



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Travaux publics et Services gouvernementaux  
Canada

Voir dans le document/  
See herein

NA

Québec

NA

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

There is a security requirement associated with this requirement

<b>Title - Sujet</b> Automatic site monitoring	
<b>Solicitation No. - N° de l'invitation</b> W7701-217399/A	<b>Date</b> 2021-10-14
<b>Client Reference No. - N° de référence du client</b> W7701-217399	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MTB-255-16292	
<b>File No. - N° de dossier</b> MTB-0-43318 (255)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Daylight Saving Time EDT <b>on - le 2021-11-15</b> Heure Avancée de l'Est HAE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Desforges, Julie	<b>Buyer Id - Id de l'acheteur</b> mtb255
<b>Telephone No. - N° de téléphone</b> (514) 602-8307 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DE LA DEFENSE NATIONALE BATISSE 53 2459 ROUTE DE LA BRAVOURE QUEBEC Québec G3J1X5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Oue  
800, rue de La Gauchetière Ouest  
7e étage, suite 7300  
Montréal  
Québec  
H5A 1L6

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include:

- Annex A - Statement of Work
- Annex B - Basis of Payment
- Annex C - Federal Contractors Program for Employment Equity - Certification
- Annex D - Non-disclosure Agreement
- Annex E - Contractor Disclosure of Foreground Information
- Annex F - Security Requirements Checklist Form
- Annex G - DND 626 Task Authorization
- Annex H - Electronic payment instruments

- Attachment 1 - Mandatory and Point Rated Technical Criteria
- Attachment 2 - Financial Evaluation Sheet
- Attachment 3 - List of names for Integrity
- Attachment 4 - Former Public Servant
- Attachment 5 - TPSGC 1111 form

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## 1.2 Summary

### Title

Automatic site monitoring using electro-optical and thermal remote sensing imagery

### Description

Defence Research and Development Canada (DRDC) – Valcartier Research Centre wants to improve its capabilities for automatic site surveillance using airborne and space electro-optical and infrared imaging, for the production of intelligence products and in support of humanitarian and disaster relief and search and rescue efforts.

The work is divided into two parallel parts:

Part 1 is dedicated to the active monitoring of 16 sites using image time series to extract intelligence products (sites undisclosed for security reasons). The imagery will be provided by Defence Research and Development Canada (DRDC) and will consist of commercial multispectral and hyperspectral images and of governmental images (undisclosed for security reasons) that will cover the 0.4 to 12 micron spectral range. The objective is to conduct persistent surveillance of the 16 sites of interest and to extract intelligence products using advanced analytics technics.

Part 2 includes the development of automatic tools for site monitoring from the image download to the report generation. In order to automate the surveillance activities of Part 1, the tools developed in Part 2 will be adapted to the different types of images used and the conditions of the different sites.

This work is in line with the DND and CAF Space-Based Surveillance Requirements for operational needs within and outside of Canadian borders. This is a continuation of previous work to develop tools and methods for automatic site monitoring from electro-optical imaging.

### Period of Contract

The period of the Contract is five (5) years from date of Contract, inclusive.

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

The requirement is limited to Canadian goods and/or services.

The estimated amount of available funding for this Contract is **\$1,400,00.00** Applicable Taxes extra.

Defence Research and Development Canada - Valcartier has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada.

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

The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

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This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

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

### **1.3 Debriefings**

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

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## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

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

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 180 days

#### **2.1.1 SACC Manual Clauses [A7035T](#) (2007-05-25), List of Proposed Subcontractors**

### **2.2 Submission of Bids**

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

#### **2.2.1 Epost Connect**

Bidders choosing to submit using epost Connect must send an email requesting to open an epost Connect conversation to the following address:

[TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca)

Note: **Bids will not be accepted if emailed directly to this email address.** This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/active>), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

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

[Steps to follow for the Bid Submission to Bid Receiving Unit \(BRU\) using epost Connect](https://buyandsell.gc.ca/steps-to-follow-for-the-bid-submission-to-bid-receiving-unit-bru-using-epost-connect) (<https://buyandsell.gc.ca/steps-to-follow-for-the-bid-submission-to-bid-receiving-unit-bru-using-epost-connect>)

#### **2.2.2 Facsimile**

Facsimile number: 418-566-6168.

**2.2.3** Bids transmitted by hardcopy to PWGSC will not be accepted.

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### 2.3 Former Public Servant

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

#### Definitions

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

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

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

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

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

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

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

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

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

#### 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:

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

#### **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority ([Julie.desforges@tpsgc-pwgsc.gc.ca](mailto:Julie.desforges@tpsgc-pwgsc.gc.ca)) no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

#### **2.5 Applicable Laws**

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

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

#### **2.6 Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least seven (7) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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

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

- national security.

## 2.8 Maximum Funding

The maximum funding available for the Contract resulting from the bid solicitation is **\$1,400,000.00** (Applicable Taxes extra). This disclosure does not commit Canada to pay the maximum funding available.

## 2.9 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 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

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

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

Section IV: Additional Information

Bids transmitted by hardcopy will not be accepted.

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

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

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

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

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

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

Prices must be in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

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

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 6 Electronic Payment Instruments, to identify which ones are accepted.

If Attachment 6 Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

##### **3.1.2 Exchange Rate Fluctuation**

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

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

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

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## Section IV: Additional Information

### 3.1.3 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures

As indicated in Part 6 under Security Requirements, the Bidder must provide the full addresses of the Bidder'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

3.1.4 The Company Security Officer must ensure through the Contract Security Program that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory and Point Rated Technical Criteria**

Mandatory and Point Rated Technical Criteria are included in Attachment 1 - Mandatory and point rated technical criteria.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Mandatory Financial Criteria**

Bidders must submit their financial proposal in accordance with "Section II: Financial Proposal" of Part 3 - Bid Preparation Instructions.

##### **4.1.2.2 Evaluation of Price**

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

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

### **4.2 Basis of Selection**

#### **4.2.1 Highest Combined Rating of Technical Merit and Price**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum points specified for each criterion and each group of criteria which are subject to point rating.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %.

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6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equal 240, the lowest evaluated price is 97.69 \$.

**Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)**

<b>Bidders</b>			
	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>	150/240	210/240	220/240
<b>Evaluated Price</b>	97.69 \$	125.00 \$	160.00 \$
<b>Calculations</b>			
<b>Technical Merit Score</b>	$150/240 \times 70 = 43.8$	$210/240 \times 70 = 61.3$	$220/240 \times 70 = 64.2$
<b>Pricing Score</b>	$\frac{97.69}{97.69 \times 30} = 30.0$	$\frac{97.69}{125.00 \times 30} = 23.4$	$\frac{97.69}{160.00 \times 30} = 19.3$
<b>Combined Rating</b>	73.8	84.7	82.5
<b>Overall Rating</b>	<b>3rd</b>	<b>1st</b>	<b>2nd</b>

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

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

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

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

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

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

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

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

### **5.2 Additional Certifications Required with the Bid**

#### **5.2.1 Canadian Content Certification**

This procurement is limited to Canadian services. The Bidder certifies that:

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

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

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

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

#### **5.3.1 Integrity Provisions – Required Documentation**

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

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

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

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

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

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

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

### **5.4.1 Status and Availability of Resources**

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

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

### **5.4.2 Education and Experience**

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

### **5.4.3 Language Capability**

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

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

### **6.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
  - (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (e) the Bidder 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. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **6.2 Financial Capability**

*SACC Manual* clause [A9033T](#) (2012-07-16) Financial Capability

### **6.3 Controlled Goods Requirement**

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

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## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

#### **7.1.1 Task Authorization**

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

##### **7.1.1.1 Task Authorization Process**

The Technical Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex F.

##### **7.1.1.2 Description of Task Authorization (TA) tasks**

The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.

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

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

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

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

### 7.1.1.3 Contractor's TA proposal

The Contractor must provide the Technical Authority, within **ten (10) calendar days** of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract. The Contractor must submit a quote, identifying its proposed resources and detailing the cost and time to complete the task(s).

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

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

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

A resumé for each of the proposed resources. The Contractor's proposal must demonstrate that each proposed resource meets the requirements set out in Appendix A – Statement of Work of the resource category for which it is proposed (including any educational requirements, work experience and professional designation or membership requirements).

With respect to resumé and resources:

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

be counted toward any requirements that relate to the individual's length of experience.

When directed by Canada, the Contractor must also provide a technical proposal including, if applicable, the following:

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

#### **7.1.1.4 Approval of the Task Authorization**

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

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

#### **7.1.2. Task Authorization Limit**

The DND Procurement Authority may authorize individual task authorizations up to a limit of **\$175,000.00**, Applicable Taxes included, inclusive of any revisions.

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

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

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

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#### 7.1.4 Task Authorization - Department of National Defence

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

#### 7.1.5 Disclosure Certification

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

### 7.2 Standard Clauses and Conditions

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

#### 7.2.1 General Conditions

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

#### 7.2.2 SACC Manuel Clauses

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

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

#### 7.2.3 Non-disclosure Agreement

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex D, and provide it to the Technical Authority before they are given access to information by or on behalf of Canada in connection with the Work.

### 7.3 Security Requirements

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

#### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

##### PWGSC FILE No. W7701-217399

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 Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. This contract includes access to **Controlled Goods**. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada (PWGSC).
3. The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive site(s) **must be permanent residents of Canada or citizens of Canada, Australia, the United**

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**Kingdom, or the United States of America and** must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by the CSP, PWGSC.

4. The Contractor/Offeror personnel requiring access to Foreign CLASSIFIED information, assets or sensitive site(s) **must be permanent residents of Canada or citizens of Canada, Australia, the United Kingdom, or the United States of America and** must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by the CSP, PWGSC.
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 SECRET or its equivalent, granted or approved by the appropriate delegated NATO Security Authority.
6. Processing of CLASSIFIED information electronically at the Contractor/Offeror's site is NOT permitted under this Contract/Standing Offer.
7. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
8. The winning bidder / contractor must submit the completed FOCI package including the associated documentation as prescribed in the FOCI Guidelines and Questionnaire by the due date identified in the email sent by the FOCI office.
9. Before accessing any Foreign Government information and/or assets, the winning bidder/contractor must be in possession of a determination letter, specific to this contract which will expire at the end of this contract or any contract extensions, from the FOCI Office identifying the results of the FOCI assessment.
10. If the "Under FOCI with Mitigation Measures" determination letter requires mitigation measures to be implemented, these measures must be implemented and approved by the FOCI Office prior to the winning bidder/contractor or their personnel access Foreign Government information and/or assets. The mitigation measures must remain implemented throughout the duration of the contract, including any contract extension(s) if applicable.
11. The CSP retains the right to suspend the winning bidder/contractor's organizational clearance if the winning bidder/contractor becomes subject to an "Under FOCI with Mitigation Measures" determination and chooses not to implement the required mitigation measures.
12. The winning bidder/contractor must maintain their FOCI determination of "Not under FOCI", or "Under FOCI with Mitigation Measures" status throughout the duration of the contract, including any contract extension(s) if applicable.
13. The winning bidder/contractor must immediately provide the FOCI Office with documentation pertaining to any changes to the organization's corporate and or ownership structure as well as any increase in foreign income or foreign debt from what was reported to the FOCI Office for the initial FOCI assessment. The winning bidder/contractor will be subject to a FOCI re-assessment based on this new information to re-determine the FOCI status of the winning bidder/contractor.
14. An "Under FOCI" determination letter with no possible mitigation measures will result in the winning bidder/contractor not being able to obtain the necessary security clearances, to obtain and or maintain a Facility Security Clearance (FSC) and personnel clearances with the CSP, and consequently not meeting the security requirements of the contract.
15. 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) *Contract Security Manual* (Latest Edition).

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

**NOTE:** As Australia is not a NATO country, no NATO information will be released to Australians unless special permission is obtained from the CSP, PWGSC.

### 7.3.1 Contractor's Sites or Premises Requiring Safeguarding Measures

Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up-to-date the information related to the Contractor'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

**7.3.2** The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individuals hold a valid security clearance at the required level.

## 7.4 Term of Contract

### 7.4.1 Period of the Contract

The period of the Contract is five (5) years from date of Contract, inclusive.

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

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

Address: 800, De la Gauchetiere West,  
Portal South-West, 7<sup>th</sup> floor  
Montreal QC H5A 1L6

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

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

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### **7.5.2 Technical Authority**(to be completed at Contract award)

The Technical Authority for the Contract is:

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

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_  
E-mail: \_\_\_\_\_.

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

### **7.5.3 Contractor's Representative**

#### **Administrative representative :**

Name : \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Facsimile : \_\_\_\_\_  
Email : \_\_\_\_\_

#### **Technical representative :**

Name : \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Facsimile : \_\_\_\_\_  
Email : \_\_\_\_\_

### **7.5.4 DND Procurement Authority** (to be completed at Contract award)

The DND Procurement Authority for the Contract is:

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

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

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## 7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

## 7.7 Payment

### 7.7.1 Basis of Payment

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

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

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

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

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

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

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

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

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

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at annex C.

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

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

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

There will be no travel time or travel and living expenses payable for services rendered within 50 kilometres from Defence Research and Development Canada - Valcartier, located at 2459 Pie-XI Blvd North, Quebec City, Quebec.

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

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the *National Joint Council Directive*, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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

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

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of **\$1,400,000.00**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

**7.7.3 Method of Payment**

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

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

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

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

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- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

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

1. Canada will make progress payments in accordance with the payment provisions of the Task Authorization and the Contract, no more than once a month, for cost incurred in the performance of the Work, up to 90 percent of the amount claimed and approved by Canada if:
  - a. an accurate and complete claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - b. the amount claimed is in accordance with the basis of payment and the Task Authorization;
  - c. the total amount for all progress payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Task Authorization;
  - d. all certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives.
2. The balance of the amount payable will be paid in accordance with the payment provisions of the Task Authorization and the Contract upon completion and delivery of all work required under the Task Authorization if the Work has been accepted by Canada and a final claim for the payment is submitted.
3. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

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

1. Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Task Authorization and the payment provisions of the Contract, up to 90 percent of the amount claimed and approved by Canada if:
  - a. an accurate and complete claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - b. the total amount for all milestone payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Contract;
  - c. all the certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives;

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d. all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.

2 The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all Work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted."

#### **7.7.4 SACC Manual Clauses**

[A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department

[C0305C](#) (2008-05-12), Cost Submission

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

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

#### **7.7.6 Discretionary Audit**

SACC Manual Clause C0705C (2010-01-11), Discretionary Audit

### **7.8 Invoicing Instructions**

1. The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.

Each claim must show:

- a. all information required on form [PWGSC-TPSGC 1111](#);
- b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- c. the Task Authorization (TA) number;
- d. the description of the milestone invoiced, as applicable.

2. For TAs subject to a Limitation of Expenditure or a Ceiling Price, each invoice must be supported by :

- a. a list of all expenses, in accordance with the TA;
- b. a copy of time sheets to support the time claimed;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
- d. a copy of the monthly progress report.

3. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.

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4. The Contractor must prepare and certify the claim on form PWGSC-TPSGC 1111, and forward it at the following address:

**[QueReclamation.QueClaim@tpsgc-pwgsc.gc.ca](mailto:QueReclamation.QueClaim@tpsgc-pwgsc.gc.ca)**

The Contracting Authority will then forward the claim to the Technical Authority for appropriate certification after inspection and acceptance of the Work takes place, and onward submission to the Payment Office for the remaining certification and payment.

- 5 The Contractor must not submit claims until all work identified in the claim is completed.

## **7.9 Certifications and Additional Information**

### **7.9.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

### **7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

### **7.9.3 Canadian Content Certification**

1. The Contractor warrants that the certification of Canadian Content submitted by the Contractor is accurate and complete, and that the goods, services or both to be provided under the Contract are in accordance with the definition contained in clause [A3050T](#).
2. The Contractor must keep proper records and documentation relating to the origin of the goods, services or both provided to Canada. The Contractor must not, without obtaining before the written consent of the Contracting Authority, dispose of any such records or documentation until the expiration of six (6) years after final payment under the Contract, or until settlement of all outstanding claims and disputes under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all facilities for such audits, inspections and examinations, and must furnish all such information as the representatives of Canada may from time to time require with respect to such records and documentation.
3. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

## **7.10 Applicable Laws**

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

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### 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2040](#) (2020-05-28), General Conditions - Research & Development;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Federal Contractors Program for Employment Equity - Certification
- (f) Annex D, Non-disclosure Agreement
- (g) Annex E, Contractor Disclosure of Foreground Information;
- (h) Annex F, Security Requirements Check List;
- (i) Annex G, DND 626 Task Authorization Form;
- (j) the signed Task Authorizations (including all of its annexes, if any);
- (k) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*).

### 7.12 Defence Contract

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

### 7.13 Foreign Nationals (Canadian Contractor)

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

### 7.14 Insurance

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

### 7.15 Controlled Goods Program

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

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

### 7.16 Progress Reports

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

Each negative response must be supported with an explanation.

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

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

#### **7.17 Dispute Resolution**

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

#### **7.18 Canadian Forces Site Regulations**

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

#### **7.19 Canadian Forces Site Regulations**

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

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## **ANNEX "A" - STATEMENT OF WORK**

### **1. TITLE**

Automatic site monitoring using electro-optical and thermal remote sensing imagery

### **2. BACKGROUND**

The aim of this work is to improve the capabilities of airborne and space borne electro-optical and infrared imaging for the automatic generation of intelligence products when monitoring sites and in support to humanitarian and disaster relieves and search and rescue efforts.

The work is divided into two parallel parts:

Part 1 is dedicated to the active monitoring of 16 sites using image time series to extract intelligence products (sites undisclosed for security reasons). The imagery will be provided by Defence Research and development Canada (DRDC) and will consist of commercial multispectral and hyperspectral images and of governmental images (undisclosed for security reasons) that will cover the 0.4 to 12 micron spectral range. The objective is to conduct persistent surveillance of the 16 sites of interest and to extract intelligence products using advanced analytics technics.

Part 2 includes the development of automatic tools for site monitoring from the image download to the report generation. In order to automate the surveillance activities of Part 1, the tools developed in Part 2 will be adapted to the different types of images used and the conditions of the different sites.

This work is in line with the DND and CAF Space-Based Surveillance Requirements for operational needs within and outside of Canadian borders. This is a continuation of previous work to develop tools and methods for automatic site monitoring from electro-optical imaging.

### **3. ACRONYMS**

CAF: Canadian Armed Forces  
DIRSIG: Digital Imaging and Remote Sensing Image Generation  
DND: Department of National Defence  
DRDC: Defence Research and Development Canada  
HSI: Hyperspectral Imaging  
IR: Infrared  
LWIR: Long Wave Infrared  
MSI: Multispectral Imaging  
MWIR: Mid Wave Infrared  
SNR: Signal to Noise Ratio  
SOW: Statement of Work  
SWIR: Short Wave Infrared  
TA: Technical Authority  
TIR: Thermal Infrared  
VNIR: Visible Near Infrared

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

None

## 5. TASKS

This task authorization contract consists of several tasks described below. Based on the work required, it may be necessary to combine many tasks in order to respond to the statement of work associated to a task authorization call. The tasks may be called in any sequence and be repeated many times as required during the contract life. The tasks apply to the technologies developed by the contractor. The following subsections define the nature and the extent of work related to each particular task.

### 5.1 Active site monitoring

In this type of task, the Contractor will provide scientific services relating to site monitoring using multispectral and/or hyperspectral images. A total of 20 sites containing a wide variety of surface types and objects will be monitored for the following applications (not limited to):

- Airplanes and ships detection, classification, identification and tracking
- Algae & suspended sediments mapping
- Analysis of hotspots (i.e., fire, flames, flares)
- Beach characterization (soil, sand, vegetation)
- Detection and identification of toxic industrial chemical/gas spills
- DIRSIG image simulations
- Effluent detection and tracking in water
- Near shore bathymetry
- Near shore bottom composition (i.e., soil, rock, vegetation)
- Geology/mineralogy
- Image calibration for inaccessible sites
- Instrument artifact characterization and removal
- Land cover and land use mapping
- Man-made Material detection and identification
- Mine site characterization
- Nuclear safeguards analysis and interpretation
- Ocean properties
- Search and rescue
- Soil type identification
- Target detection & identification (i.e., terrestrial, submerged)
- Thematic change detection (change detection of remote sensing products)
- Vegetation attributes (species, density)
- Vegetation health and recovery monitoring
- Other applications within the fields of geoscience

The Contractor will:

- I. Process and analyse series of airborne or satellite images in the VNIR, SWIR, MWIR and/or LWIR for change detection;
- II. Develop new or adapt existing techniques and methods of machine learning and advanced analytics to extract intelligence products from image time series;
- III. Model and simulate image scenes for deep learning labeling using DIRSIG;
- IV. Generate monitoring reports that fulfill the requirements of the DND clients.

## **5.2 Automatic tool development for site monitoring**

In this type of task, the contractor will provide tools that will automate the image processing and analysis steps, from image downloading to generating results reports. The tools will be adapted to process and analyse different types of MSI and HSI imagery.

The Contractor will:

- I. Develop new, or adapt existing, validated tools/algorithms to automate the image processing steps;
- II. Develop new, or adapt existing, validated tools/algorithms to automate the image analysis steps;
- III. Develop new, or adapt existing, validated tools to automate the extraction of intelligence products;
- IV. Develop new, or adapt existing, validated tools/algorithms to automate the generation of monitoring results reports;
- V. Provide user manuals describing the tools and algorithms, and explaining how to use them and how to implement them on other platforms.

## **6. DELIVERABLES**

The contractor must deliver hardware, software and reports based on the deliverable requirements described in each specific task. The deliverables must be delivered to DRDC. The reports must be written in English. A PDF and an MS office (Microsoft Word or Powerpoint) format or compatible electronic version must be used. The presentation format of these reports must comply with DRDC standards. These standards templates are available through the project's Technical Authority (TA). All reports must be initially submitted as draft in electronic version to the scientific authority for comments. The scientific authority will take approximately 10 working days to review and return comments to the contractor. Software executable and source code must be delivered in their appropriate format.

For each Task Authorization, the Contractor must provide monthly reports showing the accomplished work in relation with the schedule. The monthly reports must include all the results obtained, the new findings and the problems encountered with the proposed solutions since the last monthly report.

### **6.1 Deliverables for generic tasks 5.1**

At the end of each task, the Contractor must provide:

- I. a reports or sections of reports integrated into work carried out as part of other tasks completed under this contract
- II. the data generated
- III. the monitoring results reports
- IV. a PowerPoint presentation summarizing the work done and the results.

### **6.2 Deliverables for generic tasks 5.2**

At the end of each task, the Contractor must provide:

- I. a reports or sections of reports integrated into work carried out as part of other tasks completed under this contract
- II. the developed tools
- III. the computer codes of the developed tools
- IV. the data generated
- V. a PowerPoint presentation summarizing the work done and the resulting tools

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VI. a user manual explaining how to install and use the developed tools

**7. DATE OF DELIVERY**

The delivery date for the deliverables will be specified in each task authorisation.

**8. LANGUAGE OF WORK**

The language of work will be English or French.

**9. LOCATION OF WORK**

In carrying out the Contract, the Contractor will be required to perform most of the work at its own facilities. Some of the work will be carried out in DRDC Valcartier facilities if specified in the TA. This will apply, for example, to the incorporation of new tools into existing equipment that are classified, protected or classified as controlled goods.

**10. TRAVEL**

The Contractor may be required to travel to DRDC Valcartier for some of the work. The Treasury Board Travel Directive will apply for any travel, accommodation and living expenses.

**11. MEETINGS**

Meetings will be called upon request from the TA or the Contractor and held at DRDC Valcartier, Contractor facilities or online. Once a task is activated, meetings will be called at least 5 working days in advance at the beginning and at the end of a task. Progress review meetings may be called if necessary. The contractor must prepare minutes, action items and the agenda and submit them for approval by the TA.

**12. GOVERNMENT SUPPLIED MATERIAL (GSM)**

DRDC will provide GSM (imagery and ground truth) upon contract award.

**13. GOVERNMENT FURNISHED EQUIPMENT (GFE)**

If required, DRDC will provide GFE upon contract award.

**14. SPECIAL CONSIDERATIONS**

None.

**ANNEX "B" - BASIS OF PAYMENT**

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

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

Bidders must submit their financial bid in accordance with the Financial Evaluation Sheet at Attachment 2)

Resource category	Firm hourly rates				
	From Award date to the 12 <sup>th</sup> month	From 13 to 24 months after contract award	From 25 to 36 months after contract award	From 37 to 48 months after contract award	From 49 to 60 months after contract award
Project Manager	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Specialist(s) in VNIR/SWIR multispectral and hyperspectral image processing and analysis	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Specialist(s) in TIR image processing and analysis	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Specialist(s) in machine learning and algorithms automation	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Specialist(s) in multispectral and hyperspectral change detection.	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Specialist(s) in geological applications of multispectral and hyperspectral remote sensing	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

2. **MATERIALS AND SUPPLIES:** At laid down cost\* without mark-up.
3. **TRAVEL AND LIVING EXPENSES:** at actual cost without markup but not to exceed the limits of the National Joint Council Directive. With respect to the National Joint Council Travel Directive, only the meal and private vehicle specified in Appendices B, C and D of the National Joint Council Travel Directive <http://www.njc-cnm.gc.ca/directive/index.php?did=10&dlabel=travel-voyage&lang=eng&merge=2&slabel=index/> and the other provisions of the directive referring to "travellers" rather than those referring to "employees", are applicable.

\***Laid-down cost means:** The cost incurred by a supplier to acquire a specific product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes the Goods and Services Tax and the Harmonized Sales Tax. (2010-01-11) (laid-down cost)

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## ANNEX "C" to PART 5 OF THE BID SOLICITATION

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

OR

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

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

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

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### ANNEX "D" - NON-DISCLOSURE AGREEMENT

I, \_\_\_\_\_, recognize that in the course of my work as an employee or subcontractor of \_\_\_\_\_, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No W7701-217399/001/QCL between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and \_\_\_\_\_, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No: W7701-217399/001/QCL.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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### ANNEX "E" - 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

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Name

Title

-----  
(Internal DRDC Valcartier)

---

Signature

Date

---

Name

Title (Technical authority)

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### **ANNEX "F" - SECURITY REQUIREMENTS CHECK LIST**

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

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**ANNEX "G" - DND 626 TASK AUTHORIZATION FORM**

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

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### **ANNEX "H" - ELECTRONIC PAYMENT INSTRUMENTS**

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);

## ATTACHMENT 1 - MANDATORY AND POINT RATED TECHNICAL CRITERIA

### 1 MANDATORY TECHNICAL CRITERIA

To meet the mandatory requirements below, the experience of the Bidder must be work for which the Bidder was under contract with clients external to the Bidder's own organization. Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation.

Failure to meet one or more of the mandatory requirements will preclude the proposal from further consideration and disqualify the proposal from any contract award.

The Bidder must meet the following mandatory requirements:

- 1- The Bidder must at least submit one published peer reviewed reference (Project reports to an external client are considered as "published peer reviewed references") showing his experience in the processing and analysis of airborne and/or spaceborne multispectral and hyperspectral imagery in the 400 to 2500 nm spectral range. The concepts of image time series analysis and change detection must be clearly demonstrated.
- 2- The Bidder must at least submit one published peer reviewed reference showing his experience in the analysis of airborne and/or spaceborne hyperspectral imagery in the 400 to 2500 nm spectral range for application projects.
- 3- The Bidder must at least submit one published peer reviewed reference showing his experience in the processing of airborne and/or spaceborne thermal infrared (TIR) imagery. The concepts of TIR remote sensing and the processing steps of thermal imagery must be clearly demonstrated.
- 4- The Bidder must at least submit one published peer reviewed reference showing his experience in the analysis of thermal imagery for application projects.
- 5- The Bidder must propose a project manager with a minimum of 2 years of experience in R&D project management that will be assigned to the project. The project manager can also work on technical tasks in the contract. The bidder must provide a start date (yyyy, month, day) and end date of the project where he/she acted as a project manager and describe the tasks he/she was responsible.
- 6- The Bidder must have access to the hardware and software/algorithms required to process and analyze multispectral and hyperspectral images such as the ENVI (TM) Image analysis software. In order to demonstrate their compliance with this criteria, the bidder should confirm access to the hardware and provide a list of software/algorithms.

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## 2 POINT RATED TECHNICAL CRITERIA

Responsive bids that meet the mandatory criteria will be evaluated and scored using the criteria below. The minimum score required for each of the main criteria is also given.

### Section 1 - APPROACH AND METHODOLOGY criteria will be scored as follows:

Each item evaluated of Section 1 will be scored out of 10 points, according to **Table 1: Qualitative Criteria Evaluation Grid** and then weighted as a function of the maximum scores indicated in the table below.

**Section 2 - EDUCATION AND EXPERIENCE OF PROPOSED PERSONNEL** criteria will be scored using the level of education listed in section 2.

**Section 3 - BIDDER'S EXPERIENCE** criteria will be scored according to the description accompanying each of the criteria listed in 3.1 and 3.2.

DESCRIPTION	MINIMUM POINTS	MAXIMUM POINTS
<b>Section 1 – APPROACH AND METHODOLOGY</b>	<b>48</b>	<b>80</b>
<p>The Bidder should present a concise plan of the proposed approach and methods that will be used for both data types (VNIR/SWIR and TIR) to address the objectives and tasks specified in the Statement of Work. The evaluation will take into account the following items :</p> <ul style="list-style-type: none"><li>• The plan should demonstrate the Bidder's comprehension of the concepts and processing steps for hyperspectral remote sensing in the 400 to 2500 nm spectral range. (Maximum 10 points)</li><li>• The plan should demonstrate the Bidder's comprehension of the concepts and processing steps for thermal remote sensing imagery. (Maximum 10 points)</li><li>• The proposed approach and method should be supported by scientific literature. (Maximum 10 points)</li><li>• The plan should demonstrate the Bidder's comprehension of the concepts of machine learning and advanced analytics. (Maximum 10 points)</li><li>• The proposed approach should include how the Digital Imaging and Remote Sensing Image Generation (DIRSIG) model will be used for image labelling. (Maximum 10 points)</li><li>• The Bidder should demonstrate how the proposed approach applies to each of the applications listed in Section 3 – Bidder's Experience – below. (Maximum 10 points)</li><li>• The plan should provide details on the software and algorithms that will be used to perform the work. (Maximum 10 points)</li><li>• The proposed approach and method should show innovation and include original elements. (Maximum 10 points)</li></ul>		

**Table 1: Qualitative Criteria Evaluation Grid**

	<b>INADEQUATE</b>	<b>WEAK</b>	<b>ADEQUATE</b>	<b>FULLY SATISFACTORY</b>	<b>STRONG</b>
<b>0 point</b>	<b>2 points</b>	<b>4 points</b>	<b>6 points</b>	<b>8 points</b>	<b>10 points</b>
Did not submit information which could be evaluated	Lacks complete or almost complete understanding of the requirements.	Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements.	Demonstrates a good understanding of the requirements.	Demonstrates a very good understanding of the requirements.	Demonstrates an excellent understanding of the requirements.
	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	No significant weaknesses	No apparent weaknesses
	Team proposed is not likely able to meet requirements	Team does not cover all components or overall experience is weak	Team covers most components and will likely meet requirements	Team covers all components - some members have worked successfully together	Strong team - has worked successfully together on comparable projects
	Extremely poor, insufficient to meet performance requirements	Little capability to meet performance requirements	Acceptable capability, should ensure adequate results	Satisfactory capability, should ensure effective results	Superior capability, should ensure very effective results

DESCRIPTION	MINIMUM POINTS	MAXIMUM POINTS
<b>Section 2 – EDUCATION AND EXPERIENCE OF PROPOSED PERSONNEL</b>	<b>60</b>	<b>108</b>
<p>The Bidder should propose a team to carry out the Work described in the Statement of Work and should clearly indicate the name of the proposed resources and supply their curriculum vitae. There should be at least one proposed resource for each of the following specialty fields. One resource can be attributed to more than one specialty fields. If more than one resource is proposed, points will be attributed to the most qualified:</p> <p>2.1 One Project Manager with experience in R&amp;D project management that will be assigned to the project. The Project Manager can also work on technical tasks in the contract. (Maximum 18 points)</p> <p>2.2 Specialist(s) in VNIR/SWIR multispectral and hyperspectral image processing and analysis: The proposed resources have experience in dealing with and manipulating VNIR/SWIR multispectral and hyperspectral imagery for application projects and have both the education and qualifications required to perform the work efficiently. (Maximum 18 points)</p> <p>2.3 Specialist(s) in TIR image processing and analysis The proposed resources have experience in dealing with and manipulating TIR imagery for application projects and have both the training and qualifications required to perform the work efficiently. (Maximum 18 points)</p> <p>2.4 Specialist(s) in machine learning and algorithms automation The proposed resources have experience in using the methods and techniques of machine learning to automatically analyze and extract information from multispectral and hyperspectral imagery (Maximum 18 points)</p> <p>2.5 Specialist(s) in multispectral and hyperspectral change detection. The proposed resources have experience in using change detection methods and techniques to analyze and extract information from multispectral and hyperspectral imagery. (Maximum 18 points)</p> <p>2.6 Specialist(s) in geological applications of multispectral and hyperspectral remote sensing The proposed resources have experience in using multispectral and hyperspectral remote sensing for geological applications. (Maximum 18 points)</p> <p><b>SCORING:</b> Education*: Bachelor = 2 point Master = 4 points Doctorate = 6 points</p> <p>Projects: 1 or 2 projects = 2 point 3 to 4 projects = 4 points 5 projects and more = 6 points</p> <p>Experience: 12 months to 60 months = 2 points 61 months to 84 months= 4 points 85 months and more= 6 points</p> <p>*Relevant education is considered to be in a field related to the Earth sciences, Physics, and Computer science.</p>		

DESCRIPTION	MINIMUM POINTS	MAXIMUM POINTS
<b>Section 3 – BIDDER’S EXPERIENCE:</b>	<b>45</b>	<b>90</b>
<p>The Bidder should provide a summary of the projects, including a list of related publications, which it carried out in the fields of VNIR/SWIR hyperspectral and TIR remote sensing for each of the following applications:</p> <ul style="list-style-type: none"> <li>• Airplanes and ships detection, classification, identification and tracking</li> <li>• Algae &amp; suspended sediments mapping</li> <li>• Analysis of hotspots (i.e., fire, flames, flares)</li> <li>• Beach characterization (soil, sand, vegetation)</li> <li>• Detection and identification of toxic industrial chemical/gas spills</li> <li>• DIRSIG image simulations</li> <li>• Effluent detection and tracking in water</li> <li>• Near shore bathymetry</li> <li>• Near shore bottom composition (i.e., soil, rock, vegetation)</li> <li>• Geology/mineralogy</li> <li>• Image calibration for inaccessible sites</li> <li>• Instrument artifact characterization and removal</li> <li>• Land cover and land use mapping</li> <li>• Man-made Material detection and identification</li> <li>• Mine site characterization</li> <li>• Nuclear safeguards analysis and interpretation</li> <li>• Ocean properties</li> <li>• Search and rescue</li> <li>• Soil type identification</li> <li>• Target detection &amp; identification (i.e., terrestrial, submerged)</li> <li>• Thematic change detection (change detection of remote sensing products)</li> <li>• Vegetation attributes (species, density)</li> <li>• Vegetation health and recovery monitoring</li> <li>• Other applications within the fields of geoscience</li> </ul> <p><b>3.1 VNIR/SWIR (60 points)</b></p> <p>0 POINT – None of the three following conditions are met:</p> <ol style="list-style-type: none"> <li>1. No previous work involving the processing and analysis of multispectral and hyperspectral imagery in the 400 nm to 2500 nm spectral range</li>   <li>2. No previous work performed with multispectral and hyperspectral imagery in the 400 to 2500nm spectral range for any of the applications listed in the SOW.</li>   <li>3. No reference provided to support the work in the VNIR/SWIR</li> </ol> <p>30 POINTS – The three following conditions should be met as a minimum:</p> <ol style="list-style-type: none"> <li>1. Previous work involving the processing and analysis of multispectral and hyperspectral imagery in the 400 nm to 2500 nm spectral range (max 5 points)</li>   <li>2. Previous work performed with multispectral and hyperspectral imagery in the 400 to 2500nm spectral range for 1 to 12 of the applications listed in the SOW (max 5 points)</li> </ol>		

3. At least one reference supports the work performed in the VNIR/SWIR. - 5 points per peer-reviewed reference, 2 points per non-peer-reviewed reference (max 20 points).

60 POINTS – The three following conditions should be met as a minimum:

1. Extensive work involving the processing and analysis of multispectral and hyperspectral imagery (max 10 points)

2. Extensive work performed with multispectral and hyperspectral imagery in the 400 to 2500nm spectral range for 13 or more of the applications listed in the SOW (max 10 points)

3. Outstanding quality of work as provided by references. - 5 points per peer-reviewed reference, 2 points per non-peer-reviewed reference (max 40 points)

### 3.2 TIR (30 points)

0 POINT – none of the three following conditions are met:

1. No previous work involving the processing and analysis of thermal remote sensing imagery

2. No previous work performed with thermal imagery for any the applications listed in the SOW.

3. Unsatisfactory quality of work as provided by references.

15 POINTS – The three following conditions must be met as a minimum:

1. Previous work involving the processing and analysis of thermal remote sensing imagery (max 3 points)

2. Previous work performed with thermal imagery for 1 to 12 of the applications listed in the SOW (max 3 points)

3. Adequate quality of work as provided by references. 3 points per peer-reviewed reference, 1 point per non-peer-reviewed reference (max 9 points).

30 POINTS – The three following conditions should be met as a minimum:

1. Extensive work involving the processing and analysis of thermal imagery (max 6 points)

2. Extensive work performed with thermal imagery for 13 or more of the applications listed in the SOW (max 6 points)

3. Outstanding quality of work as provided by references. -3 points per peer-reviewed reference, 1 point per non-peer-reviewed reference (max 18 points).

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## ATTACHMENT 2 - FINANCIAL EVALUATION

### 1 Approximate percentage of use

The total bid price will be evaluated according to the following level of estimated effort\*:

\*The "estimated level of effort" specified in the table is provided solely for the purpose of determining the estimated price for each bid. It is an approximate estimate of the requirement that is provided in good faith and should not be considered a contract guarantee.

Resource category	Estimated level of effort (%)
Project Manager	10%
Specialist(s) in VNIR/SWIR multispectral and hyperspectral image processing and analysis:	15%
Specialist(s) in TIR image processing and analysis	10%
Specialist(s) in machine learning and algorithms automation	25%
Specialist(s) in multispectral and hyperspectral change detection.	25%
Specialist(s) in geological applications of multispectral and hyperspectral remote sensing	15%

### 2 Cost of labour

To establish the cost of labour, the hourly rate provided by the Bidder is multiplied by the percentage of time for each resource. The totals will be added up and made standard for one hour.

Cost of one hour of labour = the sum of [estimated level of effort] \* [hourly rate] for all resource categories.

### 3 – Sample calculation for the price of two bids

Bid A	Estimated level of effort	Hourly rate	Value of one hour of involvement [estimated level of effort] * [hourly rate]
Project Manager	10%	\$105.00	\$10.50
Specialist(s) in VNIR/SWIR multispectral and hyperspectral image processing and analysis:	15%	\$115.00	\$17.25
Specialist(s) in TIR image processing and analysis	10%	\$75.00	\$7.50
Specialist(s) in machine learning and algorithms automation	25%	\$100.00	\$25.00
Specialist(s) in multispectral and hyperspectral change detection.	25%	\$80.00	\$20.00
Specialist(s) in geological applications of multispectral and hyperspectral remote sensing	15%	\$120.00	\$18.00
<b>Value of bid A</b> [sum of all values of one hour of involvement]			<b>\$98.25</b>

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<b>Bid B</b>	<b>Estimated level of effort</b>	<b>Hourly rate</b>	<b>Value of one hour of involvement</b> [estimated level of effort] * [hourly rate]
Project Manager	10%	\$100.00	\$10.00
Specialist(s) in VNIR/SWIR multispectral and hyperspectral image processing and analysis:	15%	\$120.00	\$18.00
Specialist(s) in TIR image processing and analysis	10%	\$80.00	\$8.00
Specialist(s) in machine learning and algorithms automation	25%	\$110.00	\$27.50
Specialist(s) in multispectral and hyperspectral change detection.	25%	\$85.00	\$21.25
Specialist(s) in geological applications of multispectral and hyperspectral remote sensing	15%	\$130.00	\$19.50
<b>Value of bid B</b> [sum of all values of one hour of involvement]			<b>\$96.25</b>

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

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### ATTACHMENT 3 - 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

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

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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.

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Signature

Please include with your bid or offer.

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## ATTACHMENT 4 – FORMER PUBLIC SERVANTS

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;
2. an individual who has incorporated;
3. a partnership made of former public servants; or
4. 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;
2. date of termination of employment or retirement from the Public Service.

Solicitation No. - N° de l'invitation  
W7701-217399/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
MTB255

Client Ref. No. - N° de réf. du client  
W7701-217399

File No. - N° du dossier  
MTB-0-43318

CCC No./N° CCC - FMS No./N° VME

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

### **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. 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.

Solicitation No. - N° de l'invitation  
W7701-217399/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
MTB255

Client Ref. No. - N° de réf. du client  
W7701-217399

File No. - N° du dossier  
MTB-0-43318

CCC No./N° CCC - FMS No./N° VME

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### **ATTACHMENT 5 – PWGSC 1111 FORM**

The PWGSC 1111 appended to this document is to be inserted at this point and forms part of this document.



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

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

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine **DND** 2. Branch or Directorate / Direction générale ou Direction **DRDC Valcartier Research Center**

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

4. Brief Description of Work / Brève description du travail  
Automatic site monitoring using electro-optical and thermal remote sensing imagery.

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

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?  No / Non  Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)  No / Non  Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.  No / Non  Yes / Oui

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

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

<b>Canada</b> <input checked="" type="checkbox"/>	<b>NATO / OTAN</b> <input checked="" type="checkbox"/>	<b>Foreign / Étranger</b> <input checked="" type="checkbox"/>
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7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>  Not releasable / À ne pas diffuser <input type="checkbox"/>  Restricted to: / Limité à : <input checked="" type="checkbox"/> Specify country(ies): / Préciser le(s) pays : Permanent residents of Canada and citizens of CA US UK AU	All NATO countries / Tous les pays de l'OTAN <input checked="" type="checkbox"/>    Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>    Restricted to: / Limité à : <input checked="" type="checkbox"/> Specify country(ies): / Préciser le(s) pays : Permanent residents of Canada and citizens of CA US UK and AU
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7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET / SECRET <input checked="" type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/> NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input checked="" type="checkbox"/> NATO CONFIDENTIAL <input type="checkbox"/> NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET / SECRET <input checked="" type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>
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Contract Number / Numéro du contrat W7701-217399
Security Classification / Classification de sécurité Unclassified

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

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

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

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

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

Special comments:  
Commentaires spéciaux : Work to be performed at Contractor's facility; may be requested to attend Level II meetings at DRDC Valcartier

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".**  
**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.**

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  No  Yes  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  Non  Oui

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

**TASK AUTHORIZATION  
AUTORISATION DES TÂCHES**

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

## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

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

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

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

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

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

### Services

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

### Cost

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

### GST/HST

The GST/HST cost as appropriate.

### Total

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

### Applicable only to PWGSC contracts

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

### Note:

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

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

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

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

### Augmentation/Réduction

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

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédié à

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

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

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

### Services

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

### Prix

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

### TPS/TVH

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

### Total

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

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

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

### Nota :

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



Claim No.  
N° de la demande

Contract Serial No.  
N° de série du contrat

## CERTIFICATE OF CONTRACTOR

## ATTESTATION DE L'ENTREPRENEUR

### I certify that:

- All authorizations required under the contract have been obtained. The claim is consistent with the progress of the work and is in accordance with the contract.
- Indirect costs have been paid for or accrued in the accounts.
- Direct materials and the subcontracted work have been received, accepted and either paid for or accrued in the accounts following receipt of invoice from supplier/subcontractor, and have been or will be used exclusively for the purpose of the contract.
- All direct labour costs have been paid for or accrued in the accounts and all such costs were incurred exclusively for the purpose of the contract;
- All other direct costs have been paid for or accrued in the accounts following receipt of applicable invoice or expense voucher and all such costs were incurred exclusively for the purpose of the contract; and
- No liens, encumbrances, charges or other claims exist against the work except those which may arise by operation of law such as a lien in the nature of an unpaid contractor's lien and in respect of which a progress payment and/or advance payment has been or will be made by Canada.

### J'atteste que :

- Toutes les autorisations exigées en vertu du contrat ont été obtenues. La demande correspond à l'avancement des travaux et est conforme au contrat.
- Les coûts indirects ont été réglés ou portés aux livres.
- Les matières directes et les travaux de sous-traitance ont été reçus, et le tout a été accepté et payé, ou encore porté aux livres après réception de factures envoyées par le fournisseur ou le sous-traitant; ces matières et ces travaux ont été ou seront utilisés exclusivement aux fins du contrat.
- Tous les coûts de la main-d'oeuvre directe ont été réglés ou portés aux livres et tous ces coûts ont été engagés exclusivement aux fins du contrat.
- Tous les autres coûts indirects ont été réglés ou portés aux livres après réception des factures ou pièces justificatives pertinentes et tous ces coûts ont été engagés exclusivement aux fins du contrat.
- Il n'existe aucun privilège ni demande ou imputation à l'égard de ces travaux sauf ceux qui pourraient survenir par effet de la loi, notamment le privilège d'un entrepreneur non payé à l'égard duquel un paiement progressif et/ou un paiement anticipé a été ou sera effectué par le Canada.

Contractor's Signature - Signature de l'entrepreneur

Check the box if the claim is being made with respect to advance payment provisions included in the basis of payment of the contract.

This claim, or a portion of this claim, is for an advance payment.

### I certify that:

- The funds received will be used solely for the purpose of the contract and attached is a complete description of the purpose to which the advance payment will be applied.
- The amount of the payment is established in accordance with the conditions of the contract.
- The contractor is not in default of its obligations under the contract.
- The payment is related to an identifiable part of the contractual work.

Title - Titre

Date (YYYY-MM-DD / AAAA-MM-JJ)

Cocher la case si la demande est faite en rapport avec les dispositions relatives aux paiements anticipés qui se trouvent dans la base de paiement du contrat.

Cette demande, ou une partie de cette demande, est pour un paiement anticipé.

### J'atteste que :

- Les fonds reçus ne serviront uniquement qu'aux fins du contrat; ci-joint est une description complète des fins auxquelles le paiement anticipé sera utilisé.
- Le montant du paiement est établi conformément aux conditions du contrat.
- L'entrepreneur n'a pas manqué à ses obligations en vertu du contrat.
- Le paiement porte sur une partie identifiable des travaux précisés dans le contrat.

Contractor's Signature - Signature de l'entrepreneur

## CERTIFICATES OF DEPARTMENTAL REPRESENTATIVES

**Scientific/Project/Inspection Authority:** I certify that the work meets the quality standards required under the contract, and its progress is in accordance with the conditions of the contract.

**Inspection Authority (all other contracts):** I certify that the quality of the work performed is in accordance with the standards required under the contract.

Title - Titre

Date (YYYY-MM-DD / AAAA-MM-JJ)

## ATTESTATIONS DES REPRÉSENTANTS DU MINISTÈRE

**Autorité scientifique ou responsable du projet / de l'inspection :** J'atteste que les travaux sont conformes aux normes de qualité exigées en vertu du contrat et que leur avancement est conforme aux conditions du contrat.

**Responsable de l'inspection (tous les autres contrats) :** J'atteste que la qualité des travaux exécutés est conforme aux normes exigées en vertu du contrat.

Signature of Scientific / Project / Inspection Authority  
Signature de l'autorité scientifique ou responsable du projet / de l'inspection

Date (YYYY-MM-DD / AAAA-MM-JJ)

**PWGSC Contracting Authority:** I certify that, to the best of my knowledge, the claim is consistent with the progress of the work and is in accordance with the contract. This claim, however, may be subject to further verification and any necessary adjustment before final settlement.

**Autorité contractante de TPSGC :** J'atteste, au meilleur de ma connaissance, que la demande correspond à l'avancement des travaux et est conforme au contrat. Toutefois, cette demande pourrait faire l'objet d'une autre vérification et de tout rajustement nécessaire avant le règlement final.

Contracting Authority Signature de l'autorité contractante

**Client's Authorized Signing Officer - (must sign the interim claim):** I certify that the claim is in accordance with the contract.

Title - Titre

Date (YYYY-MM-DD / AAAA-MM-JJ)

**Signataire autorisé du client - (doit signer la demande provisoire) :** J'atteste que la demande est conforme au contrat.

Client Signature du client

**Client's Authorized Signing Officer - (must sign the final claim):** I certify that all goods have been received and all services have been rendered, that the work has been properly performed and that the claim is in accordance with the contract.

Title - Titre

Date (YYYY-MM-DD / AAAA-MM-JJ)

**Signataire autorisé du client - (doit signer la demande finale) :** J'atteste que tous les biens ont été reçus, que tous les services ont été rendus, que tous les travaux ont été exécutés convenablement, et que la demande est conforme au contrat.

Client Signature du client

Title - Titre

Date (YYYY-MM-DD / AAAA-MM-JJ)