for grid generation;
  - Chinook, FLUENT, WIND, REP-3, CART3D, and IMPNS for CFD;
  - SOLID EDGE for computer-aided design;
  - LS DYNA, ANSYS, ABAQUS for structural finite element simulation.

If other technical documents (property of the Government of Canada) are identified relevant for this work, they will be made available to the Contractor upon the Technical Authority approval and subject to distribution restriction. The Contractor is required to keep track of all furnished documents and must be returned to the Government of Canada upon work completion.

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

### **12.1 General**

Although each task authorization will contain detailed definition of government-furnished equipment, the following paragraphs provide but not limited to a list of equipment that could be provided.

### **12.2 List of equipment**

DRDC - Valcartier Research Centre will provide access to the equipment as required (on site use only). This list includes unsold pieces of equipment or those that are not sold and that would be difficult to manufacture in a timely or cost-effective manner to carry out the task authorization issued to meet a CAF need or in response to urgent requirements of Canada. The list includes but not limited to:

- Restricted weapons systems;
- Equipment available only in the Canadian Force inventory;
- Equipment developed by DRDC;
- Drawings and solid models.

**ANNEX B - BASIS OF PAYEMENT**

1. **LABOUR:** at firm hourly rates, inclusive of overhead and of profit, GST/HST extra, DDP destination (for goods), in accordance with the following:

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

**1.1. Proposed Resources**

Proposed Resources	Award date to March 31st 2021	April 1st 2021 to March 31 2022	April 1st 2022 to March 31 2023	April 1st 2023 to March 31 2024	April 1st 2024 to March 31 2025	April 1st 2025 to March 31 2026
<b>A) Senior Mechanical Engineer</b> (min. 3 resources, max 4 ressources)						
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
<b>B) Intermediate Mechanical Engineer</b> (min. 4 resources, max 6 ressources)						
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
<b>C) Junior Mechanical Engineer</b> (min. 1 resource, max 3 ressources)						
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr

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File No. – N° du dossier  
QCL-0-43088

Buyer ID – id de l'acheteur  
QCL052

Proposed Resources	Award date to March 31st 2021	April 1st 2021 to March 31 2022	April 1st 2022 to March 31 2023	April 1st 2023 to March 31 2024	April 1st 2024 to March 31 2025	April 1st 2025 to March 31 2026
<b>D) Mechanical technician</b> (min. 1 resource, max 2 ressources) Name :	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Name :	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr
<b>E) Electronic technician</b> (min. 1 resource, max 2 ressources) Name :	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Name :	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr
<b>F) Chemist / Chemical Engineer</b> (min. 3 resources, max 4 ressources) Name :	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Name :	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr
Name :	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr
Name :	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr
<b>G) Physicist / Physical Engineer</b> (min. 1 resource, max 3 ressources) Name :	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Name :	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr
Name :	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr

**1.2. Note for the Work carried out in the field as part of trials only:**

After a work period of 7.5 consecutive hours, the contractor can claim an hourly rate equals to one and half times the hourly rate specified in the above table for the work period exceeding the 7.5 hours. The technical authority must approve the work period exceeding the period of 7.5 consecutive hours before this hourly rate can be claimed.

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

3. **TRAVEL & LIVING:**

- (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 the greater region of Quebec City (including Defence Research and Development Canada – Valcartier Research Centre); and
  - (ii) any travel between the Contractor's place of business and the greater region of Quebec City (including Defence Research and Development Canada – Valcartier Research Centre).
- (b) For services to be provided outside the greater region of Quebec City, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle provided in Appendices B, C and D of the National Joint Council Travel Directive (<http://www.njc-cnm.gc.ca/directive/index.php?did=10&dlabel=travel-voyage&lang=eng&merge=2&slabel=index>), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.
- (c) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
- (d) All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.

**Total limitation of expenditure for the contract (taxes extra): \$9,324,500.00**

With the exception of the firm rate(s) and price(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.

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## ANNEX C – 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, Know-how, Other?
7. Describe the features or aspects of the FIP that are novel, useful and not obvious.
8. Has the FIP been tested or demonstrated? If yes, please summarise the results.
9. Has any publication or disclosure to others been made? If so, to whom, when, where and how?
10. Provide names and addresses of the inventors.
11. Provide an explicit and detailed description of the FIP developed during the contract (Refer to pertinent section of the technical report, if necessary).

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

---

Signature

Date

---

Name

Title

-----  
(Internal DRDC Valcartier)

---

Signature

Date

---

Name

Title (Technical authority)

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File No. - N° du dossier  
QCL-0-43088

Buyer ID - Id de l'acheteur  
QCL052  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX D – SECURITY REQUIREMENTS CHECK LIST**

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



Contract Number / Numéro du contrat W7701-207176
Security Classification / Classification de sécurité UNCLASSIFIED

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

**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>DND</b>	2. Branch or Directorate / Direction générale ou Direction <b>DRDC Valcartier Reserach Center</b>
---	--

3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
--	---

4. Brief Description of Work / Brève description du travail  
The work in this contract includes analytical, experimental and numerical investigations of advanced weapon technologies

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?  
 No / Non  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?  
 No / Non  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)  
 No / Non  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.  
 No / Non  Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?  
 No / Non  Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input checked="" type="checkbox"/>	NATO / OTAN <input checked="" type="checkbox"/>	Foreign / Étranger <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"/> Not releasable / À ne pas diffuser <input type="checkbox"/> Restricted to: / Limité à: <input checked="" type="checkbox"/> Specify country(ies): / Préciser le(s) pays: AS, CA, GE, UK, US and permanent residents of Canada	All NATO countries / Tous les pays de l'OTAN <input checked="" type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> Restricted to: / Limité à: <input checked="" type="checkbox"/> Specify country(ies): / Préciser le(s) pays: AS, CA, GE, UK, US and permanent residents of Canada
--	---	---

7. c) Level of information / Niveau d'information

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 type="checkbox"/> SECRET <input checked="" type="checkbox"/> TOP SECRET / TRÈS SECRET <input checked="" type="checkbox"/> TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED <input checked="" type="checkbox"/> NATO NON CLASSIFIÉ <input checked="" type="checkbox"/> NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input checked="" type="checkbox"/> NATO CONFIDENTIAL <input checked="" type="checkbox"/> NATO SECRET <input checked="" type="checkbox"/> COSMIC TOP SECRET <input type="checkbox"/> COSMIC TRÈS SECRET <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 <input checked="" type="checkbox"/> TOP SECRET / TRÈS SECRET <input checked="" 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 / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui  
Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

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

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

Special comments:  
Commentaires spéciaux : The supplier's employees will have to work onsite at DRDC Valactier

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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Security Classification / Classification de sécurité UNCLASSIFIED

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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  No /  Yes  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  Non /  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?  No /  Yes  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  Non /  Oui

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

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File No. - N° du dossier  
QCL-0-43088

Buyer ID - Id de l'acheteur  
QCL052  
CCC No./N° CCC - FMS No./N° VME

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## **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.

**TASK AUTHORIZATION  
AUTORISATION DES TÂCHES**

<p>All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.</p>		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<p><b>TO THE CONTRACTOR</b></p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédiez à	<p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery/Completion date – Date de livraison/d'achèvement	<p>_____</p> <p>Date <span style="margin-left: 100px;">for the Department of National Defence</span> <span style="margin-left: 100px;">pour le ministère de la Défense nationale</span></p>	
Contract item no. N° d'article du contrat	Services	Cost Prix
		GST/HST TPS/TVH
		Total
<p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
<p>_____</p> <p>for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p>		

## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

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

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

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

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

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

### Services

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

### Cost

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

### GST/HST

The GST/HST cost as appropriate.

### Total

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

### Applicable only to PWGSC contracts

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

### Note:

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

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

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

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

### Augmentation/Réduction

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

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédié à

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

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

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

### Services

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

### Prix

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

### TPS/TVH

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

### Total

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

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

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

### Nota :

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

Solicitation No. - N° de l'invitation  
W7701-207176/A  
Client Ref. No. - N° de réf. du client  
W7701-20-7176

Amd. No. - N° de la modif.  
File No. - N° du dossier  
QCL-0-43088

Buyer ID - Id de l'acheteur  
QCL052  
CCC No./N° CCC - FMS No./N° VME

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

The *Request for visit form*, which is enclosed, is to be inserted at this point and forms part of this document.

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

# REQUEST FOR VISIT

TO:

(Country / international organisation name)

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

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

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

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

**Specification of the selected subject:**

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

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

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

Unclassified

RESTRICTED

CONFIDENTIAL

SECRET

TOP SECRET

Other

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

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

NAME:

TELEPHONE NO:

E-MAIL ADDRESS:

SIGNATURE:

STAMP

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

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

NAME:

STAMP

ADDRESS:

TELEPHONE NO:

E-MAIL ADDRESS:

SIGNATURE:

DATE (dd/mm/yyyy):

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

NAME:

STAMP

ADDRESS:

TELEPHONE NO:

E-MAIL ADDRESS:

SIGNATURE:

DATE (dd/mm/yyyy):

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

**ANNEX 1 TO RFV FORM**

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

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

**Add**

Military     Government     Industry     NATO     EU     Other

NAME:

ADDRESS:

TELEPHONE NO:

FAX NO:

NAME OF POINT OF CONTACT:

E-MAIL:

TELEPHONE NO:

NAME OF SECURITY OFFICER OR  
SECONDARY POINT OF CONTACT:

E-MAIL:

TELEPHONE NO:

**Delete**



**ATTACHMENT 1 – FINANCIAL BID PRESENTATION SHEET**

1. **LABOUR:** at firm hourly rates, inclusive of overhead and of profit, GST/HST extra, DDP destination (for goods), in accordance with the following:

Bidders must submit their financial bid in accordance with 1.2 Section II: Financial Bid, of Part 3 – Bid Preparation Instructions.

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

**1.1. Note for the Work carried out in the field as part of trials only:**

Proposed Resources	Award date to March 31st 2021	April 1st 2021 to March 31 2022	April 1st 2022 to March 31 2023	April 1st 2023 to March 31 2024	April 1st 2024 to March 31 2025	April 1st 2025 to March 31 2026
<b>A) Senior Mechanical Engineer</b> (min. 3 resources, max 4 ressources) Name :	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Name :	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Name :	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Name :	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
<b>B) Intermediate Mechanical Engineer</b> (min. 4 resources, max 6 ressources) Name :	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Name :	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Name :	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Name :	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Name :	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Name :	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
<b>C) Junior Mechanical Engineer</b> (min. 1 resource, max 3 ressources) Name :	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Name :	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Name :	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr

Proposed Resources	Award date to March 31st 2021	April 1st 2021 to March 31 2022	April 1st 2022 to March 31 2023	April 1st 2023 to March 31 2024	April 1st 2024 to March 31 2025	April 1st 2025 to March 31 2026
<b>D) Mechanical technician</b> (min. 1 resource, max 2 ressources) Name :	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Name :	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr
<b>E) Electronic technician</b> (min. 1 resource, max 2 ressources) Name :	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Name :	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr
<b>F) Chemist / Chemical Engineer</b> (min. 3 resources, max 4 ressources) Name :	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Name :	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr
Name :	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr
Name :	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr
<b>G) Physicist / Physical Engineer</b> (min. 1 resource, max 3 ressources) Name :	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr	\$/hr
Name :	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr
Name :	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr	____ \$/hr

**1.2. Note for the Work carried out in the field as part of trials only:**

After a work period of 7.5 consecutive hours, the contractor can claim an hourly rate equals to one and half times the hourly rate specified in the above table for the work period exceeding the 7.5 hours. The technical authority must approve the work period exceeding the period of 7.5 consecutive hours before this hourly rate can be claimed.

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

**3. TRAVEL & LIVING:**

- (e) Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:
  - (i) services provided within the greater region of Quebec City (including Defence Research and Development Canada – Valcartier Research Centre); and
  - (ii) any travel between the Contractor's place of business and the greater region of Quebec City (including Defence Research and Development Canada – Valcartier Research Centre).
- (f) For services to be provided outside the greater region of Quebec City, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle provided in Appendices B, C and D of the National Joint Council Travel Directive (<http://www.njc-cnm.gc.ca/directive/index.php?did=10&dlabel=travel-voyage&lang=eng&merge=2&slabel=index>), and with the other provisions of the directive referring to “travellers”, rather than those referring to “employees”. Canada will not pay the Contractor any incidental expense allowance for authorized travel.
- (g) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
- (h) All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.

**Total limitation of expenditure for the contract (taxes extra): \$9,324,500.00**

With the exception of the firm rate(s) and price(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

## ATTACHMENT 2 - EVALUATION OF PRICE

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

### 1 - Financial Bid

Bidders must submit their financial bid in accordance with **Annex B, Basis of Payment**.

### 2 - Calculation of bid price

The bid price will be calculated as follows:

#### **Bid price = Cost of labour**

The Total Bid Price will be calculated as set out in section 3 below.

The Bid Price will be evaluated on the basis of the following estimated level of effort\*:

*\*The "estimated level of effort" listed in the table are provided solely for the purpose of determining the estimated price for each bid. They represent approximate needs, provided in good faith, and should not be considered as a contractual guarantee.*

Senior Mechanical Engineer	20%
Intermediate Mechanical Engineer	25%
Junior Mechanical Engineer	7%
Mechanical Technician	7%
Electronic Technician	7%
Chemist / Chemical Engineer	24%
Physicist / Physical Engineer	10%

### 3 - Cost of labour:

To establish labour costs, the effort available in terms of hours (see last column in Table 4.1, below) must be determined. The effort available for each resource category will be calculated as follows:

$$\text{Effort available} = \frac{[\text{Total anticipated available funding}] \times [\text{Approximate percentage use}]}{[\text{Average hourly rate for the resource category}]}$$

The cost of labour for a given category (for a given bid) is then obtained by multiplying the effort available by the average hourly rate provided for the given category for the 5 years requested\* (for a given bid).

*\*The hourly rate of a resource that does not meet the minimum required score for point-rated technical criteria or of a resource that does not meet the mandatory technical criteria will not be taken into account when establishing the average hourly rate of the resource category.*

Lastly, the cost of labour is calculated by adding the labour costs per category for a given bid.

For example:

- Anticipated funding for the work = \$9,324,500.00
- Percentage of use for Senior Mechanical Engineer = 20%
- If the average hourly rate\*
  - for bid A = \$90.00;

- for bid B = \$105.00;
- for bid C = \$110.00;
- Then the average hourly rate for the resource category = \$101.67

*\*Should a Bid propose multiple individuals for the PM category, the average PM hourly rate of said Bid will take into account the average hourly rates of all individuals*

Therefore,

- Effort available  $\$9,324,500.00 \times 0.20 / \$101.67 = 18,343.28$  hours

and

- Labour costs for Senior Mechanical Engineer, bid A  
= 18,343.28 hours x \$90.00 = \$1,650,895.08
- Labour costs for Senior Mechanical Engineer, bid B  
= 18,343.28 hours x \$105.00 = \$1,926,044.26
- Labour costs for Senior Mechanical Engineer, bid C  
= 18,343.28 hours x \$110.00 = \$2,017,760.66

#### 4 - Sample calculations for the price of the three bids

Table 4.1

Resource Categorys	%of use	Bid A		Bid B		Bid C		Hours Qty
		Rate A	Price pour A	Rate B	Price pour B	Rate C	Price pour C	
Senior Mechanical Engineer	20%	\$90.00	\$1,650,895.08	\$105.00	\$1,926,044.26	\$110.00	\$2,017,760.66	18 343,28
Intermediate Mechanical Engineer	25%	\$85.00	\$2,122,988.84	\$95.00	\$2,372,752.23	\$100.00	\$2,497,633.93	24 976,34
Junior Mechanical Engineer	7%	\$80.00	\$614,320.00	\$85.00	\$652,715.00	\$90.00	\$691,110.00	7 679,00
Mechanical Technician	7%	\$75.00	\$524,503.13	\$100.00	\$699,337.50	\$105.00	\$734,304.38	6 993,38
Electronic Technician	7%	\$95.00	\$688,976.94	\$85.00	\$616,453.06	\$90.00	\$652,715.00	7 252,39
Chemist / Chemical Engineer	24%	\$90.00	\$2,323,952.31	\$90.00	\$2,323,952.31	\$80.00	\$2,065,735.38	25 821,69
Physicist / Physical Engineer	10%	\$65.00	\$956,988.16	\$55.00	\$809,759.21	\$70.00	\$1,030,602.63	14 722,89
<b>TOTAL :</b>			\$8,882,624.46		\$9,401,013.57		\$9,689,861.98	

The "percentages of use" listed in the table are provided solely for the purpose of determining the estimated price for each bid. They represent approximate needs, provided in good faith, and should not be considered as a contractual guarantee.

These rates are provided as an example only and must not be interpreted as an indicator of the experience of the labour categories.

**ATTACHMENT 3 – MANDATORY AND POINT RATED TECHNICAL CRITERIA**

**1. MANDATORY EVALUATION CRITERIA**

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

	<b>CRITERIA</b>	<b>MET</b>	<b>NOT MET</b>
<b>M1</b>	<p>The bidder must propose a number of resources that meets the minimum and maximum number of resources required for all *Resource categories</p> <p>Should a bidder propose more resources than is allowed within a given category, Canada will evaluate resources for the category, in the order in which they are proposed, until the maximum allowed number of resources for the category is reached. Any additional resources for the category will not be evaluated.</p>		

<b>*Resource Categories</b>	<b>Minimum number of resources required</b>	<b>Maximum number of resources allowed</b>
<u>Senior mechanical engineer</u>	3	4
<u>Intermediate mechanical engineer</u>	4	6
<u>Junior mechanical engineer</u>	1	3
<u>Mechanical technician</u>	1	2
<u>Electronics technician</u>	1	2
<u>Chemist / Chemical Engineer</u>	3	4
<u>Physicist / Physical Engineer</u>	1	3

**2. POINT-RATED EVALUATION CRITERIA**

**2.1 - EXPERIENCE OF THE PROPOSED RESOURCES**

- i. The bidder should include with its proposal the curriculum vitae (CVs) of all the proposed resources.
- ii. More than one resource can be proposed per category. Where appropriate, each resource will be assessed individually.
- iii. For the point-rated technical criteria, the points obtained by each of the resources in the category

---

in question will be added up, then divided by the number of resources proposed in order to obtain an average. The average for a given criterion will be the rating given to the bidder for that criterion.

- iv. If a proposed resource for a given category does not obtain the required minimum score for any of the criteria, that resource will not be considered for the contract, for the mandatory criteria, or for the technical and financial evaluations.
- v. Following all resources evaluations for mandatory and point rated criteria, the bid must meet the minimum required number of resources for each category. Should the bid not meet this minimum in any category following the rejection of evaluated resources, the bid will become non-receivable.
- vi. For all the criteria evaluating the experience of the proposed resources (projects, months of experience), points will be awarded only for sufficiently demonstrated experience. The bidder should therefore provide sufficient information to allow a full evaluation of each example of experience mentioned.
- vii. Here are examples of information enabling the complete evaluation of a resource's experience (this may vary depending on the criterion):
  - description of the nature of the project or experience;
  - exact dates of completion of the project or experience (start and end month and year);
  - description of the tasks performed by the resource during the project or experience.
- viii. If the information provided does not confirm that the experience of the proposed resource meets the criterion, the points for that criterion will not be awarded.
- ix. Months of experience may include experience acquired during university studies in the context of experimental research or numerical modelling. Time spent documenting research, such as writing technical papers or a thesis, should not be taken into account.
- x. Note that for each of the proposed resources, concurrent experiences are not accepted. Concurrent experiences are experiences that have been acquired over the same period of time.
- xi. For the purposes of this evaluation, a one-month period is a period of 4 weeks (28 days).

## **2.2 - ACADEMIC CREDENTIALS OF PROPOSED RESOURCES**

To be accepted by the assessment team, a degree or diploma must be awarded by a recognized Canadian university or college or be an equivalent degree or diploma according to the standards established by a recognized Canadian credential assessment organization,\* if the person being considered holds an international degree or diploma.

\*A list of recognized educational institutions can be found on the Canadian Information Centre for International Credentials website: <http://www.cicic.ca/indexe.stm>.

Educational requirements are considered to be met if the person's level of education is equal to or greater than the requirement.

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W7701-20-7176

Amd. No. - N° de la modif.  
File No. - N° du dossier  
QCL-0-43088

Buyer ID - Id de l'acheteur  
QCL052  
CCC No./N° CCC - FMS No./N° VME

### 2.3 – POINT RATED CRITERIA CATEGORIES AND SCORING

<b>POINT RATED CRITERIA</b>	<b>Minimum required score</b>	<b>Maximum possible score</b>
CC1 Senior mechanical engineer	10	23
CC2 Intermediate mechanical engineer	7	18
CC3 Junior mechanical engineer	6	17
CC4 Mechanical technician	6	18
CC5 Electronics technician	4	12
CC6 Chemist / Chemical Engineer	5	21
CC7 Physicist / Physical Engineer	5	15
<b>TOTAL</b>	<b>43</b>	<b>124</b>

POINT-RATED EVALUATION CRITERIA		Minimum	Maximum
<b>PR1</b>	<b>Senior mechanical engineer</b>	<b>10</b>	<b>23</b>
	<b>PR1.1 Resource's academic credentials</b>  7 points: PhD in mechanical engineering 5 points: master's degree in mechanical engineering 3 points: bachelor's degree in mechanical engineering	3	7
	<b>PR1.2 The resource must have experience in experimental and numerical research in the following fields:</b>  <b>a) Airbreathing propulsion</b> 4 points: More than 60 months of experience 3 points: Between 40 and 60 months of experience 2 points: Between 20 and 39 months of experience 1 point: Between 10 and 19 months of experience  <b>b) Rocket propulsion</b> 4 points: More than 60 months of experience 3 points: Between 40 and 60 months of experience 2 points: Between 20 and 39 months of experience 1 point: Between 10 and 19 months of experience  <b>c) Gun propulsion</b> 4 points: More than 60 months of experience 3 points: Between 40 and 60 months of experience 2 points: Between 20 and 39 months of experience 1 point: Between 10 and 19 months of experience	6	12
	<b>PR1.3 The resource must have experience in the design of high-pressure test apparatus or force measurement equipment in the field of chemical propulsion for weapons.</b>  4 points: More than 60 months of experience 3 points: Between 40 and 60 months of experience 2 points: Between 20 and 39 months of experience 1 point: Between 10 and 19 months of experience	1	4
<b>PR2</b>	<b>Intermediate mechanical engineer</b>	<b>7</b>	<b>18</b>
	<b>PR2.1 Resource's academic credentials</b>  4 points: master's degree in mechanical engineering 3 points: bachelor's degree in mechanical engineering 2 points: bachelor's degree in an engineering field other than mechanical engineering	2	3

	<p><b>PR2.2 The resource must have experience in experimental research in the following fields:</b></p> <p><b>a) Airbreathing propulsion</b>  3 points: More than 40 months of experience  2 points: Between 20 and 39 months of experience  1 point: Between 10 and 19 months of experience</p> <p><b>b) Rocket propulsion</b>  3 points: More than 40 months of experience  2 points: Between 20 and 39 months of experience  1 point: Between 10 and 19 months of experience</p> <p><b>c) Gun propulsion</b>  5 points: More than 40 months of experience  3 points: Between 20 and 39 months of experience  1 point: Between 10 and 19 months of experience</p>	3	9
	<p><b>PR2.3 The resource must have experience in mechanical design using Solid Edge.</b></p> <p>3 points: More than 40 months of experience  2 points: Between 20 and 40 months of experience  1 point: Between 10 and 19 months of experience</p>	1	3
	<p><b>PR2.4 The resource must have experience in optical diagnostics applied to fluid flows and/or combustion.</b></p> <p>3 points: More than 40 months of experience  2 points: Between 20 and 40 months of experience  1 point: Between 10 and 19 months of experience</p>	1	3
<b>PR3</b>	<b>Junior mechanical engineer</b>	<b>6</b>	<b>17</b>
	<p><b>PR3.1 Resource's academic credentials</b></p> <p>2 points: bachelor's degree in mechanical engineering;  1 point: bachelor's degree in an engineering field other than mechanical engineering.</p>	1	2
	<p><b>PR3.2 The resource must have experience in the numerical simulation of fluid mechanics (CFD), including generation of meshes.</b></p> <p>3 points: More than 20 months of experience  2 points: Between 10 and 19 months of experience  1 point: Less than 10 months of experience</p>	1	3
	<p><b>PR3.3 The resource must have experience in mechanical design using Solid Edge.</b></p> <p>3 points: More than 20 months of experience  2 points: Between 10 and 29 months of experience</p>	1	3

	1 point: Less than 10 months of experience		
	<p><b>PR3.4 The resource must have experience in optical diagnostics applied to fluid flows and/or combustion.</b></p> <p>3 points: More than 20 months of experience  2 point: Between 10 and 19 months of experience  1 point: Less than 10 months of experience</p>	1	3
	<p><b>PR3.5 The resource must have experience working in a combustion, propulsion or aerodynamics laboratory.</b></p> <p>3 points: More than 20 months of combined total experience in one or more of the above-mentioned fields  2 points: Between 10 and 19 months of combined total experience in one or more of the above-mentioned fields  1 point: Less than 10 months of combined total experience in one or more of the above-mentioned fields</p>	1	3
	<p><b>PR3.6 The resource must have experience in numerical analysis of propulsion systems and aerial vehicles.</b></p> <p>3 points: More than 20 months of combined total experience in one or more of the above-mentioned fields  2 point: Between 10 and 19 months of combined total experience in one or more of the above-mentioned fields  1 point: Less than 10 months of combined total experience in one or more of the above-mentioned fields</p>	1	3
<b>PR4</b>	<b>Mechanical technician</b>	<b>6</b>	<b>18</b>
	<p><b>PR4.1 Resource's academic credentials</b></p> <p>3 points: DEC or equivalent technical diploma in mechanical engineering.  1 point: Between 12 and 18 months of technical training in mechanical engineering</p>	1	3
	<p><b>PR4.2 The resource must have experience as a technician in a combustion laboratory.</b></p> <p>3 points: Between 80 and 120 months of experience  3 points: Between 60 and 79 months of experience  1 points: Between 40 and 59 months of experience</p>	1	3
	<p><b>PR4.3 The resource must have experience as a technician in an aerodynamics laboratory.</b></p> <p>3 points: Between 80 and 120 months of experience  2 points: Between 60 and 79 months of experience  1 points: Between 40 and 59 months of experience</p>	1	3

	<p><b>PR4.4 The resource must have experience as a technician in a propulsion laboratory.</b></p> <p>3 points: Between 80 and 120 months of experience 2 points: Between 60 and 79 months of experience 1 points: Between 40 and 59 months of experience</p>	1	3
	<p><b>PR4.5 The resource must have experience in the design of high-pressure test devices or force measurement equipment in the field of chemical propulsion for weapons.</b></p> <p>3 points: Between 40 and 60 months of experience 2 points: Between 20 and 39 months of experience 1 point: Between 10 and 19 months of experience</p>	1	3
	<p><b>PR4.6 The resource must have experience in mechanical design using Solid Edge.</b></p> <p>3 points: More than 40 months of experience 2 points: Between 20 and 39 months of experience 1 point: Between 10 and 19 months of experience</p>	1	3
<b>PR5</b>	<b>Electronics technician</b>	<b>4</b>	<b>12</b>
	<p><b>PR5.1 Resource's academic credentials</b></p> <p>3 points: DEC or equivalent in electronics technology. 1 point: Between 12 and 18 months of technical training in electronics technology.</p>	1	3
	<p><b>PR5.2 The resource must have experience working with electronic instruments for data acquisition.</b></p> <p>3 points: More than 40 months of experience 2 points: Between 20 and 40 months of experience 1 point: Between 10 and 19 months of experience</p>	1	3
	<p><b>PR5.3 The resource must have experience in the design and assembly of electronic components for physical measurements of force, pressure, acceleration or temperature.</b></p> <p>3 points: More than 40 months of experience 2 points: Between 20 and 40 months of experience 1 point: Between 10 and 19 months of experience</p>	1	3
	<p><b>PR5.4 The resource must have experience in software programming (Labview, Python, Visual Basic, FORTRAN or Matlab).</b></p> <p>3 points: More than 40 months of experience 2 points: Between 20 and 40 months of experience 1 point: Between 10 and 19 months of experience</p>	1	3

<b>PR6</b>	<b>Chemist / Chemical Engineer</b>	<b>5</b>	<b>21</b>
	<p><b>PR6.1 Resource's academic credentials</b></p> <p>5 points: PhD in chemistry or chemical engineering 3 points: master's degree in chemistry or chemical engineering 1 point: bachelor's degree in chemistry or chemical engineering</p>	1	5
	<p><b>PR6.2 The resource must have experience in the synthesis and characterization of energetic materials.</b></p> <p>4 points: More than 60 months of experience 3 points: Between 40 and 60 months of experience 2 points: Between 20 and 39 months of experience 1 point: Between 10 and 19 months of experience</p>	1	4
	<p><b>PR6.3 The resource must have experience in chemical or physical characterization of energetic materials using standard analytical methods.</b></p> <p>4 points: More than 60 months of experience 3 points: Between 40 and 60 months of experience 2 points: Between 20 and 39 months of experience 1 point: Between 10 and 19 months of experience</p>	1	4
	<p><b>PR6.4 The resource must have experience in data science such as the deep learning method, the multivariate statistical analysis method or the frequency analysis method (Fast Fourier Transform (FFT)) and images.</b></p> <p>4 points: More than 60 months of experience 3 points: Between 40 and 60 months of experience 2 points: Between 20 and 39 months of experience 1 point: Between 10 and 19 months of experience</p>	1	4
	<p><b>PR6.5 The resource must have experience in modelling and simulation of materials, including fluid dynamics, turbulence modelling (RANS, LES), fluid/structure interactions, probabilistic method (Monte Carlo), spectrum prediction, and validation and verification from experimental data.</b></p> <p>4 points: More than 60 months of experience 3 points: Between 40 and 60 months of experience 2 points: Between 20 and 40 months of experience 1 point: Between 10 and 20 months of experience</p>	1	4
<b>PR7</b>	<b>Physicist / Physical Engineer</b>	<b>5</b>	<b>15</b>
	<p><b>PR7.1 Resource's academic credentials</b></p> <p>5 points: PhD in physics or physical engineering 3 points: master's physics or physical engineering 1 point: bachelor's degree in physics or physical engineering</p>	1	5

	<p><b>PR7.2 The resource must have experience in experimental and numerical research in the field of optics and laser systems (both gas and diode systems).</b></p> <p>5 points: More than 60 months of experience 4 points: Between 40 and 60 months of experience 3 points: Between 20 and 39 months of experience 2 point: Between 10 and 19 months of experience</p>	2	5
	<p><b>PR7.3 The resource must have experience in optical diagnostics.</b></p> <p>5 points: More than 60 months of experience 4 points: Between 40 and 60 months of experience 3 points: Between 20 and 39 months of experience 2 point: Between 10 and 19 months of experience</p>	2	5

Solicitation No. - N° de l'invitation  
W7701-207176/A  
Client Ref. No. - N° de réf. du client  
W7701-20-7176

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File No. - N° du dossier  
QCL-0-43088

Buyer ID - Id de l'acheteur  
QCL052  
CCC No./N° CCC - FMS No./N° VME

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#### **ATTACHMENT 4 - ELECTRONIC PAYMENT INSTRUMENTS**

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

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

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## ATTCHMENT 5 - 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)