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W7701-176500/C

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
mtb255

Client Ref. No. - N° de réf. du client
W7701-176500

File No. - N° du dossier
QCL-6-39387

CCC No./N° CCC - FMS No./N° VME

REQUEST FOR SUPPLY ARRANGEMENT

NOTICE TO BIDDERS

A Supply Arrangement (SA) is a method of supply used by Public Works and Government Services Canada (PWGSC) to procure goods and services. A SA is an arrangement between Canada and pre-qualified suppliers that allows identified users to solicit bids from a pool of pre-qualified suppliers for specific requirements within the scope of a SA.

A SA is not a contract for the provision of the goods and services described in it and neither party is legally bound as a result of signing a SA alone. The intent of a SA is to establish a framework to permit expeditious processing of "individual bid solicitations" which result in legally binding contracts for the goods and services described in those bid solicitations.

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
 - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
 - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
 - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes and Attachments include:

Annex A	Statement of Work
Annex B	Resource Category
Annex C	Science and Technology Fields and Topics
Annex D	Contractor Disclosure of Foreground Information
Annex E	Security Requirements Check List
Annex F	DND 626, Task Authorization Form
Annex G	Continuous qualification certification
Annex H	Reports

- Attachment 1 : Mandatory Evaluation Criteria
- Attachment 2 : List of names for integrity
- Attachment 3 : Former public servant

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1.2 Summary

The Science and Technology requirements for the C4ISR domain intersect with the work of several projects involving several DRDC scientific sections in Canada. For the Defence Research and Development Canada – Valcartier Research Center (DRDC), these sections include Spectral and Geospatial Exploitation, Electro-Optical Warfare, Tactical Surveillance and Reconnaissance, Command, Control and Intelligence (C2I), Mission Critical Cyber Security and Defence experimentation Valcartier.

DRDC's C2I Section will work on projects that will act as an integrating S&T cluster to study systems and technologies for command, control and intelligence for all military environments. These systems and technologies will require the integration of different systems operating on different platforms. Systems integration can also be achieved through automation, development of algorithms and technical solutions to facilitate the exchange and exploitation of tactical data from various information systems and sensors. The C2I Section is used for capacity development projects to improve the integration and fusion of information. Research is also continuing on the themes of information and knowledge management, and geo-spatio-temporal representations of information that facilitate analysis and decision-making.

This Request for Supply Arrangements (RFSA) is to pre-qualify suppliers. Each supplier that meets the stated requirements will be awarded a Supply Arrangement (SA). The potential SAs will allow for subsequent requests for proposals in R&D in the field of C4ISR.

These SAs will end on **March 31, 2028**, and the cumulative value of the resulting contracts could reach **\$30,000,000** including applicable taxes.

There are security requirements associated with this requirement. For additional information, consult Part 1 - General Information, and Part 6A - Supply Arrangement. For more information on personnel and organization security screening or security clauses, Suppliers 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.

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

The requirement covered by the bid solicitation of any resulting supply arrangement may be subject to a preference for Canadian services or may be limited to Canadian services.

This RFSA allows suppliers to use the epost Connect service provided by Canada Post Corporation to transmit their arrangement electronically. Suppliers must refer to Part 2 of the RFSA entitled Supplier Instructions and Part 3 of the RFSA entitled Arrangement Preparation Instructions for further information on using this method.

1.3 Security Requirements

1. Before issuance of a supply arrangement, the following conditions must be met:
 - (a) the Supplier must hold a valid organization security clearance as indicated in Part 6A - Supply Arrangement;
 - (b) the Supplier's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6A - Supply Arrangement;

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- (c) the Supplier must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
 - (d) the Supplier's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 6A - Supply Arrangement;
 - (e) the Supplier must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. Suppliers are reminded to obtain the required security clearance promptly. Any delay in the issuance of a supply arrangement to allow the successful Supplier to obtain the required clearance will be at the entire discretion of the Supply Arrangement Authority.
 3. For additional information on security requirements, Suppliers 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.

1.4 Canadian Content

The goods and/or services covered by the Supply Arrangement may be limited to Canadian services as defined in clause [A3050T](#).

SACC Manual clause [A3050T](#) (2020-07-01) Canadian Content Definition

1.5 Debriefings

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

1.6 Use of an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Supply Arrangement that is issued under this solicitation, refer to 6.11 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

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PART 2 - SUPPLIER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) 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.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The [2008](#) (2020-05-28) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of [2008](#), Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: 60 days
Insert: 180 days

2.2 Submission of Arrangements

Arrangements must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date and time indicated on page 1 of the RFSA.

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

TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca

Note: Arrangements 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 [2008](#), or to send arrangements through an epost Connect message if the Supplier is using its own licensing agreement for epost Connect.

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

Transmission of arrangements by facsimile or hardcopy to PWGSC will not be accepted.

2.3 Former Public Servant - Notification

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, [Contracting Policy Notice 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

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2.4 Federal Contractors Program for Employment Equity - Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

2.5 Enquiries - Request for Supply Arrangements

All enquiries must be submitted in writing to the Supply Arrangement Authority (julie.desforges@tpsgc-pwgsc.gc.ca) no later than seven (7) calendar days before the Request for Supply Arrangements (RFSa) closing date. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSa to which the enquiry relates. Care should be taken by Suppliers 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 Suppliers do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Suppliers. Enquiries not submitted in a form that can be distributed to all Suppliers may not be answered by Canada.

2.6 Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 Suppliers.

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.

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PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

3.1 Arrangement Preparation Instructions

Canada requests that the Supplier submits its arrangement in accordance with section 08 of the 2008 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The arrangement must be gathered per section and separated as follows:

Section I: Technical Arrangement
Section II: Certifications
Section III: Additional Information

Arrangements transmitted by facsimile or hard copy will not be accepted.

Section I: Technical Arrangement

In the technical arrangement, Suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Certifications

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

Section III: Additional Information

3.1.1 Supplier's Proposed Sites or Premises Requiring Safeguarding Measures

As indicated in Part 1 under Security Requirements, the Supplier must provide the full addresses of the Supplier's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

3.1.2 The Company Security Officer must ensure through the [Contract Security Program](#) that the Supplier and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 1, clause 1.3, Security Requirements.

3.1.3 Areas of qualification

Suppliers should specify in their arrangement the area(s) for which they would like to qualify.

- () 1 – Command and control (C2)
- () 2 – Communications, Computers and Information Systems (C2IS)
- () 3 – Information Collection, Exploitation and Targeting
- () 4 – Intelligence, Surveillance and Reconnaissance (ISR)
- () 5 – C4ISR Integration

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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the RFSA and the technical criteria. All elements of this RFSA solicitation that are mandatory requirements are identified specifically with the words “must” or “mandatory”.

Each bid will be reviewed. To be considered compliant, a bid must meet all mandatory requirements of this RFSA.

A bid which does not meet the mandatory requirements will be considered non-compliant and the Bidder will not be awarded a Supply Arrangement.

Each bid will be evaluated independently without regard to other bids submitted and, therefore, every bid submitted must be complete.

All members of a joint venture must remain the same to be considered as an “Existing Supplier”.

By submitting a bid, bidders are indicating that they consider themselves to be fully compliant in accordance with the mandatory requirements of this RFSA, and agree to the Supply Arrangement terms and conditions identified in Component II – RESULTING SUPPLY ARRANGEMENT, BID SOLICITATION AND MODEL RESULTING CONTRACT CLAUSES.

Although the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Bidder has been successful in all the previous steps. Canada may conduct steps of the evaluation in parallel.

An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation - Mandatory Technical Criteria

All mandatory evaluation criteria are detailed in Attachment 1 of this Request for Supply Arrangements (RFSA).

4.2 Basis of Selection

An arrangement must comply with the requirements of the Request for Supply Arrangements and meet all mandatory technical evaluation criteria to be declared responsive.

All responsive arrangement will be recommended for the issuance of a Supply Arrangement in areas they are qualified for.

4.3 Financial Viability

SACC Manual clause [S0030T](#) (2014-11-27) Financial Viability

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PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Suppliers must provide the required certifications and additional information to be issued a supply arrangement (SA).

The certifications provided by Suppliers to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an arrangement non-responsive, or will declare a contractor in default if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

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

5.1 Certifications Required with the Arrangement

Suppliers must submit the following duly completed certifications as part of their arrangement.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all suppliers must provide with their arrangement, **if applicable**, the 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.

5.1.2 Additional Certifications Required with the Arrangement

5.1.2.1 Canadian Content Certification

SACC Manual clause [A3055T](#) (2020-07-01) Canadian Content Certification

5.2 Certifications Precedent to the Issuance of a Supply Arrangement and Additional Information

The certifications and additional information listed below should be submitted with the arrangement, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier 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 provided will render the arrangement 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 Supplier must provide the required documentation, as applicable, to be given further consideration in the procurement process.

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5.2.2 Additional Certifications Precedent to Issuance of a Supply Arrangement

5.2.2.1 Status and Availability of Resources

The Supplier certifies that, should it be issued a supply arrangement as a result of the request for supply arrangements, every individual proposed in the arrangement or individuals with similar qualifications and experience will be available for the term of the supply arrangement.

If the Supplier has proposed any individual who is not an employee of the Supplier, the Supplier 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 Supplier must, upon request from the Supply Arrangement Authority, provide a written confirmation, signed by the individual, of the permission given to the Supplier and of his/her availability.

5.2.2.2 Education and Experience

The Supplier certifies that all the information provided in the résumés and supporting material submitted with the arrangement, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Supplier to be true and accurate.

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PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

6.1 Arrangement

The Supply Arrangement covers the Work described in the Statement of Work at Annex A.

6.2 Security Requirements

- 6.2.1** The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Supply Arrangement.

**SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:
PWGSC FILE # W7701-176500-B**

1. The Contractor/Offeree must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **SECRET**, with approved Document Safeguarding at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. This contract includes access to Controlled Goods. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada (Public Works and Government Services Canada (PWGSC)).
3. The Contractor/Offeree personnel requiring access to **CANADIAN CLASSIFIED/PROTECTED** information, assets or sensitive work site(s) **must EACH hold a valid personnel security screening at the level of SECRET, NATO SECRET, or RELIABILITY STATUS, as required**, granted or approved by the CISD/ PWGSC.
4. The Contractor/Offeree personnel requiring access to **FOREIGN CLASSIFIED/PROTECTED** information, assets or sensitive work site(s) **must EACH hold a valid personnel security screening at the level of SECRET, NATO SECRET, or RELIABILITY STATUS, as required**, granted or approved by the CISD/ PWGSC.
5. The Contractor **MUST NOT** utilize its Information Technology systems to electronically process, produce or store any sensitive **CLASSIFIED/PROTECTED** information until CISD/PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of **SECRET**.
6. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
7. Contractor must complete and submit a Foreign Ownership, Control and Influence (FOCI) Questionnaire and associated documentation identified in the FOCI Guidelines for Organizations prior to contract award to identify whether a third party individual, firm or government can gain unauthorized access to COMSEC / INFOSEC or CLASSIFIED NATO / FOREIGN information/assets. Public Works and Government Services Canada (PWGSC) will determine if the company is "Not

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Under FOCI" or "Under FOCI". When an organization is determined to be Under FOCI, PWGSC will ascertain if mitigation measures exist or must be put in place by the company so it can be deemed "Not Under FOCI through Mitigation".

8. The contractor shall at all times during the performance of the contract possess a letter from PWGSC identifying the results of the FOCI assessment with a FOCI designation of Not Under FOCI or Not Under FOCI through Mitigation.
9. All changes to Questionnaire and associated FOCI evaluation factors must immediately be submitted to the Industrial Security Sector (ISS) to determine if the changes impact the FOCI designation.
10. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex E;
 - (b) Industrial Security Manual (latest edition) and the IT Security Directive for the Control of COMSEC Material in the Canadian Private Sector (ITSD-06A).

NOTE: There are multiple levels of personnel security screenings associated with this file. In this instance, a Security Classification Guide must be added to the SRCL clarifying these screenings. The Security Classification Guide is normally generated by the organization's project authority and/or security authority.

6.2.2 Supplier's Sites or Premises Requiring Safeguarding Measures

6.2.2.1 Where safeguarding measures are required in the performance of the Work, the Supplier must diligently maintain up-to-date the information related to the Supplier's and proposed individuals' sites or premises, for the following addresses:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

6.2.2.2 The Company Security Officer must ensure through the Contract Security Program that the Contractor and individual(s) hold a valid security clearance at the required level.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Supply Arrangement and resulting contract(s) 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>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

2020 (2020-07-01) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

6.3.2 Changes to the Supply Arrangement

As a result of the SA being perpetual, from time to time, PWGSC may also amend any part of the Supply Arrangement as a result of a policy notification, legislation, or procedural change. Any such change will not affect existing contracts in place prior to the date of change. Notification of such change will be sent to suppliers via a generic email. Should a supplier not be in agreement with such modifications, and no longer wishes to be considered for requirements issued under the Supply Arrangement framework as a result of the changes, the supplier will notify the Supply Arrangement Authority and this supplier will no longer be on the list of qualified suppliers.

6.3.3 Supply Arrangement Reporting

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in Annex "H". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted every 6 months to the Supply Arrangement Authority.

The reporting periods are defined as follows:

- 1st: April 1 to September 30;
- 2nd: October 1 to March 31.

The data must be submitted to the Supply Arrangement Authority no later than **21 calendar days** after the end of the reporting period.

6.4 Term of Supply Arrangement

6.4.1 Period of the Supply Arrangement

The period for awarding contracts under the Supply Arrangement is from issuance to **March 31, 2028**.

6.4.2 Comprehensive Land Claims Agreements (CLCAs)

The Supply Arrangement (SA) is for the delivery of the requirement detailed in the SA to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the supply arrangement.

6.5 On-going Opportunity for Qualification

A Notice will be posted twice a year on the Government Electronic Tendering Service (GETS) to allow new Suppliers to become qualified. Existing qualified Suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement. Suppliers who want to qualify in areas they were not qualified for previously will need to submit a new arrangement.

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This schedule may require a revision due to operational requirements.

Opening Date (first business day of the month):	Closing Date (last business day of the month):	Estimated Award Date (Subject to Change)
June	July	End of October
December	January	End of April

6.6 Authorities

6.6.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Name: Julie Desforges
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch

Telephone: 514-602-8307
E-mail address: julie.desforges@tpsgc-pwgsc.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

6.6.2 Supplier's Representative

Name: _____
Title: _____

Telephone: _____
E-mail address: _____

6.7 Identified Users

The Identified User is: Defense Research and Development Canada – Valcartier research center.

6.8 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 the Supply Arrangement;
- (b) the general conditions 2020 (2020-07-01), General Conditions - Supply Arrangement - Goods or Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Resource Category;
- (e) Annex C, Science and Technology Fields and Topics;
- (f) Annex D, Contractor Disclosure of Foreground Information;
- (g) Annex E, Security Requirements Check List;

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- (h) Annex F, DND 626, Task Authorization Form;
 - (i) Annex G, Continuous qualification certification;
 - (j) Annex H, Reports;
 - (k) the Supplier's arrangement dated _____ (*insert date of arrangement.*

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Supplier in its arrangement or precedent to issuance of the Supply Arrangement (SA), and the ongoing cooperation in providing additional information are conditions of issuance of the SA and failure to comply will constitute the Supplier in default. Certifications are subject to verification by Canada during the entire period of the SA and of any resulting contract that would continue beyond the period of the SA.

6.9.1.2 Continuous qualification certification

Supplier must provide the completed continuous qualification certification every 2 years after issuance of the Supply Arrangement to confirm the validity of their arrangement. This certificate is available in Annex G.

6.10 Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Québec.

6.11 Transition to an e-Procurement Solution (EPS)

During the period of the Supply Arrangement, Canada may transition to an EPS for more efficient processing and management of individual contracts for any or all of the SA's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Supplier with at least a three-month notice to allow for any measures necessary for the integration of the Supply Arrangement into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Supplier chooses not to provide the supply arrangement of their goods or services through the e-procurement solution, the Supply Arrangement may be set aside by Canada.

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B. BID SOLICITATION

6.1 Bid Solicitation Documents

Canada will use the following bid solicitation template:

- High Complexity (HC) for more complex requirements.

A copy of the standard procurement template(s) can be requested by suppliers from the Supply Arrangement Authority or the Contracting Authority, as applicable.

Note: References to the HC template in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

The bid solicitation will contain as a minimum the following:

- security requirements depending on the requirements of any contract awarded under the Supply Arrangement. One of the three (3) following security requirements might apply;

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # W7701-176500-A

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a **valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of PROTECTED B and NATO RESTRICTED**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to **PROTECTED** information, assets or work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the CISD/PWGSC.
3. The Offeror personnel requiring access to **NATO UNCLASSIFIED** information or assets do not require to hold a personnel security clearance; however, the Contractor must ensure that the NATO Unclassified information is not releasable to third parties and that the "need to know" principle is applied to personnel accessing this information.
4. The Contractor personnel requiring access to **NATO RESTRICTED** information or assets **must be citizens of a NATO member country or a permanent resident of Canada** and EACH hold a valid **RELIABILITY STATUS** or its equivalent, granted or approved by the appropriate delegated NATO Security Authority.
5. The Contractor **MUST NOT** utilize its Information Technology systems to electronically process, produce or store **PROTECTED** information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of **PROTECTED B** and **NATO RESTRICTED**.
6. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
7. The Contractor/Offeror must comply with the provisions of the:

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(a) Security Requirements Check List and security guide (if applicable), attached at Annex E;

(b) Industrial Security Manual (Latest Edition)

**SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:
PWGSC FILE # W7701-176500-B**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **SECRET**, with approved Document Safeguarding at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. This contract includes access to Controlled Goods. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada (Public Works and Government Services Canada (PWGSC).
3. The Contractor/Offeror personnel requiring access to **CANADIAN CLASSIFIED/PROTECTED** information, assets or sensitive work site(s) **must EACH hold a valid personnel security screening at the level of SECRET, NATO SECRET, or RELIABILITY STATUS, as required**, granted or approved by the CISD/PWGSC.
5. The Contractor/Offeror personnel requiring access to **FOREIGN CLASSIFIED/PROTECTED** information, assets or sensitive work site(s) **must EACH hold a valid personnel security screening at the level of SECRET. NATO SECRET, or RELIABILITY STATUS, as required**, granted or approved by the CISD/PWGSC.
5. The Contractor **MUST NOT** utilize its Information Technology systems to electronically process, produce or store any sensitive **CLASSIFIED/PROTECTED** information until CISD/PWGSC has is-sued written approval. After approval has been granted, these tasks may be performed at the level of **SECRET**.
6. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
7. Contractor must complete and submit a Foreign Ownership, Control and Influence (FOCI) Questionnaire and associated documentation identified in the FOCI Guidelines for Organizations prior to contract award to identify whether a third party individual, firm or government can gain unauthorized access to COMSEC / INFOSEC or CLASSIFIED NATO / FOREIGN information/assets. Public Works and Government Services Canada (PWGSC) will determine if the company is "Not Under FOCI" or "Under FOCI". When an organization is determined to be Under FOCI, PWGSC will ascertain if mitigation measures exist or must be put in place by the company so it can be deemed "Not Under FOCI through Mitigation".
8. The contractor shall at all times during the performance of the contract possess a letter from PWGSC identifying the results of the FOCI assessment with a FOCI designation of Not Under FOCI or Not Under FOCI through Mitigation.

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9. All changes to Questionnaire and associated FOIC evaluation factors must immediately be submitted to the Industrial Security Sector (ISS) to determine if the changes impact the FOIC designation.
 10. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex E;
 - (b) Industrial Security Manual (latest edition) and the IT Security Directive for the Control of COMSEC Material in the Canadian Private Sector (ITSD-06A).

NOTE: There are multiple levels of personnel security screenings associated with this file. In this instance, a Security Classification Guide must be added to the SRCL clarifying these screenings. The Security Classification Guide is normally generated by the organization's project authority and/or security authority.

**SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:
PWGSC FILE # W7701-176500-C**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **TOP SECRET and NATO SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. This contract includes access to Controlled Goods. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada (PWGSC).
3. The Contractor/Offeror personnel requiring access to **CANADIAN CLASSIFIED/PROTECTED** information, assets or sensitive work site(s) must be a citizen of Canada and must **EACH** hold a valid personnel security screening at the level of **TOP SECRET, NATO SECRET, or RELIABILITY STATUS, as required**, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror personnel requiring access to **FOREIGN CLASSIFIED/PROTECTED** information, assets or sensitive work site(s) must be a citizen of Canada and must **EACH** hold a valid personnel security screening at the level of **TOP SECRET, NATO SECRET, or RELIABILITY STATUS, as required**, granted or approved by CISD/PWGSC.
4. The Contractor/Offeror personnel requiring access to **NATO UNCLASSIFIED** information or assets do not require to hold a personnel security clearance; however, the Contractor must ensure that the **NATO UNCLASSIFIED** information is not releasable to third parties and that the "need to know" principle is applied to personnel accessing this information.
5. The Contractor personnel requiring access to **NATO RESTRICTED** information or assets **must be citizens of a NATO member country or a permanent resident of Canada** and **EACH** hold a valid **RELIABILITY STATUS or its equivalent**, granted or approved by the appropriate delegated **NATO** Security Authority.
6. The Contractor/Offeror personnel requiring access to **NATO CLASSIFIED** information, assets or sensitive work site(s) **must be permanent residents of**

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Canada or citizens of a NATO member country and **EACH** hold a valid personnel security screening at the level of **NATO SECRET**, granted or approved by the appropriate delegated NATO Security Authority.

7. The Contractor/Offeror **MUST NOT** remove any **CLASSIFIED/PROTECTED** information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
8. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
9. The Contractor must complete and submit a Foreign Ownership, Control and Influence (FOCI) Questionnaire and associated documentation identified in the FOCI Guidelines for Organizations prior to contract award to identify whether a third party individual, firm or government can gain unauthorized access to COMSEC / INFOSEC or **CLASSIFIED NATO / FOREIGN** information/assets. Public Works and Government Services Canada (PWGSC) will determine if the company is "Not Under FOCI" or "Under FOCI". When an organization is determined to be Under FOCI, PWGSC will ascertain if mitigation measures exist or must be put in place by the company so it can be deemed "Not Under FOCI through Mitigation".
10. The contractor should at all times during the performance of the contract possess a letter from PWGSC identifying the results of the FOCI assessment with a FOCI designation of Not Under FOCI or Not Under FOCI through Mitigation.
11. All changes to Questionnaire and associated FOCI evaluation factors must immediately be submitted to the Industrial Security Sector (ISS) to determine if the changes impact the FOCI designation.
12. The Contractor/Offeror must also comply with the provisions of the:
 - (a) Security Requirements Check List, attached at Annex E;
 - (b) Industrial Security Manual (latest edition).

NOTE: There are multiple levels of personnel security screenings associated with this file. In this instance, a Security Classification Guide must be added to the SRCL clarifying these screenings. The Security Classification Guide is normally generated by the organization's project authority and/or security authority or security authority.

- (b) a complete description of the Work to be performed;
- (c) 2003, Standard Instructions - Goods or Services - Competitive Requirements;
Or
2004, Standard Instructions - Goods or Services - Non-competitive Requirements
- (d) bid preparation instructions;
- (e) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (f) evaluation procedures and basis of selection;

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(g) financial capability (*if applicable*);

(h) certifications;

- **Federal Contractors Program (FCP) for Employment Equity - Notification**
- SACC Manual [A3005T](#), [A3010T](#) for service requirements when specific individuals will be proposed for the work;
- **Integrity Provisions - Declaration of Convicted Offences;**

(i) conditions of the resulting contract.

Note: Bid solicitation may include Sustainable Procurement (environmental, social or economic) criteria or requirements.

6.2 Bid Solicitation Process

6.2.1 Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA.

6.2.2 The bid solicitation will be sent directly to Suppliers or will be posted on the Government Electronic Tendering Service (GETS).

	Requirement of less than \$25,000 (including applicable taxes)	Requirement of \$25,000 to \$105,699 (including applicable taxes)	Requirement of \$105,700 to \$400,000 (including applicable taxes)	Requirement of more than \$400,000 (including applicable taxes)
Contract placed by	Identified user	Identified user	Identified user	PWGSC
Bid solicitation process	The bid solicitation will be sent directly to at least two suppliers (including one determined by rotation and one randomly determined) qualified in the field(s) related to the requirement. If only one supplier is qualified in the area(s) related to the requirement, only one bid solicitation may be submitted.	The bid solicitation will be sent directly to four suppliers (two determined by rotation and two randomly determined) qualified in the area(s) related to the requirement. If less than four suppliers are qualified, the bid solicitation will be sent to all qualified suppliers.	The bid solicitation will be issued by the Government Electronic Tendering Service (GETS). Only pre-qualified bidders in the supply arrangement (SA) and in the targeted areas will be eligible to bid.	The bid solicitation will be issued by the Government Electronic Tendering Service (GETS). Only pre-qualified bidders in the SA and in the targeted areas will be eligible to bid.
Minimum bidding period	5 working days	10 calendar days	15 calendar days	21 calendar days

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6.2.3 Rotational selection method

The order of the Supply Arrangement (SA) Numbers for each supplier will be determined randomly as follows:

Each supplier will have a random number generated by the ALEA() function in the Excel spreadsheet program (<http://office.microsoft.com/fr-fr/excel-help/fonction-alea-HP010062452.aspx>). The generated number will be used to determine the rank of each supplier. The SA will be awarded in ascending numerical order, with the lowest number obtaining SA#001, and so on.

C. RESULTING CONTRACT CLAUSES

6.1 General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using the template:

- (a) HC (for high complexity requirements), general conditions [2040](#) will apply to the resulting contract.

A copy of the template(s) can be provided upon request by contacting the Strategic Policy Integration Division by sending a query to TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca.

Note: References to the HC template in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

ANNEX A – STATEMENT OF WORK

1 INTRODUCTION

1.1 Defence Research and Development Canada

Defence Research and Development Canada (DRDC) is the national leader in defence and security science and technology. As an Agency of Canada's Department of National Defence (DND), DRDC provides DND, the Canadian Armed Forces (CAF) and other government departments as well as the public safety and national security communities the knowledge and technological advantage needed to defend and protect Canada's interests at home and abroad.

As an Agency comprised of eight (8) research centres across Canada and a corporate office in Ottawa, DRDC provides advice through performing research, development and analysis; anticipating future technologies; engaging industrial, academic and international partners; and leveraging Science and Technology (S&T) performed by external partners to enhance defence and security capacity.

DRDC has unique expertise in certain areas of science, such as combat systems, optronic systems, information systems, information fusion, and decision supports. Research and development (R&D) work in support of science programs are guided by DRDC's strategic objectives and the Defence and Security S&T Strategy. DRDC's mission is:

Maintain strategic knowledge on technological issues;

Use this knowledge in support of domestic defence and security operations and missions abroad;

Provide advice on S&T developments, costs, and evolving conditions to meet operational requirements;

Generate knowledge and technology for a robust, connected and multi-jurisdictional security / intelligence and command and control environment;

Through the diversity of collaborations create an environment that leverages the expertise, knowledge and resources of other organizations.

DRDC focuses its S&T activities in domains of critical importance to future CAF operations;

C4ISR is one of the DRDC domains of expertise. In that domain, DRDC – Valcartier Research Centre (VRC) participates actively in improvements to decisional approaches by conducting R&D projects in C4ISR, among others.

1.2 C4ISR Definition

C4ISR is a concept that integrates command, control, communications, computers, intelligence, surveillance and reconnaissance activities to improve decision-making. This definition supports the "built C4ISR" at the higher level, as identified in the C4ISR Capability Development Strategy. It encompasses concepts, people, connectivity, information systems, sensors and tools to support and achieve effective C2 and situational awareness across the spectrum of operations of the CAF through the timely procurement, production and dissemination of reliable and relevant information.¹

¹ Canadian Forces "C4ISR Capability Development Plan" distributed under 1180-1 (D Mil CM), 31 August 2009.

2 LIST OF ACRONYMS

C2	Command and Control
C2I	Command, Control and Intelligence
C4ISR	Command, Control, Communications, Computers, Intelligence, Surveillance and Reconnaissance
CAF	Canadian Armed Forces
COA	Course of Action
CONOPS	Concept of Operations
COTS	Commercial Off-the-Shelf
DND	Department of National Defence
DNDAAF	Department of National Defence Architectural Framework
DRDC	Defence Research and Development Canada
EVM	Earned Value Management
GFE	Government Furnished Equipment
GPU	Graphical Processing Unit
IDE	Integrated Development Environment
IEEE	Institute of Electrical and Electronics Engineers
IKM	Information and Knowledge Management
ISR	Intelligence, Surveillance and Reconnaissance
IT	Information Technologies
MOE	Measure of Effectiveness
MOP	Measure of Performance
OS	Operating System
PM	Project Manager
PRM	Progress Review Meeting
PRR	Progress Review Report
PSPC	Public Services and Procurement Canada
RAM	Random Access Memory
RFP	Request for Proposal
RFSA	Request for Supply Arrangements
R&D	Research and Development
SA	Supply arrangement
S&T	Science and Technology
SOW	Statement of Work
VRC	Valcartier Research Centre
WBS	Work Breakdown Structure

3 SCOPE

The S&T requirements for the C4ISR domain intersect with the work of several projects involving several DRDC scientific sections in Canada. For the DRDC – Valcartier Research Center, these sections include Spectral and Geospatial Exploitation, Electro-Optical Warfare, Tactical Surveillance and Reconnaissance, Command, Control and Intelligence (C2I), Mission Critical Cyber Security and Defence experimentation Valcartier.

DRDC's C2I Section will work on projects that will act as an integrating S&T cluster to study systems and technologies for command, control and intelligence for all military environments. These systems and technologies will require the integration of different systems operating on different platforms. Systems integration can also be achieved through automation, development of algorithms and technical solutions to facilitate the exchange and exploitation of tactical data from various information systems and sensors. The C2I Section is used for capacity development projects to improve the integration and fusion of information. Research is also continuing on the

themes of information and knowledge management, and geo-spatio-temporal representations of information that facilitate analysis and decision-making.

These requirements for the C4ISR domain are grouped into five (5) areas of R&D. Each area focuses on specific S&T domains of expertise. These S&T domains are described in the next Section.

4 C4ISR R&D AREAS

The development of new concepts in support of R&D programs requires expertise at the cutting edge of S&T advances that must be filled. The scope of the R&D work described herein is focused according to the following five (5) R&D areas (also known as scientific domains) to be filled by the Supplier for S&T coverage in accordance with CAF requirements.²

4.1 Area 1 - Command and Control (C2)

The area of Command and Control (C2) deals with how commanders and decision makers discover and use operational information to make decisions and give directives that generate the desired operational effects that are consistent with the commander's intent.

As an adversary improves its tactics, traditional command, control and intelligence structures may not be sufficiently agile to respond effectively. Therefore, a major challenge is to incorporate a flexible C2I policy over the network that enhances mission effectiveness while reducing confusion. Better C2I paradigm needs to be developed to account for the dynamic complexity of a battle space that includes humans, automatons, events, and the interactions between them, both friendly and adversarial. Information dynamics, including the impact of the adversary, also needs to be considered.

R&D in this C4ISR area is intended to enable the CAF to exploit operational information by commanders and other decision makers in order to make decisions and provide guidance generating desired operational effects in line with command intent. There is a need to support the continued development of innovative collaborative tools and information processes to directly support the enhanced C2 effects of command, including interoperability with allies, CAF and other.

4.2 Area 2 - Communications, Computers and Information Systems (C2IS)

The area of Communications, Computers and Information Systems addresses how information technology can be used to support the sharing and exploitation of operational information in a way that supports commanders and operators.

In the military context, while the use of cyberspace has become crucial to operations, potential adversaries, including state proxies and non-state actors, are rapidly developing cyber means to exploit the vulnerabilities inherent in the C4ISR systems on which militaries depend, as well as other operational technologies, such as weapons systems.³

The ability to enable the rapid information lifecycle (and its communication means) to all CAF personnel is essential to the activities of deployed forces and support activities. The CAF uses a myriad of internal and external networks to support the information processes. These networks and their specialized components (including traditional information technologies in support of data processing and storage, tactical communication equipment and satellite equipment) require

² Defence and Security S&T Strategy, <http://www.drddc.gc.ca/en/publications/defence-st-strategy.page>, accessed May 2017.

³ DND, Canada's Defence Policy, ISBN 978-0-660-08443-5, p. 56, available at: <http://dgpaapp.forces.gc.ca/en/canada-defence-policy/index.asp>, accessed May 2019.

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ongoing challenges to support information processes more and more important and demanding of the CAF.

DRDC must support optimization and innovation activities in support of the command's ability to achieve information superiority.

Since a mission can involve inputs from multiple tactical edge users that cannot communicate directly with each other, coordination and focused dissemination of their information to the benefit of the overall mission is a challenge. To support human decision-making at the Tactical Edge effectively, next-generation information systems are required to capture, curate, manage, and process data both globally and locally. Approaches such as micro-clouds may be useful to bring data analytics closer to the network edge than presently exists. Another challenge is how to distribute computational resources for big data processing over organic assets at the edge (potentially including humans) while exploiting large computational resources in upper echelons.

4.3 Area 3 - Information Collection, Exploitation and Targeting

This area deals with how operational information is collected, created, exploited and managed so that it can be used to support the actions of commanders and operators.

Information and Knowledge Management (IKM) processes support all CAF activities within the CAF Integrated Information Enterprise System. Intelligence information processes are required to support all activities related to the production, exploitation and dissemination of intelligence through the chain of command in the most efficient manner possible. They seek to do so in a manner that meets CAF's information management and data security policies in the most efficient and effective manner.

The CAF IKM processes and capabilities require development and optimization in all areas of data management, data security, and storage and information retrieval activities as well as information integration and exploitation from all sources of intelligence.

One challenge is the high-dimensionality of the data and the resulting complexity of the information environment as manifested in the complexity of network dynamics. The emerging challenges of Big Data, such as increasing volume, velocity, variety, and uncertainty, as well as quality, retrieval, and access pose technical challenges on data storage, processing, and analysis. But, in contrast, useable information content lies in a complex, low-dimensional manifold that is highly user and context dependent. Effective knowledge management requires a comprehensive systems-level approach that encourages goal-oriented design to handle knowledge and capabilities at both the tactical (local) and strategic (global) organization-wide levels. Efficient discovery of the information requires appropriate mathematical models, processing tools and representations to enable reasoning, both human and automated, about vulnerability, quality, relevance and trustworthiness of the information, and effective storage and delivery of information.

The research area focus on the development of innovative solutions that relates to the management and exploitation of information through the development and integration of methodologies, tools and technologies to carry out quantitative and qualitative analyzes on massive heterogeneous data sets, data storage, information retrieval and processing to provide intelligence and support for efficient evidence-based decision-making, while reducing cognitive load. This includes the combination of quantitative and qualitative factors in a single analysis and visualization process.

4.4 Area 4 - Intelligence, Surveillance and Reconnaissance (ISR)

The C4ISR area of Intelligence, Surveillance and Reconnaissance (ISR) addresses how operational information is gathered from the environment in order to be used to support the actions of commanders and operators. ISR systems form the backbone of any military defence and security operation. These systems, be they ground-, sea-, air- or space-based, do so by providing enhanced situational awareness of the military decision makers at the tactical, operational and

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strategic levels. Whereas traditional surveillance systems operate within one environment and at one level, current military requirements and technological advances have evolved to multi-domain, multi-level sensor systems.

The CAF must have a suite of battlefield information sensors to handle critical information requests and ensure that decision makers have full situational awareness to support accurate commitments by the operational units. Whether it is land, sea or air sensors platforms, DRDC must help CAF in the ISR field by working on the feasibility, integration and application of ISR sensors across multiple platforms with constant technologies evolution. In addition, DRDC must strive to integrate workstations in a variety of platforms by focusing on common human-machine interfaces and common electronic, mechanical, and data interfaces, enabling operators to use and to exploit any existing or future sensor via a common workstation.

4.5 Area 5 - C4ISR Integration

As part of its Defence and Security Strategy S&T mandate, DRDC must have access to science and technology to develop and implement solutions to maximize the savings and reliability of systems acquired by the DND and the CAF. Constructive simulations are needed to design and conduct experiments with human participants. Experiments should focus on developing infrastructure for data collection that is relevant to operations and mission effectiveness, yet also provides a scientific framework for the hypothesis testing and theory development across the social, cognitive, and information levels.

This area integrates R&D results from previous C4ISR research areas. The role and expertise of Supplier resources in this area range from the development of new concepts to the evaluation and demonstration of enabling technologies for advanced C4ISR information systems through experimentation of potential solutions within the DND and the CAF. Information technology is evolving rapidly and the range of expertise sought is vast. The Supplier must be able to carry out R&D related to the development of advanced prototypes. External resources are also required in terms of technological support for S&T computing environments, support for testing and experimentation, and technology watch of system-of-systems architectures of tomorrow.

5 RESEARCH TOPICS ON S&T

In support of those needs, DRDC is investigating and demonstrating future concepts and technologies to provide military operators with enhanced C4ISR capabilities and tools to cope with complex, uncertain and dynamically changing operational environments.

Depending on the C4ISR R&D area(s), the execution of tasks will be specified in a Request for proposal (RFP). To successfully complete the work of S&T tasks, the RFP will require resources having experience and expertise in specific S&T topics. A typical list of S&T topics and their related subtopics is given Annex C. The list is not exhaustive and a given topic is not considered as exclusive to a particular C4ISR area defined above. A given S&T topic may find an application in one or more C4ISR R&D areas and the expected S&T work may also address one or more S&T topics listed or new ones. The Supplier will have to provide a minimum of resources having the required experience and expertise in accordance to S&T topics identified in order to submit a bid in response to a particular RFP.

6 NATURE OF THE WORK

Depending on the C4ISR R&D area, the work to be performed will support related R&D initiatives. It will typically focus on information fusion, information management and decision aids, psychological and/or social psychological and/or human system integration aspects of human performance. The work will emphasize the design and conduct of applied research in such areas as decision-making, human-computer interaction, teamwork, and the development of novel techniques, for examples, decision support, human-system evaluation, or training. It may also

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include the simple application of established methods or standards and guidelines in a new technological and/or working environment. Furthermore, it could require a broad multidisciplinary approach.

The following paragraphs describe the types of R&D activities that the Supplier may be required to perform under the C4ISR domain.

The aim of future RFPs issued will be to describe the S&T services needed by DRDC to support, and to complement and extend the scientific background and knowledge base related to the R&D activities conducted in the C4ISR domain. More precisely, but not limited to, RFPs will describe work needed to:

1. Explore, investigate, and propose concepts and solutions for picture compilation, exploitation and representation to provide computer-based support for distributed multi-service forces and the command centres;
2. Apply concepts of decision analysis, artificial intelligence, multi-criterion analysis and cognitive methodologies to develop C4ISR tools at software and system levels;
3. Explore various distributed and centralized approaches and technologies (including dynamic planning and control, resource and task allocation, negotiation, coordination and communication) to assist in the decision-making process of identifying and selecting potential Course of Action (COA) for the accomplishment of mission goals in complex and dynamically changing environments;
4. Assist in the decision-making process by identifying and selecting potential COA in response to anticipated or actual threats to the mission;
5. Assist the decision maker's situation awareness through the active perception, analysis and understanding of evolving situations;
6. Apply concepts of relevance (quality) and integration of information in C4ISR complex hierarchical systems;
7. Investigate, design and experiment concepts in a specific domain;
8. Support the definition and evaluation of future C4ISR concepts and structures;
9. Support the understanding of military operations in theatre;
10. Support the implementation of the appropriate solution once a decision has been made;
11. Develop and integrate C4ISR components at the software and system levels;
12. Produce documentation of various components or solutions designed in the course of work;
13. Support experimentation, demonstration and validation;
14. Support the transfer of knowledge to DRDC or its supporting entities;
15. Support the planning, execution and post-analysis of operations at the strategic, operational and tactical levels for predictable as well as unpredictable events.

The scope of this work, these studies and their resulting recommendations may be broad, including doctrine, organizational structure, team interactions, communications, procedures, personnel selection and training, system development, software acquisition, human-computer interfaces, and equipment. The need for liaisons and coordination with the CAF should be anticipated, including the need to accommodate CAF constraints, such as organizational structure, and availability of equipment and personnel, and operational constraints.

6.1 Typical Tasks Related to the First Four (4) C4ISR Areas

This Section describes the nature of tasks that could be requested in relation to each C4ISR area. For the purpose of this SA, a grouping of typical R&D tasks is proposed for the first four (4) C4ISR R&D areas described above. These tasks may consist in but are not limited to:

- Design and conduct state-of-the-art studies and surveys;
- Conduct literature reviews - Conduct state-of-the-art reviews of the scientific, policy and governmental documents (literature);
- Achieve feasibility study;
- Conduct requirement analysis;
- Conduct applied cognitive research;
- Develop concepts of operations;
- Develop metrics;
- Conduct experimentation and demonstrations;
- Design and conduct of experiments involving human studies;
- Perform state of the art analysis of data from experimental studies, field studies or experimentation, and existing databases;
- Prepare workshops and conferences;
- Organize and conduct workshops and conferences;
- Provide scientific advice on peer review research proposals, publications, experimental studies, and surveys;
- Provide expert matter support to military research projects through education, dissemination of research findings and knowledge transfer;
- Conduct technology investigations;
- Develop a software prototype or hardware tools;
- Develop proofs of concepts.

6.2 Tasks Related to the fifth C4ISR Area, Integration

Tasks of the fifth area – C4ISR Integration – are related to the development and integration of C4ISR systems and tools through novel human-computer interfaces. These concepts may have been developed as a result of the work of one or more of the C4ISR areas listed in the previous Section. Tasks to be conducted in the C4ISR Integration Area include, but are not limited to:

- Develop Enterprise Architecture;
- Design and conduct Information Technology state-of-the-art studies and surveys;
- Achieve system feasibility study;
- Design and develop architecture and computer systems, software architecture and processes;

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- Plan, analyze, design, code, test, and deploy information systems;
 - Analyze, conceptualize and design human-computer interfaces and interaction ;
 - Execute testing / benchmarking;
 - Install and maintain operating systems;
 - Diagnose, configure and test computer networks;
 - Produce user/system documentation /training;
 - Develop prototype/integrated development environment;
 - Perform configuration management;
 - Install, configure, and support a local area network (LAN), wide area network (WAN), and Internet systems;
 - Develop and conduct modelling and simulation;
 - Develop and maintain the test-bed and integration platform;
 - Integrate applications and software systems to build a larger capability;
 - Conduct technology insertion.

RFPs issued may refer to more than one of these tasks and the same task may be repeated several times during the term of an underlying Supply Agreement. According to the RFP work scope, recognized agile methods, such as SCRUM agile software development framework⁴, should be applied to perform software development during the RFP work execution, unless otherwise specified in the RFP.

6.3 Project Management Services

Related to the S&T tasks executed in response to a RFP, independently of the C4ISR area, the Supplier will have to provide project management services for the execution of each resulting Contract issued under a RFP. Unless otherwise specified by the RFP, each Contract issued under a C4ISR RFP must be executed under the project management approach. Typical project management tasks will have to include the following but are not limited to:

6.3.1 Contract Work Planning

The Supplier must provide the work planning, directing and management for each Contract executed under the C4ISR RFP.

The Supplier must manage the resources of its team, supervise the work execution and assess the performance against the project plan by producing progress reports on a regular basis.

6.3.2 Risk Management Planning and Control

The Supplier must develop a risk management plan and put in place processes in order to identify, analyze and plan a response of the most significant risks to the project. To this end, the Supplier must develop and update a risk register during the work execution.

⁴ [https://en.wikipedia.org/wiki/Scrum_\(software_development\)](https://en.wikipedia.org/wiki/Scrum_(software_development)), accessed June 2017.

6.3.3 Quality Management and Control

The Supplier must develop a Quality Management Approach tailored to the C4ISR RFP requirements, indicate the quality standard measures used and execute quality monitoring. The Supplier must put in place quality assurance and quality control processes and/or mechanisms to ensure the achievement of the specified quality of deliverables.

6.3.4 Monitor and Control Work and Report Work Progress

The Supplier must direct, monitor and control the work executed under a C4ISR Contract and produce and communicate with the Contract Technical Authority a work progress report on a regular basis. Project management performance must be assessed by applying, for example, the Earned Value Management (EVM) technique.

The performance information to be provided is the status of deliverables, implementation status for change requests, and forecasted estimates to complete. The frequency of these reports will be specified within the Contract requirements. The Supplier will have to submit and obtain approval of progress review reports submitted to the Technical Authority. The content of the progress report must contain at a minimum the following items:

- Overall Contract work status in terms of objectives and achievements;
- Periodic schedule updates with budget/resource spending detailed by Contract activities;
- The achievements and deliverables for the period;
- The work performance measures in terms of schedule, budget and deliverables;
- Review and follow-up of Action Item/Issue Log;
- Pending issues with their impacts and proposed solutions;
- The Risk Register update and review;
- The quality control activities performed and a quality report summary;
- Contract amendments and their status;
- The Contract budget follow-up and invoice status;
- Supplier's work plan for the next period (overview of the expected progress);
- Equipment & Software Inventory provided and changes;
- Results of a demonstration of the latest software build, when applicable;
- Schedule update of software demonstration.

6.3.5 Prepare and Attend Meetings

Meetings may take place at the Supplier's facility or at a DND facility as determined by the Technical Authority. When possible, meetings will be face-to-face. However, if geographic dispersion of the team members makes this impossible or impractical, teleconferencing or videoconferencing will be used.

The Supplier must record the minutes of each meeting, with particular attention to any action items arising, and submit the final version to the DRDC representatives within five (5) working days after the meeting.

6.3.5.1 Kick-off Meeting

The Supplier must prepare for and attend a kick-off meeting at the beginning of each Contract of C4ISR Contract with DRDC representatives and, if required, PSPC Contracting Authority. The Supplier must prepare the agenda, record minutes of the meeting and maintain an action item log.

The agenda must include at a minimum, the following items:

- Review of the C4ISR Contract objectives, planning and deliverables;
- C4ISR Contract schedule;
- C4ISR Contract budget and cost management;
- Methodology used to execute the work and monitor the C4ISR Contract work plan;
- Procedures, formats and standards to be used to produce documentation.

6.3.5.2 Progress Review Meeting

The Supplier must prepare and attend progress review meetings (PRM) with the Technical Authority and other DRDC representatives. The frequency of progress review meetings will be specified in a C4ISR RFP. The Supplier must submit and obtain approval of an agenda and a progress review report (PRR), from the Technical Authority, at least two (2) working days prior to each progress review meeting. The Supplier must record the minutes of the meeting and maintain an Action Item/Issue Log. The Supplier must obtain approval of meeting minutes within five (5) working days after the meeting date.

6.3.5.3 Working Meetings and Action Item Log

Working meetings may be held at any time to discuss and resolve specific issues. The Supplier must maintain a record of working meetings/discussions and report decisions or significant issues resulting from these discussions in the next PRR. The Supplier must produce the working meeting minutes and maintain the Action Item Log. The Supplier must obtain approval of meeting minutes and the Action Item/Issue Log within five (5) working days after the meeting date.

6.3.5.4 Execute C4ISR Contract Close-out Report and Attend Close-out Meeting

The Supplier must, if required, prepare and attend a closeout meeting with the Technical Authority, DRDC representatives, and if required, PSPC Contracting Authority. The content of the Closing Report and the requirement for a closeout meeting will be specified in the RFP and will be determined based upon the scale, complexity and objective of the work. The Supplier must prepare the agenda, produce the Contract Closing Report, and the final meeting minutes and status of action item log.

The agenda must include at a minimum, the following items:

- Review of the C4ISR Contract objectives and achievement;
- Performance review (Deliverables, Schedule, Resources, Inventory and Overall Budget/Cost);
- Lessons learned and best practices;
- Presentation of the C4ISR Contract Closeout Report; and
- Presentation and demonstration of the final software build, if applicable.

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6.3.6 Contract Close-Out Reporting

At the end of each Contract under C4ISR Supply Arrangement, the Supplier will have to produce a Contract Close-Out Report concluding all Contract tasks. This aims to verify that the work has been completed, as appropriate, and to communicate the information to the stakeholders. This is also part of a continuous improvement process by documenting lessons learned for later RFPs under C4ISR Supply Arrangement.

7 DELIVERABLES DESCRIPTION

The following table gives a description of each deliverable that might be requested in the execution of a C4ISR Contract but are not limited to the list provided below. Potential RFPs issued will include a more specific description of each deliverable required.

<u>Deliverable</u>	<u>Description</u>
Research Support	
Scientific or Technical Report / Technical Memorandum / Technical Note	<p>Scientific/Technical Report is used to record a significant scientific, technical or analytical accomplishment typically associated with completing a work unit or project. It is normally written for a broad audience, including fellow scientists or engineers, as well as project officers and clients, managers and directors in Canada and abroad.</p> <p>Technical Memorandum is used to record technical work that has a smaller scope than a Report, or that has a narrower distribution. It is normally written for colleagues, project officers, project clients and project managers</p> <p>Technical Note records a short summary analysis produced for a targeted client group.</p> <p>Both Technical Report and Technical Memorandum must include an abstract in English along with the French equivalent (résumé). The purpose of an abstract is to summarize the results of R&D in the document. The abstract summarizes the contents of the main body of the publication and puts it in context for the general reader, in particular, the CAF client. It is also used to market the document.</p>
Open Literature Publication (Paper, Abstract)	Publicly available scientific literature documents such as journal paper and conference abstract.
Presentation	Verbal report presented with illustrative material, such as slides, graphs, etc. (source: The American Heritage® Dictionary). Printed and/or electronic copies of the slides.

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<u>Deliverable</u>	<u>Description</u>
Quad Chart, Fact Sheet, Poster, Video	<p>Quad Chart is a single page document comprised of four quadrants used to describe, in both diagrams and words, a high level overview of innovation/idea/proposal.</p> <p>Fact Sheet is a presentation of data in a format which emphasizes key points concisely. Fact sheets often contain product information, technical data, lists, statistics, answers to common questions (for example, FAQs),</p>
Requirements Specification	A document that specifies the requirements for a system or component. Typically included are functional requirements, performance requirements, interface requirements, design requirements, and development standards (IEEE).
Human Factor/Cognitive Study	<p>Human factors science is a multidisciplinary field incorporating contributions from psychology, engineering, industrial design, statistics, operations research and anthropometry (Wikipedia).</p> <p>Cognitive science is the interdisciplinary scientific study of the mind and its processes. It examines what cognition is, what it does and how it works (Wikipedia).</p>
Literature Review Artefacts	<p>A literature review is a body of text that aims to review the critical points of current knowledge including substantive findings as well as theoretical and methodological contributions to a particular topic (Wikipedia). It is an account of what has been published on a topic by accredited scholars and researchers.</p> <p>A systematic review is a literature review focused on a research question that tries to identify, appraise, select and synthesize all high-quality research evidence relevant to that question. It aims to provide an exhaustive summary of literature relevant to a research question (Wikipedia).</p>
Interviews Artefacts	Collection of qualitative and quantitative data acquired from interviews, surveys, focus groups, questionnaires, or live dates from experimental or operational systems.
Concept of Operations Description	A Concept of Operations (abbreviated CONOPS, CONOPs, or ConOps) is a document describing the characteristics of a proposed system from the viewpoint of an individual who will use that system. It is used to communicate the quantitative and qualitative system characteristics to all stakeholders. (Wikipedia)
System	
Technical Documentation	Any type of documentation that describes handling, functionality and architecture of a technical product or a product under development or use, such as code, algorithms, interfaces, systems and application programming interfaces. (Wikipedia)

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<u>Deliverable</u>	<u>Description</u>
Technical Specifications	Explicit set of requirements to be satisfied by hardware or software.
Test and Validation Documentation	<p>Documentation describing plans for, or results of, the testing of a system or component. Types include test case specification, test incident report, test log, test plan, test procedure, test report. (IEEE)</p> <p>Formal testing conducted to determine whether or not a system satisfies its acceptance criteria and to enable the customer to determine whether or not to accept the system. (IEEE)</p> <p>Validation is the process of evaluating a system or component during or at the end of the development process to determine whether it satisfies specified requirements. (IEEE)</p>
Business Model (DNDAF Views)	A business model describes the rationale of how an organization creates, delivers, and captures value (economic, social, cultural, or other forms of value). The process of business model construction is part of business strategy (Wikipedia). The DND/CF Architecture Framework (DNDAF) is the prescribed standard for use in all DND/CF Architecture activities.
COTS Software and Licence	Commercial-off-the-shelf software or software licence.
Computer Equipment and Component	Any computer equipment, component or peripheral.
Mock-up/Prototype	<p>A mock-up is a scale or full-size model of a design or device, used for teaching, demonstration, evaluating a design, promotion, and other purposes (Wikipedia).</p> <p>A prototype is a preliminary type, form, or instance of a system that serves as a model for later stages or for the final, complete version of the system. (IEEE)</p>
Software Documented Source Code	Source Code is any collection of computer instructions written using some human-readable computer language, usually as text. Documented source code includes comments describing various aspects of its intended operation. (Wikipedia)
Executable File	An executable file comprises machine code for a particular processor or family of processors. It causes a computer to perform indicated tasks according to encoded instructions. (Wikipedia)

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<u>Deliverable</u>	<u>Description</u>
Test-bed / System platform Components	<p>A test-bed is a platform for experimentation of large development projects. Test-beds allow for rigorous, transparent, and replicable testing of scientific theories, computational tools, and new technologies. A typical test-bed could include software, hardware, and networking components. In software development, the specified hardware and software environment can be set up as a test-bed for the application under test. (Wikipedia)</p> <p>A (computing) platform that includes hardware architecture and a software framework, where the combination allows software, particularly application software, to run. Typical platforms include a computer architecture, operating system, programming languages and related user interface. (Wikipedia)</p>
Demonstration	A dynamic analysis technique that relies on observation of system or component behavior during execution, without need for post-execution analysis, to detect errors, violations of development standards, and other problems. (IEEE)
Experimentation & Demonstration	
Metrics	<p>A metric is a measure for quantitatively assessing, controlling or selecting a person, process, event, or institution, along with the procedures to carry out measurements and the procedures for the interpretation of the assessment in the light of previous or comparable assessments. (Wikipedia)</p> <p>Specifying valid and detailed quantitative and qualitative human, human-human and human-system MOEs & MOPs (measures of effectiveness and performance).</p>
Scenario	Scenario development is a synthetic description of an event or series of actions and events.
Datasets	A data set (or dataset) is a collection of data, usually presented in tabular form. This activity assembles all data pertaining to the conduct of an experiment or survey.
Demonstration Documentation (Plan, Report)	The purpose of designing a demonstration is to create an appropriate context that will allow the demonstration of a technology, a concept or a system. A demonstration plan will be produced to document the details of the purpose as well as the execution of the demonstration.

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<u>Deliverable</u>	<u>Description</u>
Experimentation Documentation (Plan, Report)	The purpose of designing experimentation is to create an appropriate context that will allow the generation and recording of data to verify the performance of a technology, a concept, a system, a human and the interaction between the user and the machine. An experimentation plan will be produced to document the details of the purpose as well as the execution of the experimentation.
Experimentation Setting	The installation and the tuning of the equipment, hardware and software used in experimentation. Experimentation is used to test existing theories or new hypotheses in order to support them or disprove them. (Wikipedia)
Certification & Accreditation Documentation	<p>Certification is the process of confirming that a system or component complies with its specified requirements and is acceptable for operational use. (IEEE)</p> <p>Accreditation is the formal declaration by a senior agency official that an information system is approved to operate at an acceptable level of risk, based on the implementation of an approved set of technical, managerial, and procedural security controls (safeguards). (Wikipedia)</p>
End User Documentation	Documentation describing the way in which a system or component is to be used to obtain the desired results. (IEEE)
Project Management	
Project Management Deliverables such as Project Management Plan, Requirements Documentation, Work Breakdown Structure (WBS), Scope, Schedule and Cost Baselines, Meeting Agenda and Minutes, Quality Control Measurement, Risk Register, Progress Review Report, Presentation, Final Report.	<p>The content of deliverables of project management that should be produced is the result of the execution of processes, as described in the Project Management Body of Knowledge Guide of the Project Management Institute® and corresponding to the following project management knowledge areas:</p> <ul style="list-style-type: none">• Project Integration Management• Project Scope Management• Project Time Management• Project Cost Management• Project Quality Management• Project Human Resource Management• Project Communications Management• Project Risk Management• Project Procurement Management• Project Stakeholder Management

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8 RESOURCES

8.1 Resource Categories

The selected Suppliers will have to provide a number of resources with the level of experience and expertise required in the RFPs.

Annex B provides details of the experience and expertise that will be required to qualify a resource in a given resource category, and that may be required to perform the work of tasks, as described in prospective RFPs.

8.2 Proposal of a Resource Team

The RFP will identify categories of resources needed. The minimum number of resources and the level of resources experience of the team will be determined in the RFP as necessary. In addition to resource categories already described in the Annex B, additional or specific requirements of experience and expertise will be specified in the RFP, when applicable.

8.3 Proposal of a Core Team of Resources

A Core Team of Resources may be required during C4ISR Contract execution where their domains of expertise are considered essential to the proper performance of the work. Such a Core Team of Resources may be required to ensure continuity of the work for the duration of the Contract execution. The categories of resources of a Core Team will be specified in the RFP, when applicable.

Other resource categories may be requested or not, depending on the specific needs of a RFP to complete the project team.

8.4 Minimum involvement of Core Team Resources

For a C4ISR RFP, the Supplier may have to propose resources specifically named in the resulting Contract and other resources that are not specifically named. However, at least 50 percent of the total price of each proposal must be provided by the resources of the Core Team, unless otherwise justified by the nature of the work. If this is the case, the minimum percentage of services provided by the resources of the Core Team will be clearly specified in the RFP's statement of work.

9 LEVEL OF EXPERIENCE AND EXPERTISE OF RESOURCES

In order to determine the level of experience and expertise of the proposed resources, only the reported experience and expertise acquired on a specific project or task and having a minimum duration of at least one (1) month will be considered and counted.

The Supplier must demonstrate the experience of each proposed resource and indicate it in months. For illustrative purposes, one (1) year of experience corresponds, at minimum, to 1,500 hours or 200 work days at 7.5 hours per day or 125 hours per month. When calculating the months and years of experience, months of experience that overlap must only be counted once (that is to say, project n° 1 took place from July 2016 to December 2016; project n° 2 took place from October 2016 to January 2017; the total months of experience for the two projects referenced is therefore seven (7) months).

When the Supplier is asked for information concerning the experience of the proposed resources, the Supplier must provide detailed and complete information indicating where, when (month and year) and how (through which activities/responsibilities) the experience were acquired. The experience acquired during full-time studies at the undergraduate level must not be considered and must not be included in the total number of years of experience reported. During graduate studies,

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only valid work experience can be accounted for during its completion period. In both cases, co-op terms are considered as work experience provided they are related to the required services. Months of experience indicated for a project that overlaps with another project as referenced above will only be counted once.

If the Supplier is asked to provide information or proof of education for the proposed resource, the Supplier's resource must have completed the studies at a Canadian university, college or recognized secondary school* or equivalent certified by a Canadian recognized* studies evaluation service, if the studies were done abroad.

*The list of recognized organizations is posted on the [Canadian Information Centre for International Credentials](#) website.

When a Supplier is asked to provide proof of certification (for example, the Project Management Professional certification of the Project Management Institute) of a proposed resource, the Supplier must submit a copy of the certification obtained or proof demonstrating that the resource successfully completed the certification program.

10 APPLICABLE DOCUMENTS

The Canada will provide the Supplier any reference and technical documentation deemed necessary for the conduct of the work and these will be specified in subsequent statements of work. The Supplier may request any document he deems useful at any time during the Contract period. Each request will be evaluated and approved on a case-by-case basis by the Technical Authority. Depending on the classification level, CLASSIFIED material may be made available only for consultation at DND premises or other approved facilities.

11 CONDUCT OF WORK

11.1 Project Management Approach

The management of the work and deliverables of a contract executed under a C4ISR RFP must be carried out according to the project management approach. As a result, the contract work must be considered and managed as a project. WBS is a hierarchical decomposition of all the work in tasks and sub-tasks. The tasks involved are finite work assignments that require one or more resource categories to complete. Tasks may require highly specialized work to be performed requiring skills and knowledge for a planned period of time. Sub-tasks are usually subsets of a larger task. Tasks and sub-tasks involve a specific start date, a specific end date, and a set of deliverables.

11.2 Location of Work

There are no restrictions on the location of the work. Suppliers are advised that the scientific team is primarily situated in Quebec City and the client community in Ottawa. The Suppliers could be required to conduct work in either of these geographic locations. Although, it is expected that the majority of the work will be conducted at the Supplier facility, work at the top secret level must be performed at DND facilities – in particular, work to support existing infrastructure, experimentation and work requiring access to top secret material. The requirement to conduct work at a DND facility will be specified in the statement of work of the RFP. The Technical Authority and other authorized government representative must have access at all times to the content of the work in progress and to premises where any part of the work is being performed off DND premises.

11.3 Language of Work

The Supplier resources must be fluent in English. Written communications may be in French or English. Ability to communicate in French is considered an asset for work conducted in Quebec City and Ottawa.

11.4 Hours of Work

The majority of the work to be conducted at DND premises will be performed between 07h00 and 18h00 during the working days. In some cases, work may have to be performed outside of above noted working hours to minimize disruption and/or to support experimentation. Overtime will only be undertaken once authorized by the Technical Authority only during field tests. Overtime is considered over 37,5 hours over a period of one week.

11.5 Classified Request for Visit Protocol

As soon as the contract is awarded, if required, the supplier has to obtain, without delay, visit clearance from ISS. A minimum lead time of 25 working days is required to obtain a visit clearance from ISS. Without visit clearance, the supplier's employees will not have access to DRDC-Valcartier facilities, leaving the supplier liable for delays in delivery. Suppliers can consult the ISS Web site about visit clearances at: <http://iss-ssi.pwgsc-tpsgc.gc.ca/msi-ism/index-eng.html>, chapter 6.

11.6 Government Furnished Equipment (GFE)

If required, the Technical Authority will provide the Supplier access to existing DRDC infrastructure for the duration of a Contract. The Supplier may also be provided access to other DND facilities to support studies, requirements analysis and experimentation. The Canada may provide the Supplier additional hardware, Canada-developed software or related artefacts or both, if these are considered relevant by the Technical Authority to the development or experimentation effort. Use of GFE will be coordinated and authorized by the Technical Authority, through the appropriate DND section.

The Technical Authority and other authorized DND representative will control the installation of software on DND computers and will also approve the deployment and removal of Supplier equipment to and from DND facilities. If the Supplier identifies the need for additional equipment for his own purposes, it is expected that the Supplier would acquire this equipment, at no cost to Canada. Approval of the Technical Authority is required before any equipment procured outside DND may be brought into DND facilities. Upon completion of Contract work, the Supplier will be required to reconfigure all development platforms and return all COTS, reference material, equipment, software library or artefacts purchased under Contract.

Infrastructure Requirements of C4ISR Integration Area

DRDC currently has software prototypes under development. According to future research projects, it will be necessary to extend or adapt these prototypes as well as developing new ones. Requirements for equipment and software will be specified on a case-by-case basis, as appropriate, during RFP or identified under RFP.

There is no general rule on hardware and software requirements. The required hardware capacity to perform the expected work for the C4ISR Integration Area can be set as follow:

1. For the server side, server(s) with a high virtualization capacity, having many CPUs, a lot of RAM and a lot of disk storage would be appropriate. An estimate of a minimum server's computer footprint could be provided at bid time.
2. For the client side, it is expected that each developer would need a well-equipped workstation having a good graphical processing unit (GPU) with a large amount of RAM (at least 16 Gigs RAM).
3. One may need to consider as well 1 to 2 GPU card at the server or workstation (laptop or desktop).

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DND will provide office equipment and software when the Supplier work on the DRDC premises while the supplier will be required to provide their office equipment and software while working at their facilities.

11.7 Publications and Deliverables

Without restricting the range of the clause « **Canada to Own Intellectual Property Rights in Foreground Information** », all manuscripts and/or publication in scientific journals or the like, abstracts or oral presentations and any other releases that describe portions of the DRDC Contract work or related information, must be submitted and approved by the Director of DRDC –Valcartier Research Centre for approval of release. In all approved cases, due reference to DND funding must be specified. All reports and review documentation listed in this SOW must be delivered in both hard and soft copy support.

The language for all deliverables is English and all reports must be in Microsoft® Office Word format.

An abstract must be submitted in English and in French with each report. In order to better identify a point of contact in DND for readers of the Contract report (or reports) provided to DRDC, the Supplier is requested to identify the Contract number under which the work was conducted.

Supplier reports requiring a DRDC document number (for example, final reports) must be formatted according to DRDC's publication standard. These standards are available through the Technical Authority.

11.8 Intellectual Property

Intellectual property issues will be addressed in each subsequent RFP.

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ANNEX B –RESOURCE CATEGORY DESCRIPTION

The Annex B «Resource Category Description» appended to this Request for Supply Arrangement is to be inserted at this point and forms part of this document.

ANNEX C – SCIENCE AND TECHNOLOGY FIELDS AND TOPICS

The Annex C «Science and Technology Fields and Topics» appended to this Request for Supply Arrangement is to be inserted at this point and forms part of this document.

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ANNEX D – CONTRACTOR DISCLOSURE OF FOREGROUND INFORMATION

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

The Contractor must provide the following information:

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

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

Signature

Date

Name

Title

(Internal DRDC Valcartier)

Signature

Date

Name

Title (Technical authority)

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ANNEX E – SECURITY REQUIREMENTS CHECK LIST

The Security Requirements Check List (Annex E) appended to this Request for Supply Arrangement is to be inserted at this point and forms part of this document.

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W7701-176500 LVERS B

W7701-176500 LVERS C

ANNEX F – DND 626, TASK AUTHORIZATION FORM

The DND 626, Task authorization form (Annex F) appended to this Request for Supply Arrangement is to be inserted at this point and forms part of this document.

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ANNEX G – CONTINUOUS QUALIFICATION CERTIFICATION

Unless specified otherwise, the continuous compliance with the certifications provided by the Supplier in its arrangement or precedent to issuance of the Supply Arrangement (SA), and the ongoing cooperation in providing additional information are conditions of issuance of the SA and failure to comply will constitute the Supplier in default. Certifications are subject to verification by Canada during the entire period of the SA and of any resulting contract that would continue beyond the period of the SA.

Continuous qualification certification

Supplier must provide the completed continuous qualification certification every 2 years after issuance of the Supply Arrangement to confirm the validity of their arrangement.

The supplier certifies that:

() no changes occurred that would affect the supplier's eligibility to participate in the SA (if Canada were to reassess the supplier's eligibility under the selection criteria, the Provider would still meet the mandatory requirements);

() the certifications provided with its arrangement or prior to the issuance of the Supply Arrangement (list of directors for integrity compliance, Canadian content, former public servant) are still valid.

Signature

Date

Title

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ANNEX H - REPORTS

Number of the Supply Arrangement: W7701-176500-____-QCL

Supplier's name : _____

Reporting periods : () 1st: April 1 to September 30; year _____
 () 2nd: October 1 to March 31; year _____

Reference Number	Period of Work	Value of Work (\$CAN) Before Taxes

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ATTACHMENT 1 – MANDATORY EVALUATION CRITERIA

1 Mandatory Requirements

This Request for Supply Arrangement (RFSA) contains mandatory requirements. All elements of this RFSA that are mandatory requirements are identified specifically with the words “must”, “mandatory”, or “(M)”.

Suppliers must comply with each and every mandatory requirement. If a proposal does not comply with a mandatory requirement, the proposal will be considered non-compliant and be disqualified.

RFSA Definitions:

These definitions are provided within the RFSA:

- i. An acceptable substantiation reference under this RFSA is defined as a client reference who may be contacted, at Canada’s discretion, to confirm the Supplier has previously provided the identified Services. The same reference may be used for multiple Domains of Expertise. Multiple projects may have the same substantiation reference. Where Canada determines that the Supplier has not provided the contact information required for the substantiation reference as requested, Canada may provide the Supplier with 48 calendar hours within which to submit information acceptable to Canada. Failure to follow up on a request for additional information made by the RSFA Authority will result in the exclusion of the proposal.
- ii. An Outside Entity is any legal entity that is not a parent, subsidiary or affiliate of the Supplier or any member of a joint venture supplier.
- iii. A Project is a contract between the Supplier and an Outside Entity under which the Supplier has provided S&T professional services solution to the Outside Entity, and has fulfilled all of the terms of the contract, provided that, if the contract provides for discrete phases with specific deliverables, then any such phase completed by the Supplier, including receipt by the Supplier of payment in full for all work and delivery by the Supplier of all deliverables, shall qualify as a Project. Task authorization completed in a given contract can be considered as a project.

It is mandatory that Suppliers submit detailed information to demonstrate that they meet all the requirements. Suppliers should utilize Templates (Tables 2 and 3) in the preparation of their Technical Proposal.

2 Mandatory Criterion 1 (M.1) - Minimum Years in Business

The Supplier must have been in business as the same legal entity for a minimum of three (3) years as of the RFSA closing date. In order to demonstrate this, the Supplier must provide documented proof such as a certificate of incorporation, business registration or tax returns in its proposal confirming the number of years its firm has been in business.

In the case of a joint venture, one of the members of the joint venture must demonstrate the minimum three-year requirement.

Canada will consider the three (3) year minimum requirement to be met if the Supplier has been incorporated or otherwise created less than three (3) years before RFSA closing as the result of a corporate change under which it has in law assumed all of the assets, undertaking, operational capability, skills and resources of other legal entities, then Canada will consider the three (3) year minimum requirement to be met. In this case, the number of years in business of the other recognized legal entities and the one of the Supplier must total a minimum of three (3) years.

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3 Mandatory Criterion 2 (M.2) - Experience and Expertise of the Supplier related to the C4ISR R&D Areas

For each C4ISR R&D Areas for which the Supplier wants to be qualified, he must provide two (2) relevant R&D projects completed for one or more Outside entities.

To determine if a project is considered relevant, the jury will rely on the typical tasks related to the C4ISR Areas described in Sections 6.2 and 6.3 of the SOW, the topics of Annex C - Sciences and Technology Fields and how it could be applied within the military C4ISR.

Failure to provide all information required will result in the project being declared as non-compliant. Should a project be non-compliant, then the entire C4ISR R&D Area will be non-compliant, as each C4ISR R&D Area requires compliant projects to be submitted. If more than two (2) projects are submitted, then only the first two projects will be evaluated.

The same project could be presented in more than one C4ISR R&D Area.

For each C4ISR R&D Area for which the Supplier wants to be qualified, he must provide:

Two (2) relevant R&D projects related to the C4ISR Area for an Outside Entity completed within the last three (3) years prior to RFSA closing date. The total dollar value of each of the two (2) projects must be over \$ 75 000 CAD, excluding all taxes, to be considered.

To determine whether a project meets the requested criterion, the Supplier must provide a description of each project by giving the following information:

- a. Identification of the project (also known as a mandate or initiative) and whether the Supplier was the prime contractor, a sub-contractor, or participant in a joint venture;
- b. Identification of the Client Organization: company name, country and city location;
- c. Total dollar value (\$ CAD) excluding all taxes of the project for the Supplier;
- d. Start and End Dates of the project;
- e. Effort (full-time PY equivalent) of the project for the Supplier;
- f. Brief description of the nature of the project;
- g. List of typical activities and a description of the associated deliverables. In case of published papers, provide a full bibliographic reference;
- h. Relevance of the project against the C4ISR R&D Area and how it could be applied within the military C4ISR Area;
- i. Reference(s):
 - Contact Name;
 - Title;
 - Phone Number and/or email.

The Supplier should describe each project using the "Project description template" (PDT) of Table 1 provided below.

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Table 1 - PROJECT DESCRIPTION TEMPLATE

(a) Project:		Prime Contractor: ___ Yes ___ No	Sub-Contractor: ___ Yes ___ No
(b) Client Organization:		Country:	City:
(c) Total Dollar Value of the Project:	(d) Start Date: End Date:	(e) Effort:	
(f) Description:			
(g) Typical Activities and Deliverables			
Activities:		Deliverables:	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
(h) Relevance of the Project against the C4ISR R&D Area			
(i) Reference(s):			
Contact Name:	Title:	Phone Number and/or email:	

4 Mandatory Criterion 3 (M.3) - Experience and Expertise of the Supplier's Resources related to a C4ISR R&D Area

For each C4ISR R&D Area for which a Supplier wants to be qualified, the Supplier must provide the names of employees that match the experience and expertise description of resource categories associated with the C4ISR R&D area. To determine if the experience and expertise are relevant, the jury will rely, among other things, on the experience and expertise of these resource categories as described in Annex B. The experience and expertise of a resource may have been acquired for a different organization than the Supplier.

To be qualified and awarded a SA in a given C4ISR R&D Area, the Supplier must provide the number of employees asked among the resource categories requested for that C4ISR R&D Area (see Table 3). An employee can only be proposed in a single resource category requested for a given C4ISR R&D Area, but the same resource may be proposed in more than one C4ISR R&D Area.

C4ISR R&D Area 1 to Area 4:

The Supplier must propose two (2) employees, having at least a Level two (2) of experience and expertise, from two (2) different resource categories among the resource categories identified for that C4ISR R&D Area.

C4ISR R&D Area 5 - C4ISR Integration:

The Supplier must propose three (3) employees, having at least a level two (2) of experience and expertise, from at least two (2) different resource categories selected among the resource categories identified for that C4ISR R&D Area.

The Level two (2) for each resource categories is described in Annex B - Resource Category Description.

To determine whether resources meets the criterion, the Supplier must describe the experience and expertise of each proposed employee by providing the resumes (Curriculum Vitae: CV) of each proposed employees and each of this information:

- a. Name of the proposed resource;
- b. Resource category with his level, as Annex B;
- c. Description of the relevant experience and expertise of the category of the proposed resource, as per Annex B;
- d. Reference to the detailed CV where the experience and expertise of the proposed resource is described;
- e. Name of the project (also known as a mandate or initiative) during which experience and expertise has been acquired;
- f. Name of the client or organization for which the project (also known as a mandate or initiative) was executed.
- g. Task duration, in months, performed by the resource and pertaining to the experience and expertise described;

The Supplier should describe the experience and expertise of each proposed employee using the Summary of Experience and Expertise Template (SEET) of Table 2 provided below.

5 Table of requirements for M.2 and M.3 and examples

The following is a summary of Mandatory Criteria 2 and 3 required for each of the areas for which a Supplier want to qualify.

Table 3 – REQUIREMENTS FOR CRITERIA M.2 AND M.3

	M.2 Experience and Expertise of the Supplier related the C4ISR R&D Areas	M.3 Expertise and Expertise of the Supplier's Resources related to a C4ISR R&D Area	
C4ISR R&D Area	Relevant Projects to be presented	Resource Category, at least Level 2 (see **)	Number of employees to be presented in 2 different Resource Category
1 – Command and Control (C2)	Number : Two (2) Relevant Projects completed within three (3) years prior of RFSA closing date Value: more than \$75 000 CAD	S.1 - Sensemaking Specialist S.10 - Cognitive Engineering Specialist S.13 - Decision Support Specialist S.14 - Command and Control Specialist S.15 - Experimentation Manager	2
2 – Communication, computers information systems (C2IS)	Number : Two (2) Relevant Projects completed within three (3) years prior of RFSA closing date Value: more than \$75 000 CAD	A.9 - Security Analyst A.10 - Network Analyst G.3 - Modelling and Simulation Specialist G.4 - Network Engineer G.5 - Communications Systems Specialist	2
3 – Information Collection, Exploitation and Targeting	Number : Two (2) Relevant Projects completed within three (3) years prior of RFSA closing date Value: more than \$75 000 CAD	S.4 - Information/Knowledge Management Specialist S.7 - Human-Computer Interaction and Visualisation Specialist S.16 - Data Scientist S.17 - Knowledge Engineering Specialist S.18 - Military Intelligence Specialist S.19 - Targeting Specialist	2
4 – Intelligence, Surveillance, Reconnaissance (ISR)	Number : Two (2) Relevant Projects completed within three (3) years prior of RFSA closing date Value: more than \$75 000 CAD	S.7 - Human-Computer Interaction and Visualisation Specialist S.16 - Data Scientist S.18 - Military Intelligence Specialist G.5 - Communications Systems Specialist	2

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	M.2 Experience and Expertise of the Supplier related the C4ISR R&D Areas	M.3 Expertise and Expertise of the Supplier's Resources related to a C4ISR R&D Area	
C4ISR R&D Area	Relevant Projects to be presented	Resource Category, at least Level 2 (see **)	Number of employees to be presented in 2 different Resource Category
		G.6 - Electronic Warfare Specialist G.7 - Electro-Optical Specialist	
5 - C4ISR Integration	Number : Two (2) Relevant Projects completed within three (3) years prior of RFSA closing date Value: more than \$75 000 CAD	A.1 - Software Architect A.2 - Enterprise Architect A.3 - Systems Architect A.4 - Data Architect A.5 - Software Analyst A.10 - Network Analyst A.12 - Geomatics Analyst A.13 - Software Lead Developer A.18 - System Administration Programmer	3

Example 1 – Supplier “A” wants to qualify for C4ISR R&D Areas 2 and 5

- The Supplier must meet the Mandatory Criterion M.1 for the minimum years in business;
- The Supplier must provide all the information requested to mandatory Criterion M.2 - Experience and Expertise of the Supplier related the C4ISR R&D Areas 2 and 5. That means the Supplier must present:
 - Two (2) relevant R&D Projects related to Area 2;
 - Two (2) relevant R&D Projects related to Area 5.
- The Supplier must provide all the requested information to Mandatory Criterion M.3 - **Experience and Expertise of the Supplier's Resources related to a C4ISR R&D Areas 2 and 5**. That means the Supplier must present:
 - For Area 2 : Two (2) resources in two (2) different resource categories among these categories :
 - A.9 - Security Analyst
 - A.10 - Network Analyst
 - G.3 - Modelling and Simulation Specialist
 - G.4 - Network Engineer
 - G.5 - Communications Systems Specialist

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- For Area 5 : Three (3) resources in two different resource categories among these categories :
 - A.1 - Software Architect
 - A.2 - Enterprise Architect
 - A.3 - Systems Architect
 - A.4 - Data Architect
 - A.5 - Software Analyst
 - A.10 - Network Analyst
 - A.12 - Geomatics Analyst
 - A.13 - Software Lead Developer
 - A.18 - System Administration Programmer

Result:

For C4ISR R&D Area 2, the two (2) projects and the two (2) resources submitted are deemed compliant. Supplier A is qualified and is awarded a SA in C4ISR R&D Area 2.

For C4ISR R&D Area 5, the two (2) projects submitted are deemed compliant, but only two (2) resources on the three (3) presented are deemed compliant. The Supplier could see to qualified for Area 5 or another Area during the next period of evaluation of the RFSA.

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ATTACHMENT 2 – LIST OF NAMES FOR INTEGRITY

List of names for integrity verification form

Requirements

Section 17 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names with their bid or offer. The required list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

Supplier information

Supplier's legal name:
Organizational structure: <input type="checkbox"/> Corporate entity <input type="checkbox"/> Privately owned corporation <input type="checkbox"/> Sole proprietor
Supplier's address:
Supplier's procurement business number (optional):
Solicitation or transaction number:
Date of bid, offer submission or closing date of Invitation to Offer (yyyy-mm-dd):

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List of names

Name	Title

Declaration

I, (name)_____, (position)_____, of (supplier's name)_____ declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the contracting authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

Signature

Please include with your bid or offer.

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes ()

No ()

If so, the Bidder must provide the following information, for all FPS 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

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published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes ()

No ()

If so, the Bidder must provide the following information:

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