

AMENDMENT 007

The purpose of this amendment is to:

- 1) Respond to potential bidders' questions.

1) QUESTION 64:

Is the monetary award considered a grant (i.e. covering specific expenses) or the fee for a service given?

RESPONSE 64:

No, it is a contract, not a grant. Payments are typically milestone based, based on a Statement of Work developed at the contract negotiation stage.

QUESTION 65:

Is the LGD receiving any funds from this award to cover their own expenses (e.g. resource allocation)?

RESPONSE 65:

As per Section 3.5.7 " DRDC funds cannot be used to pay for salaries of indeterminate employees at the federal level of government in Canada; however, indeterminate employee salaries(including the EBP amount) may be included in the proposal as an in kind contribution." But besides this, in terms of how the money is allocated for eligible expenses, this is on a project by project basis.

QUESTION 66:

Are the funds coming from the LGD or from another department (i.e. is the LGD committing to financial obligations)?

RESPONSE 66:

It is not mandatory for the LGD to make any financial commitments; however, any co-investment contributions (either cash or in-kind), should be identified in the proposal, as the level of co-investment forms one of the strategic considerations considered by the Proposal Selection Committee. Annex I – Co-investment contributions. For more information on the role and responsibilities of the LGD, refer to Section 3.1.1.2 and certification in the proposal submission form.

QUESTION 67:

Does the government cash contribution need to be a new contract or can it be an existing contract where the proposed technology demonstration under this bid would be added?

RESPONSE 67:

Please refer to Section 4.5 for information on the contracting process. Each project selected for funding under the Call will go through a contract negotiation stage (i.e. it will be a "new" contract).

QUESTION 68:

Please clarify PRC9 - Financial Proposal contains the table titled MILESTONE: 1 - Program Funding requested Summary, and then the option to add another milestone. Does it imply or expect the milestones to be the same provided in the work plan breakdown?

RESPONSE 68:

Yes, the program funding requested for each milestone in PRC-9 is expected to match the PRC-7 and PRC-8 Work Plan – Milestone Breakdown and Risks and Mitigation.

QUESTION 69:

Regarding the PRC10 - Project Management (PM) Plan - Project Team section in the DRDC CFP application form. It only allows to add the team experiences as Projects 1-3 and then their responsibilities for the current project. This format is fit to some team members, but might not be as much for others or for the LGD contact. In previous DRDC proposals we had a word file in which we can add:

- Experiences (in other companies/universities).
- Qualifications (Education, Degrees)

Is there a way to add these fields for some of the team members and/or to the LGD ?

RESPONSE 69:

To complete the PRC10 - Project Management (PM) Plan - Project Team section, the Bidder should list the name of each resource and identify their role on the proposed project. The form has space to detail three previous projects that the resource has worked on which demonstrate that their experience is commensurate with the work that will be performed on the proposed project. As well, please refer to Section 3.4.1.1 of the CFP for further information on submitting additional documentation.

QUESTION 70:

How can we apply without a know Lead Government Department (LGD) attribute?

RESPONSE 70:

As per Section 3.1 of the Call for Proposals: "A proposal submission must be comprised of a team that includes a Canadian Lead Government Department (LGD) (federal, provincial, territorial, municipal) and a public or private sector partner organization that is different than the LGD."

QUESTION 71:

What do we need from the 'Solicitation Documents' section to apply?

RESPONSE 71:

Please use the Electronic Proposal Submission Form to submit your proposal, as per Section 3.2 of the Call for Proposals document. The Bidder must address all of the evaluation criteria included in Annex C –

Evaluation Criteria of the CFP.

QUESTION 72:

Is there a difference between 'en_electronic_proposal_submission_form_drdc_innovation_2021' and en_v2_electronic_proposal_submission_form_drdc_innovation_2021? Assuming we would use the v2?

RESPONSE 72:

Please use V2, there was one small administrative update between versions 1 and 2.

QUESTION 73:

Is there a Technology Readiness Level (TRL) constraint to the research and development schema for this challenge?

RESPONSE 73:

Please refer to Annex A – Project Types and Parameters for information on the Solution Readiness Levels associated with this Call for Proposals.

QUESTION 74:

PRC-8: Risks and Mitigations

The required info for this is as follows:

Explain and articulate the anticipated risks, if any, for the project. Include a logical explanation, appropriately identified probability and impact, realistic and adequately articulated mitigation strategy and correlate with the proposed project.

For each risk identified, show:

- the probability as high, medium or low;
- the impact as high, medium or low;
- the Risk Type*; and
- provide the mitigation strategy and show the steps to be taken to lessen the impact of the risk.

Can you confirm that all of this is meant to be answered in the tiny boxes in the milestones chart on pg. 11? It doesn't seem like much space to fit in all of the information required.

RESPONSE 74:

Yes, this page is meant to provide enough space for the Bidder to provide a response.

QUESTION 75:

The "Resources" chart on page 15:
Is this for listing all of the team members? If so:

- What does "Project 1/2/3 Title" refer to, since there's also mention of the "proposed project"? Is the project title supposed to be the person's role, i.e., "developer," "project manager," etc., and the corresponding responsibilities are what they will do in that capacity?
- There is a space for key responsibilities for each "Project Title" but then a larger space for key responsibilities in the "proposed project". Is the DRDC simply looking for a summation of the responsibilities mentioned in the previous "Project Title responsibilities"?

If it isn't for listing team members, what is it for?

RESPONSE 75:

Please refer to Question and Response 69.

QUESTION 76:

We are interested in the Defence R&D Canada 2021 Innovation Call for Proposals (W77714-217869/A). Do you know if there will be another Call and, if so, the approximate date?

RESPONSE 76:

A date for the next Call for Proposals has not been determined.

QUESTION 77:

I would like to know how to account for discrepancies between the total performance period in a milestone and the sum of the estimated level of efforts for associated activities when said activities are to be performed in parallel. For example, a milestone could have a total performance period of 1 month (or 20 working days), with three activities having an estimated level of effort of 10 working days for each. The sum of Estimated level of effort for all the activities will exceed the Total performance period for that Milestone; however if two of these activities are performed in parallel, the milestone can still be completed in 20 days. Do we have to account for such discrepancies by specifying if the activities are concurrent or consecutive, or by any other method?

RESPONSE 77:

If the work plan is clearly defined, evaluators will be able to assess the difference between the performance period and the level of effort, based on the number of people working on the activities for that milestone and the extent to which the activities overlap. The Bidder may wish to indicate which activities are in parallel, although this is not a requirement.

QUESTION 78:

Building on question 49 below we would like to confirm that if the LGD is the bidder and plans to subcontract an academic institution to deliver part of the SOW in a proposal:

- a. It is acceptable for the academic institution at its discretion to use program funding to release its professor(s) from courses in order to deliver on the SOW;
- b. The application should recognise the academic institution as partner in the proposal.

RESPONSE 78:

Please refer to Annex E - Co-Investment Information, specifically Table I – 1: In-Kind Contributions, Faculty Remuneration. Yes, the Bidder should recognise the academic institution as partner in the proposal.

QUESTION 79:

The submission form's glossary provides space to list and define the acronyms used in the document, but it only provides space for 10 of them. We have far more than 10, so how should we manage that?

RESPONSE 79:

The Bidder is permitted to attach supplementary information. Refer to Section 3.4.1.1.

QUESTION 80:

The Reference Documents section allows us to upload documents that are "critical for understanding the basis of the work"; are there any restrictions on the type of documents that we can upload? If there are restrictions, are we able to attach our company's white paper?

RESPONSE 80:

The Bidder is permitted to attach supplementary information. Refer to Section 3.4.1.1

QUESTION 81:

The challenge description wording might lead to infer the type of project that is sought although no clear such correspondence is given.

For example:

- Challenge 1 description states :” Proposals are sought for innovative research, quantitative and qualitative analyses and studies...” while
- Challenge 2 description states “Proposals are sought that develop, demonstrate or pilot specific technologies”.

One might infer that Challenge 1 seeks R&D and study type of projects while Challenge 2 seeks Technology demonstrations or Pilots.

I read AMENDMENT 001, questions 12 & 14 and since it is still confusing, here is my clear question:

Can we apply for a Technology demonstration or Pilot in response to Challenge 1?

RESPONSE 81:

Please refer to Amendment 001, Question and Response 12. there are no Challenge-specific restrictions on project type.

QUESTION 82:

Is it clear that any Canadian local government will meet the LGD requirements set out in 3.1.1.1?

RESPONSE 82:

Lead Government Departments must meet one of the three categories listed under 3.1.1.1. It is at the discretion of the Bidder and proposed LGD to determine eligibility following these criteria.

QUESTION 83:

3.1.1.2 sets out that "The LGD is prepared to be the project champion and Technical Authority...". That seems a lot to ask a local Canadian government to take on, given the complex administrative rules of this program. And I'm not understanding how they could function as the "Technical Authority" for our work. How can I turn this into a reasonable request to them?

RESPONSE 83:

It is at the discretion of the Bidder, LGD and project Partners to establish the Work Plan and implement the project; however, the LGD must meet the roles and responsibilities as defined in Section 3.1.1.2.

QUESTION 84:

A. Can a university be the Bidder of a proposal?

B. If so, what would the flow of funding be for contracts, as this possibility does not appear to be provided for in the chart in Annex E?

C. If a project involves a champion department, a company and a university, from what I understand, the part of the budget for the university's portion must be in accordance with the existing rates under section 10.40 – Research and Development Contracts with Universities and Colleges (<https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/section/10#section-10.40> – see section 3.5.2 of the call for proposals).

Namely:

- a. Allowable overhead costs are:
 - i. maximum of 65 percent applicable to Direct Payroll Costs for on-campus work;
 - ii. maximum of 30 percent applied to Direct Payroll Costs for off-campus work;
 - iii. an administration charge of 2 percent on travel and living expenses incurred directly against the contract is allowed.

Am I understanding this correctly?

RESPONSE 84:

- A. Yes, a university is eligible to be a Bidder.
- B. Annex F outlines the flow of funding in resulting contracts or Memorandums of Agreement. Funding first flows from DRDC to the LGD identified, then to other project partners (including universities, or other academia, or public or private partners, etc.)

C. Yes, this understanding is correct.

QUESTION 85:

How are the following general business costs included in the application for the employees working on the project [in terms of in-kind]?

- a. Proportions of general overhead expenses – Rent, insurance, legal, accounting, existing computers, existing software, utilities, services, office supplies, etc.

RESPONSE 85:

Refer to Annex E – Co-Investment Information. Using the example above, the proportion of general overhead expenses would be pro-rated according the project term and confirmed by the Contracting Authority at the project negotiation stage prior to contract award.

QUESTION 86:

What is the billing mechanism? Is it based on an pre-agreed to monthly amount and invoiced on a monthly basis from us to the federal partners? Or is it based on a detailed monthly expenses determined after we have incurred them?

RESPONSE 86:

The method and basis of payment will be determined at the Contract negotiation stage; however, typically, payments are milestone-based. Please refer to the attachment entitled [en annex h cost breakdown example.xls](#) for an example of what will be required prior to contract award. For information on the flow of funding, refer to Annex F – Funding Flow Chart For Resulting Contract(S)/Memorandum Of Agreement(s)

QUESTION 87:

There is a limit of 10 references for the application. These are entered in the application form directly on page 10. Is it okay to include an appendix with additional references? We find the limit very limiting.

RESPONSE 87:

For information on adding additional references, refer to Section 3.4.1.1

QUESTION 88:

We had a question about the Milestone table on page 11. The 'Estimated level of effort' talks about "days or weeks". Is the crown expecting a timeline for the activity, or an indication of resources (timeline x number-of-resources)? The RFP says "Show estimated level of effort. Articulate the specific sequential tasks that must be completed in order to accomplish the milestone" which does not appear to clarity to the point for us.

RESPONSE 88:

If the work plan is clearly defined, evaluators will be able to assess the difference between the performance period and the level of effort, based on the number of people working on the activities for

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W7714-217869/A
Client Ref. No. - N° de réf. du client
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007
File No. - N° du dossier
062sv. W7714-217869

Buyer ID - Id de l'acheteur
062sv
CCC No./N° CCC - FMS No./N° VME

that milestone and the extent to which the activities overlap. The Bidder may wish to indicate which activities are in parallel, although this is not a requirement.

QUESTION 89:

In light of new recent new clarifications, as well as staff availability challenges, we respectfully request a 3 week extension for the above call for proposals.

RESPONSE 89:

The solicitation closing date remains unchanged at this time.

All other terms and conditions remain unchanged.