



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des
soumissions\Travaux publics et Services
gouvernementaux Canada
See herein for bid submission
instructions/
Voir la présente pour les
instructions sur la présentation
d'une soumission
NA
Alberta

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

Title - Sujet Blast Injury Simulation Research En	
Solicitation No. - N° de l'invitation W7702-216232/A	Date 2021-01-13
Client Reference No. - N° de référence du client W7702-216232	
GETS Reference No. - N° de référence de SEAG PW-\$EDM-607-11972	
File No. - N° de dossier EDM-0-43062 (607)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Mountain Standard Time MST on - le 2021-02-02 Heure Normale des Rocheuses HNR	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Jenkinson, Lorraine	Buyer Id - Id de l'acheteur edm607
Telephone No. - N° de téléphone (587) 337-2458 ()	FAX No. - N° de FAX (780) 497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE BLDG 560 RECEIVING 560 MOUNT SORRELL ROAD RALSTON Alberta T0J2N0 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

Public Works and Government Services / Travaux publics et
services gouvernementaux
Canada Place/Place du Canada
Suite 1000
10th Floor/10e étage
9700 Jasper Ave/9700 ave Jasper
Edmonton
Alberta
T5J 4C3

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

**TITLE: BLAST INJURY SIMULATION RESEARCH ENGINEERING SUPPORT – TASK
AUTHORIZATION CONTRACT**

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W7702-216232/A
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W7702-216232

Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-0-43062

Buyer ID - Id de l'acheteur
EDM607
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, 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 the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Electronic Payment Instruments, the DND 626 Task Authorization Form, the Federal Contractors Program for Employment Equity - Certification, and any other annexes.

1.2 Summary

- 1.2.1 Defence Research and Development Canada (DRDC) Suffield Research Centre (SRC) is conducting a multi-year project to understand the effects of primary blast on the nervous system in order to facilitate the survivability and wellness of exposed Canadian Armed Forces (CAF) personnel. Integral to this effort is the development and refinement of blast and blast simulation equipment and instrumentation. In support of this research, there is a requirement for Contractor support in developing and executing scientific testing, in analysis and reporting of data, and in the design, modification and maintenance of experimental equipment/facilities.

The contract will be effective from contract award date to 2022-03-31, with the option to extend the term of the Contract by up to three (3) additional one (1) year period(s).

- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- 1.2.3 The requirement is limited to Canadian services.
- 1.2.4 This procurement is subject to the Controlled Goods Program. The [Defence Production Act](#) defines Canadian Controlled Goods as certain goods listed in Canada's Export Control List, a regulation made pursuant to the Export and Import Permits Act (EIPA)."
- 1.2.5 This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (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: 120 days

2.2 Submission of Bids

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

PWGSC Western Region Bid Receiving Unit

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

roreceptionSoumissions.wrbidreceiving@tpsgc-pwgsc.gc.ca

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

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

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

2.3 Former Public Servant

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

with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

2.3.1 Definitions

For the purposes of this clause,

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

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

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

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

2.3.2 Former Public Servant in Receipt of a Pension

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

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

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

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

2.3.3 Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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 Alberta.

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

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least five (5) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

Bids transmitted by facsimile or hardcopy will not be accepted.

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

3.1.1 Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work. Bidders should describe their capability and experience, the project management team and provide client contact(s).

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

3.1.2 Section II: Financial Bid

3.1.2.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

3.1.2.2 Electronic Payment of Invoices – Bid

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

If Annex "G" - Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

3.1.2.3 Exchange Rate Fluctuation

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

3.1.3 Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex "H"

4.1.2 Financial Evaluation

- a) The Evaluated Price will be determined as follows:
 - In Annex "B" Basis of Payment:
 - (i) For each Resource, the Estimated Usage (A) will be multiplied by the hourly rate to determine the extended total for each period.
 - (ii) The extended total for each period will be aggregated to calculate the Extended Price for each Resource.
 - (iii) The Extended Price for each Resource will be aggregated to determine with the Evaluated Price.
- b) *SACC Manual* Clause [A0220T \(2014-06-26\)](#), Evaluation of Price-Bid

4.2 Basis of Selection

- 4.2.1** To be declared responsive, a bid must:
 - a) comply with all the requirements of the bid solicitation; and
 - b) meet all mandatory technical criteria; and
 - c) obtain the required minimum points specified for each criterion for the technical evaluation, and
 - d) obtain the required minimum of 10 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 15 points.
- 4.2.2** Bids not meeting (a) or (b) or (c) and (d) will be declared non-responsive.
- 4.2.3** The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 40% for the technical merit and 60% for the price.
- 4.2.4** 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 40%.
- 4.2.5** To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 60%.
- 4.2.6** For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 4.2.7** Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 40/60 ratio of technical merit and price, respectively. The total available points equals 20 and the lowest evaluated price is \$45,000 (45).

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

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		55 000,00 \$	50 000,00 \$	45 000,00 \$
Calculations	Technical Merit Score	115/135 x 60 = 51.11	89/135 x 60 = 39.56	92/135 x 60 = 40.89
	Pricing Score	45/55 x 40 = 32.73	45/50 x 40 = 36.00	45/45 x 40 = 40.00
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3 rd	2nd

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.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

5.2.3.1.1 This procurement is limited to Canadian services.

The Bidder certifies that:

- () the services offered are Canadian services as defined in paragraph 2 of clause [A3050T](#).

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

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

5.2.3.1.2 SACC Manual clause [A3050T \(2020-07-01\)](#), 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.

5.2.3.3 Education and Experience

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

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

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

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

6.1.3 For additional information on security requirements, Bidders should refer to the [Contract Security Program](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.

6.4 Controlled Goods Requirement

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

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled _____, dated _____.

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

- a) The Procurement Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form" form specified in Annex "D".
- b) The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
- c) The Contractor must provide the Procurement Authority, within seven (7) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

- d) The Contractor must not commence work until a TA authorized by the Procurement Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.1.2 Task Authorization Limit

The Procurement Authority may authorize individual task authorizations up to a limit of **\$200,000.00**, Applicable Taxes included, inclusive of any revisions.

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

7.1.1.3 Minimum Work Guarantee - All the Work - Task Authorizations

- a) In this clause,
- i. "Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and
 - ii. "Minimum Contract Value" means 10% of the Maximum Contract Value.
- b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
- c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
- d) Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "E". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

7.1.1.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by DRDC-Suffield Research Station. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.2.2 Supplemental General Conditions

4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

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 W7702-216232

- 7.3.1.1 The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
- 7.3.1.2 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).
- 7.3.1.3 The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
- 7.3.1.4 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.

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7.3.1.5 The Contractor/Offeror must comply with the provisions of the:

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

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to 2022-03-31 inclusive .

7.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year periods, [Period 1: 2022-04-01 to 2023-03-31; Period 2: 2023-04-01 to 2024-03-31; Period 3: 2024-04-01 to 2025-03-31], under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least sixty (60) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Lorraine Jenkinson
Procurement Specialist
Procurement Branch, Western Region
Public Services and Procurement Canada
Canada Place, Suite 1000,
9700 Jasper Avenue,
Edmonton AB, T5J 4C3

Telephone: 587-337-2458
Facsimile: 780-497-3510
Email: lorraine.jenkinson@pwgsc-tpsgc.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

The Technical Authority for the Contract is: *(to be named in the Contract)*

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____ - ____ - _____
Facsimile: ____ - ____ - _____
E-mail: _____.

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

7.5.3 Procurement Authority

The Procurement Authority for the Contract is: *(to be named in the Contract)*

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ___ - ___ - ____
Facsimile: ___ - ___ - ____
E-mail: _____.

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

7.5.4 Contractor's Representative

Name:	
Title:	
Organization:	
Address:	
Telephone:	- -
Facsimile:	- -
E-mail:	

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 Limitation of Expenditure - Cumulative Total of all Task Authorizations

- 7.7.1.1 Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$____ *(to be determined)*____. Customs duties are included and Applicable Taxes are extra.
- 7.7.1.2 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.
- 7.7.1.3 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.

7.7.1.4 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.

7.7.2 Basis of Payment - Task Authorizations

7.7.2.1 The Basis of Payment, Annex "B", will be used to price any Task Authorization requested under this Contract. Depending on the type of Task Authorization, one of the following will apply:

- a) For Firm Price Task Authorizations: In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm price stipulated in the authorized TA, calculated in accordance with the Basis of Payment in Annex "B". Customs duties are included and Applicable Taxes are extra, if applicable.

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.

- b) For Task Authorizations subject to a Ceiling Price: The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work in the authorized Task Authorization (TA), to the ceiling price stipulated in the authorized TA, calculated in accordance with the Basis of Payment in Annex "B".

The ceiling price is subject to downward adjustment so as not to exceed the actual charges and costs reasonably incurred in the performance of the Work and computed in accordance with the basis of payment specified in the authorized TA.

- c) For Task Authorizations 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, if applicable.

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.

7.7.3 Method of Payment

7.7.3.1 For Firm Price Task Authorizations:

7.7.3.1.1 Single Payment:

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

- a) an accurate and complete invoice and any other documents required by the Task Authorization 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.

7.7.3.1.2 Milestone Payments Subject to a Holdback:

- a) Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Task Authorization and the payment provisions of the Contract and the Task Authorization, up to 90 percent of the amount claimed and approved by Canada if:
 - (i) an accurate and complete claim for payment using form PWGSC-WR01, Claim for Progress Payment, and any other document required by the Task Authorization have been submitted in accordance with the invoicing instructions provided in the Contract;
 - (ii) the total amount for all milestone payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Task Authorization;
 - (iii) all the certificates appearing on form PWGSC-WR01 have been signed by the respective authorized representatives;
 - (iv) all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.
- b) The balance of the amount payable will be paid in accordance with the payment provisions of the Contract and the Task Authorization 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.

7.7.3.1.3 Milestone Payments Not Subject to a Holdback:

- a) Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Task Authorization and the payment provisions of the Contract and the Task Authorization if:
 - (i) an accurate and complete claim for payment using form PWGSC-WR01, Claim for Progress Payment, and any other document required by the Task Authorization have been submitted in accordance with the invoicing instructions provided in the Contract;
 - (ii) all the certificates appearing on PWGSC-WR01, have been signed by the respective authorized representatives;
 - (iii) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

7.7.3.2 For Task Authorizations Subject to a Limitation of Expenditure:

Depending on the type of Task Authorization, one of the following will apply:

7.7.3.2.1 Single Payment

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

- a) an accurate and complete invoice and any other documents required by the Task Authorization 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.

7.7.3.2.2 Progress Payments Subject to a Holdback

- a) For Task Authorizations with a duration of more than one (1) month, Canada will make progress payments in accordance with the payment provisions of the Task Authorization, no more than once a month, for cost incurred in the performance of the Work, up to ninety (90) percent of the amount claimed and approved by Canada if:
 - (i) an accurate and complete claim for payment using form PWGSC-WR01, Claim for Progress Payment, and any other document required by the Task Authorization 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;
 - (iii) the total amount for all progress payments paid by Canada does not exceed 100 percent of the total amount to be paid under the Task Authorization;
 - (iv) all certificates appearing on form PWGSC-WR01 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 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 rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

7.7.4 **SACC Manual Clauses**

A9117C (2007-11-30), T1204 - Direct Request by Customer Department
C0102C (2010-01-11), Discretionary Audit - Canadian Universities and Colleges
OR
C0710C (2007-11-30), Time and Contract Price Verification
C0711C (2008-05-12), Time Verification

7.7.5 **Electronic Payment of Invoices – Contract**

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

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

7.8 Invoicing Instructions

7.8.1 For Task Authorizations subject to Single Payment

7.8.1.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

7.8.1.2 Invoices must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.8.2 For Task Authorizations subject to Milestone Payments

7.8.2.1 The Contractor must submit a claim for progress payment using form PWGSC-WR01, Claim for Progress Payment, to the Procurement Authority. Each claim must show:

- a) all information required on form PWGSC-WR01;
- b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- c) holdback of 10 percent, as applicable;
- d) the description and value of the milestone claimed as detailed in the Task Authorization.

7.8.3 For Task Authorizations subject to Progress Payments

7.8.3.1 The Contractor must submit a claim for progress payment using form PWGSC-WR01, Claim for Progress Payment, to the Procurement Authority. Each claim must show:

- a) all information required on form PWGSC-WR01;
- b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- c) a list of all expenses;
- d) a copy of time sheets to support the time claimed;
- e) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
- f) a copy of the monthly progress report as detailed in the Task Authorization.

7.8.3.4 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.

7.8.3.5 The Contractor must prepare and certify one original and two (2) copies of the claim on form [PWGSC-WR01](#), and forward it to the Procurement Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place. The Procurement Authority will then forward the claim to the Payment Office for the remaining certification and payment action.

7.8.3.6 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 SACC Manual Clauses

A3060C (2008-05-12), Canadian Content Certification

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

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 \(2020-05-28\)](#), General Conditions - Research & Development;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the signed Task Authorizations (including all of its annexes, if any);
- (g) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award.*"), as clarified on _____ " *or* ", as amended on _____ " *and insert date(s) of clarification(s) or amendment(s)*).

7.12 Defence Contract

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

7.13 SACC Manual Clauses

[A2000C \(2006-06-16\)](#), Foreign Nationals (Canadian Contractor)
[A9062C \(2011-05-16\)](#), Canadian Forces Site Regulations
[B6800C \(2007-11-30\)](#), List of Non-consumable Equipment and Material

7.14 Insurance Requirements

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

7.15 Controlled Goods Program

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

7.15.2 SACC Manual clause [A9131C \(2020-11-19\)](#), Controlled Goods Program – Contract

7.16 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.

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- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

ANNEX "A" - STATEMENT OF WORK

1. TITLE

Blast Injury Simulation Research Engineering Support – Task Authorization Contract

2. BACKGROUND

Defence Research and Development Canada (DRDC) Suffield Research Centre (SRC) is conducting a multi-year project to understand the effects of primary blast on the nervous system in order to facilitate the survivability and wellness of exposed Canadian Armed Forces (CAF) personnel. Integral to this effort is the development and refinement of blast and blast simulation equipment and instrumentation. In support of this research, there is a requirement for Contractor support in developing and executing scientific testing, in analysis and reporting of data, and in the design, modification and maintenance of experimental equipment/facilities.

3. ACRONYMS

DRDC	Defence Research and Development Canada
EPG	Experimental Proving Ground
IED	Improvised explosive device
SOW	Statement of Work
SRC	Suffield Research Centre
TA	Technical Authority
CAF	Canadian Armed Forces

4. APPLICABLE DOCUMENTS & REFERENCES

None

5. TASKS

For the purposes of conducting the tasks indicated below, the Contractor will have access to DRDC-Suffield Research Centre facilities during normal operating hours (0700-1700hrs Monday-Thursday and 0800-1500hrs Friday). Access during silent hours can be arranged by the TA as required.

5.1 Maintenance, Repair or Modification of Experimental Facilities

The Contractor will provide maintenance and repair of research equipment and facilities. These duties will include:

- (a) performing repairs, upgrades, and modifications of trial site equipment and facilities at DRDC sites (ie. for the Large Blast Tube (LBT) located at Bldg 148 and the Advanced Blast Simulators located in Bldg 19) as required to ensure proper operation; and
- (b) performing repairs, upgrades, and modifications on electronic equipment such as instrumentation, control systems, and tools to ensure proper data collection from instrumentation such as data acquisition systems, gauges, cabling, photo-instrumentation systems, and 3D printers.

The estimated number of hours not to exceed for this task is indicated in the basis of payment.

5.2 Design and Manufacture of Experimental Apparatus

The Contractor will provide designs of experimental apparatuses, software, and targets as well as fabrication of experimental apparatus, or simulation platform components for the generation and measurement of simulated blast, or of explosion dynamics and blast effects which may involve the following:

-
- (a) numerical modeling to establish the design parameters;
 - (b) producing technical drawings of apparatus for construction and machining using MATLAB, SolidWorks, Autodesk Inventor, AutoCAD, or other format suitable to the TA;
 - (c) providing technical support for assembly of apparatus and installation of instrumentation for experiments;
 - (d) supporting the development of experimental software and analysis tools; and
 - (e) operating 3D printer equipment.

The estimated number of hours not to exceed for this task is indicated in the basis of payment.

5.3 Assistance in Performing Field Trials and Experimental Research Tasks

5.3.1 The Contractor will support ongoing experiments involving blast or simulated blast. These tasks will include:

- (a) preparing target holders/stands/containers;
- (b) setting up and tearing down experimental apparatus;
- (c) installing and removing pressure transducers, accelerometers, cabling, and other instrumentation;
- (d) assisting with data acquisition dry runs; and
- (e) consolidating data into an electronic media format such as PDF or database.

5.3.2 Assistance with performing various trials will be required in other blast injury research areas. The Contractor will:

- a) set up and tear down of trials at DRDC sites, including preparation of apparatus and instrumentation;
- b) assist in trial firings by working together with personnel in technical support teams, such as instrumentation, photo support, explosive technicians, and trial safety officers;
- c) conduct data reduction and analysis, collect and organize recorded trial data, provide data reduction and analysis of experimental data, and perform numerical modeling of explosive phenomena as needed to support data analysis; and
- d) finalize reduced data for inclusion in reports, presentations, and other electronic media deliverables.

The estimated number of hours not to exceed for this task is indicated in the basis of payment.

5.4 Contractor Training/Briefing Requirements

In accordance with Government of Canada policy, CFB Suffield Range Standing Orders, SRC Safety Regulations and other SRC policies and procedures, the Contractor is required to attend several training/briefing sessions prior to conducting work. The Contractor is responsible to ensure that all employees and subcontractors that will be working on the site are fully briefed and have completed and signed the Safety Checklist prior to the start of any portion of the on-site work. A copy of the signed checklist must be provided by the Contractor to the DRDC-Suffield Research Centre Technical Authority.

5.4.1 Range Safety Briefing

All Contractor employees and subcontractors participating in EPG activities must attend an EPG Range Safety briefing, lasting approximately one hour at the Field Operations Section.

5.4.2 Work Specific Briefing

All Contractor employees and subcontractors supporting DRDC-Suffield Research Centre personnel on specific Field Trial Plans (FTP's), Standing Operating Procedures (SOP's), Study Approval Form (SAF), or other procedure will attend work-specific briefings by the DRDC Technical Authority (TA) lasting approximately one hour relating to health, safety, environmental and emergency response procedures. Documentation including FTP's, SOP's, SAF or other procedures, safety standards and EPG regulations will be cited or made available to the Contractor employees or subcontractors on a loan basis for reference, as applicable.

5.4.3 Other Site Specific Training and Briefings

As required, the Contractor, their employees and subcontractors may be subject to additional training and briefings to access and work on the DRDC site. It is estimated that additional training and/or briefings will amount to approximately one hour.

6. DELIVERABLES

6.1 Deliverables for task 5.1

Successful repair and maintenance of research equipment and test facilities.

6.2 Deliverables for task 5.2

Delivery of designs and/or functional apparatuses or component parts, software, and targets for use in field or laboratory trials. This may include source files, executables, numerical simulations or drawings as necessary.

6.3 Deliverables for task 5.3

Successful provision of engineering and technical support for preparation, execution and tear down of experimental trials.

Reduced and analyzed data from trials in an electronic format specified by the TA including .PDF, excel, or database format. If numerical modeling is required to support the data analysis or experimental design, all input and output files will be delivered in electronic format (including .PDF, excel, or database format) as specified by the TA.

6.4 Deliverables for task 5.4

Successful completion of training and certification of all contractor personnel, as and when required.

7. DATE OF DELIVERY

As per the delivery date of Task Authorizations.

8. LANGUAGE OF WORK

English.

9. LOCATION OF WORK

The work must be performed at the contractor site and at DRDC:

Defence Research and Development Canada – Suffield Research Centre
Ralston, Alberta T0J 2N0
Canada

All costs associated with attending the DRDC site will not be reimbursed.

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10. TRAVEL

The Contractor is not required to travel.

11. MEETINGS

The Contractor will communicate biweekly by telephone or email, in order to keep the TA informed of progress. In person meeting requirements will be identified in each Task Authorization Statement of Work.

12. GOVERNMENT SUPPLIED MATERIAL (GSM)

GSM1: Tools and shock tube components located in Bldg 19.

GSM2: Tools located in Bldg 148.

GSM3: Gas cylinders located in Bldgs 19 and 148.

13. GOVERNMENT FURNISHED EQUIPMENT (GFE)

GFE1: Two-way radio, compatible with the DRDC-Suffield Research Centre communication system, will be supplied for safety reasons.

GFE2: Data acquisition computing systems, including documentation located in Bldgs 19 and 148.

GFE3: Gas distribution/control systems located in Bldgs 19 and 148.

14. SPECIAL CONSIDERATIONS

The Contractor is responsible to ensure all employees, subcontractors and their employees are certified in WHMIS.

The Contractor must be able to have technical personnel on site to respond to urgent requirements within 48 hours of receiving a Task Authorization.

Appendix A to Annex A: Resource Categories list and Resource Qualifications

RESOURCE CATEGORIES LIST

No.	Resource Category	Minimum Resources Required		Estimated Annual Usage	Associated Tasks
		Junior/ Intermediate	Senior		
A1	Project Manager / Engineer		1	5% (75 hours)	All
A2	Senior Technical Specialist (blast, explosives, and shockwave phenomenology)		1	15% (225 hours)	All
A3	Electronics / Software Engineer	1	1	15% (225 hours)	All
A4	Mechanical Technologist / Engineer	1	1	30% (450 hours)	All
A5	Electronics/Instrumentation/Data Acquisition Technologist	1	1	15% (225 hours)	All
A6	Technician / Field Support		1	15% (225 hours)	All
A7	Administrative Support		1	5% (75 hours)	All

RESOURCE QUALIFICATIONS

A1 – Project Manager / Engineer

Minimum Qualifications – Senior:

- a. The resource must be a Project Management Professional (PMP), holding valid PMP Certification.
- b. The resource must be a registered Professional Engineer.
- c. The resource must have a minimum of 60 months of experience in the last 120 months in providing project management support.

A2 – Senior Technical Specialist (Blast, explosives, and shockwave phenomenology)

Minimum Qualifications - Senior:

- a. The resources must have a minimum education requirement of a master's university degree in mechanical or aerospace engineering.
- b. The resource must have 60 months of technical experience in the last 60 months in working on projects relating to the areas of blast, explosives, and shockwave phenomenology particularly in the areas of blast physics and blast tube design.

A3 – Electronics / Software Engineer**Minimum Qualifications - Junior:**

- a. The resource must have a minimum education requirement of a university degree in electrical, electronics, or computer engineering.
- b. The resource must have a minimum of 12 months of experience in the last 36 months in providing design and testing of electrical and electronic equipment, and software programming.
- c. The resource must have a minimum of 6 months of experience in the last 36 months in electrical/electronic installation and trial support.

Minimum Qualifications - Senior:

- a. The resource must have a minimum education requirement of a university degree in electrical, electronics, or computer engineering.
- b. The resource must have a minimum of 24 months of experience in the last 36 months in software programming, and in providing design and testing of electrical and electronic equipment.
- c. The resource must have a minimum of 12 months of experience in the last 36 months in electrical/electronic installation and trial support.
- d. The resource must be a registered Professional Engineer.

A4 – Mechanical Technologist/Engineer**Minimum Qualifications – Junior:**

- a. The resource must have a minimum education requirement of a diploma or degree in mechanical technology/engineering, or computer aided design (or equivalent).
- b. The resource must have a minimum of 12 months of experience in the last 36 months in mechanical design and fabrication of test equipment for explosion and shockwave phenomenology.
- c. The resource must have a minimum of 12 months of experience in the last 36 months in mechanical installation and trial support.

Minimum Qualifications – Senior:

- a. The resource must have a minimum education requirement of a diploma or degree in mechanical technology/engineering, or computer aided design (or equivalent).
- b. The resource must have a minimum of 24 months of experience in the last 36 months in mechanical design for blast tubes, explosives and in the development of test apparatuses for examining shockwave phenomenology.

A5 – Electronics/Instrumentation/Data Acquisition Technologist**Minimum Qualifications - Junior:**

- a. The resource must have a minimum education requirement of a diploma in electrical, electronics, instrumentation, or aeronautics technology (or equivalent).
- b. The resource must have a minimum of 12 months of experience in the last 36 months in electronics, instrumentation and data acquisition.

Minimum Qualifications - Senior:

- a. The resource must have a minimum education requirement of a diploma in electrical, electronics, instrumentation, or aeronautics technology (or equivalent).
- b. The resource must have a minimum of 24 months of experience in the last 36 months in electronics, instrumentation and data acquisition.

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A6 – Technician

Minimum Qualifications - Senior:

- a. The resource must have 24 months of experience in the last 36 months in the conduct of trials including pre-trial setup, conduct and post trial cleanup activities relating to blast tubes, explosive and shockwave phenomenology.
- b. The resource must have 12 months of experience in the last 36 months in the development of trial documents, site safety and management of site operations.

A7 - Administration Support

Minimum Qualifications - Senior:

- a. The resource must have a minimum education requirement of a high school diploma from a recognized institution.

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ANNEX "B" - BASIS OF PAYMENT

Payment will be made for time expended and other costs reasonably and properly incurred from the date of contract to contract completion in accordance with the following:

1. Labour at firm, all-inclusive hourly rates, including overhead and profit.

No.	Description (Title)	Estimated Usage (Annual)	Period 1 : Contract Award to 2022-03-31	Period 2: Option Year 1 - 2022-04-01 to 2023-03-31	Period 3: Option Year 2 - 2023-04-01 to 2024-03-31	Period 4: Option Year 3 - 2023-04-01 to 2024-03-31	Extended Price
		A	B	C	D	E	(AB + AC + AD + AE)
A1	Project Manager/Engineer Name: _____	75 hours/year	\$ _____/hour	\$ _____/hour	\$ _____/hour	\$ _____/hour	\$ _____
A2	Senior Technical Specialist (blast, explosives, and shockwave phenomenology) Name: _____	225 hours/year	\$ _____/hour	\$ _____/hour	\$ _____/hour	\$ _____/hour	\$ _____
A3	Electronics / Software Engineer (Junior) Name: _____	170 hours/year	\$ _____/hour	\$ _____/hour	\$ _____/hour	\$ _____/hour	\$ _____
A3	Electronics / Software Engineer (Senior) Name: _____	55 hours/year	\$ _____/hour	\$ _____/hour	\$ _____/hour	\$ _____/hour	\$ _____

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A4	Mechanical Technologist / Engineer (Junior) Name: _____	340 hours/year	\$ _____/hour					
A4	Mechanical Technologist / Engineer (Senior) Name: _____	110 hours/year	\$ _____/hour					
A5	Electronics / Instrumentation / Data Acquisition Technologist (Junior) Name: _____	170 hours/year	\$ _____/hour					
A5	Electronics / Instrumentation / Data Acquisition Technologist (Senior) Name: _____	55 hours/year	\$ _____/hour					
A6	Technician / Field Support Name: _____	225 hours/year	\$ _____/hour					
A7	Administrative Support Name: _____	75 hours/year	\$ _____/hour					
For evaluation purposes only:								
Total Evaluated Price:								\$
Goods and Services Tax (5%):								\$

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2. Material and supplies at laid down cost without mark-up, as supported by invoice, including (list items).
3. Subcontracting at actual cost incurred without mark-up, (subcontractor name)
4. Other direct charges at actual cost incurred without mark-up, including (list any other costs which may be applicable, giving an estimated cost for each e.g. computing costs, long distance telephone/facsimile charges, reproduction, shipping).
5. *Computing charges at standard university rates.
(Applicable to Universities only)*
6. *Standard University overhead as follows:
(Applicable to Universities only)*
 - a) at a maximum 65% of on-campus labour (item 1)
 - b) at a maximum 30% of off-campus labour (item 1)
 - c) at a maximum 2% of travel expenses (item 6)

Total Limitation of Expenditure: \$(TBD)

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."

APPLICABLE TAXES: The applicable taxes are not included in the amounts above. The applicable taxes are to be shown as a completely separate item on each invoice.

F.O.B. Point: Defence Research and Development Canada - Suffield

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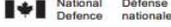
ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST

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ANNEX "D" - DND 626 TASK AUTHORIZATION FORM

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

DND 626 (01-05)

Design: Forms Management 993-4050
Conception: Gestion des formulaires 993-4062

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ANNEX "E" – TASK AUTHORIZATION USAGE REPORT

The Contractor must provide quarterly Task Authorization (TA) usage reports. The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

PERIOD OF WORK	REPORT DUE
1 st quarter: 01 April to 30 June	15 July
2 nd quarter: 01 July to 30 September	15 October
3 rd quarter: 01 October to 31 December	15 January
4 th quarter: 01 January to 31 March	15 April

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
Total Dollar Value of TAs for this Period:			
Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):			

Check this box if you are submitting a NIL **REPORT**
(We have not done any business with Canada under this Contract, for this period).

SEND TO:

TPSGC.ROPAequipedesoutien-WRAPSupportTeam.PWGSC@tpsgc-pwgsc.gc.ca

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ANNEX "F" - DISCLOSURE CERTIFICATION

This document is to be completed and signed by the Contractor at the completion of the subject contract and submitted to the Contracting Officer and the Technical Authority designated below:

<u>Contracting Authority</u>	<u>Technical Authority</u>
Lorraine Jenkinson Procurement Specialist Public Services and Procurement Canada Procurement Branch, Western Region Canada Place, Suite 1000 Suite 1000, 9700 Jasper Avenue Edmonton AB, T5J 4C3	(T.A.) Defence Research & Development Canada – Suffield Research Centre P.O. Box 4000 Main Medicine Hat, AB T1A 8K6

CONTRACT TITLE: Blast Injury Simulation Research Engineering Support – Task Authorization Contract

(Department of _____, Prof. _____)

Please tick appropriate box:

We hereby certify that all applicable disclosures were submitted in compliance with Section 27 and 28, General Conditions 2040 - Research and Development.

YOUR ATTENTION IS DRAWN TO SECTION 28, REGARDING IMPLICATIONS ON NON-DISCLOSURE OF any Technical Documentation, Prototypes, Inventions and Technical Information arising during the performance of work pursuant to the above identified contract.

OR

We hereby certify that there are no disclosures to submit under the above-referenced Contract, referred to in Section 27 and 28, General Conditions 2040 - Research and Development.

Signature

Print Name

Title

Contractor Name

Date

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ANNEX "G" - ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.1.2, the Bidder must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.

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)

ANNEX "H" – EVALUATION CRITERIA AND SELECTION METHOD
1. MANDATORY EVALUATION CRITERIA

In their submissions, bidders must demonstrate 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.

Supporting documentation must be included to demonstrate compliance to the mandatory technical criteria.

If the supporting documentation is not provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.

	MANDATORY CRITERIA	MET	NOT MET
M1	The Bidder must demonstrate that the proposed Project Manager resource meets the following criteria: <ul style="list-style-type: none"> a. The resource must be a Project Management Professional. b. The resource must be a registered Professional Engineer as evidenced by holding a valid PMP Certification. c. The resource must have a minimum of 60 months of experience in the last 120 months in providing project management support. 		
M2	The Bidder must demonstrate that the proposed Senior Technical Specialist resource meets the following criteria: <ul style="list-style-type: none"> a. The resource must have a minimum education requirement of a master's university degree in mechanical or aerospace engineering. b. The resource must have 60 months of technical experience in the last 60 months in working on projects relating to the areas of blast, explosives, and shockwave phenomenology particularly in the areas of blast physics and blast tube design. 		
M3	The Bidder must demonstrate that the proposed Senior Electronics / Software Engineer resource meets the following criteria: <ul style="list-style-type: none"> a. The resource must have a minimum education requirement of a university degree in electrical, electronics, or computer engineering. b. The resource must have a minimum of 24 months of experience in the last 36 months in software programming, and in providing design and testing of electrical and electronic equipment. c. The resource must have a minimum of 12 months of experience in the last 36 months in electrical/electronic installation and trial support. d. The resource must be a registered Professional Engineer. 		

M4	<p>The Bidder must demonstrate that the proposed Junior Electronics / Software Engineer resource meets the following criteria:</p> <ol style="list-style-type: none"> a. The resource must have a minimum education requirement of a university degree in electrical, electronics, or computer engineering. b. The resource must have a minimum of 12 months of experience in the last 36 months in providing design and testing of electrical and electronic equipment, and software programming. c. The resource must have a minimum of 6 months of experience in the last 36 months in electrical/electronic installation and trial support. 		
M5	<p>The Bidder must demonstrate that the proposed Senior Mechanical Technologist / Engineer resource meets the following criteria:</p> <ol style="list-style-type: none"> a. The resource must have a minimum education requirement of a diploma or degree in mechanical technology/engineering, or computer aided design (or equivalent). b. The resource must have a minimum of 24 months of experience in the last 36 months in mechanical design for blast tubes, explosives and in the development of test apparatuses for examining shockwave phenomenology. 		
M6	<p>The Bidder must demonstrate that the proposed Junior Mechanical Technologist / Engineer resource meets the following criteria:</p> <ol style="list-style-type: none"> a. The resource must have a minimum education requirement of a diploma or degree in mechanical technology/engineering, or computer aided design (or equivalent). b. The resource must have a minimum of 12 months of experience in the last 36 months in mechanical design and fabrication of test equipment for explosion and shockwave phenomenology. c. The resource must have a minimum of 12 months of experience in the last 36 months in mechanical installation and trial support. 		
M7	<p>The Bidder must demonstrate that the proposed Senior Electronics/Instrumentation/Data Acquisition Technologist resource meets the following criteria:</p> <ol style="list-style-type: none"> a. The resource must have a minimum education requirement of a diploma in electrical, electronics, instrumentation, or aeronautics technology (or equivalent). b. The resource must have a minimum of 24 months of experience in the last 36 months in electronics, instrumentation and data acquisition. 		
M8	<p>The Bidder must demonstrate that the proposed Junior Electronics/Instrumentation/Data Acquisition Technologist resource meets the following criteria:</p> <ol style="list-style-type: none"> a. The resource must have a minimum education requirement of a diploma in electrical, electronics, instrumentation, or aeronautics technology (or equivalent). b. The resource must have a minimum of 12 months of experience in the last 36 months in electronics, instrumentation and data acquisition. 		

M9	<p>The Bidder must demonstrate that the proposed Technician / Field Support resource meets the following criteria:</p> <ul style="list-style-type: none"> a. The resource must have 24 months of experience in the last 36 months in the conduct of trials including pre-trial setup, conduct and post-trial cleanup activities relating to blast tubes, explosive and shockwave phenomenology. b. The resource must have 12 months of experience in the last 36 months in the development of trial documents, site safety and management of site operations. 		
M10	<p>The Bidder must demonstrate that the proposed Administration Support resource meets the following criteria:</p> <ul style="list-style-type: none"> a. The resource must have a minimum education requirement of a high school diploma from a recognized institution. 		
M11	<p>The bidder must demonstrate a minimum of 60 months experience in designing and conducting field experiments in the area of explosion phenomenology.</p> <ul style="list-style-type: none"> a. The bidder must provide a report highlighting similar or related work with their bid. 		
M12	<p>The bidder must demonstrate a minimum of 60 months of practical experience in each the following areas:</p> <ul style="list-style-type: none"> 1) blast simulation; 2) blast / shock wave measurements; 3) explosion dynamics; 4) data reduction and analysis of blast data, and; 5) use of numerical modelling using Finite Element and/or Computational Fluid Dynamics codes. <p>The bidder must provide a report highlighting similar or related work with their bid.</p>		

2. POINT-RATED EVALUATION CRITERIA

- a) The point-rated criteria contained herein will be used to evaluate bids that have met all of the mandatory criteria. Bidders are advised to address the requirements in sufficient depth in their bids to enable thorough assessment. DRDC's assessment will be based solely on the information contained within the bid.
- b) Each bid must obtain the required minimum of 10 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 15 points. Bids that fail to achieve the minimum score will be considered technically unacceptable and will be given no further consideration.

	POINT-RATED EVALUATION CRITERIA	Points	Score
P1	<p>Project Management - The bidder's technical approach is:</p> <ul style="list-style-type: none"> • Excellent – The proposal addresses all of the tasks outlined in the Statement of Work – 15 points • Good – The proposal addresses 3 tasks outlined in the Statement of Work – 10 points • Poor – The proposal addresses 2 tasks outlined in the Statement of work – 5 points • Insufficient – The proposal addresses less than 2 tasks outlined in the Statement of work – 0 points 	<p>Maximum points = 15 Minimum points = 10</p>	
	Total Minimum Points Acceptable :	10	
	Total Maximum Points Available :	15	
	TOTAL POINTS ACHIEVED:		

3. CALCULATION OF BID EVALUATION TOTAL COST:

3.1 The Financial bid will be assessed as follows:

a) In Annex "B" Basis of Payment:

- (i) For each Resource, the Estimated Usage (A) will be multiplied by the hourly rate to determine the extended total for each period.
- (ii) The extended total for each period will be aggregated to calculate the Extended Price for each Resource.
- (iii) The Extended Price for each Resource will be aggregated to determine with the Evaluated Price.

4. MERIT/COST CALCULATION:

Highest Responsive Combined Rating of Technical Merit and Price

- - Weighting factor for the price: = 60%
- - Weighting factor for the technical point-rated score: = 40%

MERIT: Bidder's Overall Total Point Score / Total Point Available X 40	
COST : Lowest Bid Evaluation Total Cost / Bidder's Evaluated Total Cost X 60	
COMBINED RATING OF TECHNICAL MERIT AND PRICE:	