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RETOURNER LES SOUMISSIONS À:

Réception des soumissions - TPSGC / Bid Receiving
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NA

Québec

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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

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

TPSGC/PWGSC

601-1550, Avenue d'Estimauville

Québec

Québec

G1J 0C7

Title - Sujet EO Engineering Support Engineering Support in Electro-Optics	
Solicitation No. - N° de l'invitation W7701-227430/A	Date 2021-12-29
Client Reference No. - N° de référence du client W7701-227430	
GETS Reference No. - N° de référence de SEAG PW-\$QCL-052-18267	
File No. - N° de dossier QCL-1-44101 (052)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Standard Time EST on - le 2022-02-03 Heure Normale du l'Est HNE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Proulx, Jean-Renaud	Buyer Id - Id de l'acheteur qc1052
Telephone No. - N° de téléphone (418) 905-0629 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DE LA DEFENSE NATIONALE BATISSE 53 2459 ROUTE DE LA BRAVOURE QUEBEC Québec G3J1X5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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W7701-227430/A
Client Ref. No. - N° de réf. du client
W7701-22-7430

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-1-44101

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include:

Annex A : Statement of Work
Annex B : Basis of Payment
Annex C : Contractor Disclosure of Foreground Information
Annex D : Security Requirements Check List
Annex E : DND 626, Task Authorization Form
Annex F : Request For Visit Form
Annex G : COVID-19 Vaccination Requirement Certification

List of Attachments :

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

1.2 Summary

1.2.1 Title:

Engineering Support in Electro-Optics (EO)

1.2.2 Description of work:

The purpose of this task authorization (TA) contract is to obtain expertise to fulfill ad hoc and specific requests in terms of measurement, characterization and performance evaluation, as dictated by the Canadian Forces (CF) operational priorities in the area of electro-optics.

1. Provide expertise in the development, design and manufacturing of electronics.
2. Provide expertise in software and firmware development.
3. Provide expertise in digital signals and video processing.
4. Analyze and process data gathered during testing.

5. Gather data in an experimental or deployment setting.

1.2.3 Client department :

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

1.2.4 Period of the contract

The period of the Contract is from Contract award to March 31st 2027 inclusive

1.2.5 Important information :

- i. There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- ii. Defence Research and Development Canada - Valcartier Research Centre has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada.
- iii. Work Location: Unless stated otherwise, all classified Work must be executed at Defence Research and Development Canada – Valcartier Research Centre (2459, de la Bravoure Rd., Québec, QC, G3J 1X5, CANADA) while non-protected work can be executed within the contractor's offices.
- iv. The requirement is limited to Canadian services.
- v. The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).
- vi. This procurement is subject to the Controlled Goods Program. The Defence production Act defines Canadian Controlled Goods as certain goods listed in Canada's Export Control List, a regulation made pursuant to the Export and Import Permits Act (EIPA).
- vii. The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the Attachment titled Federal Contractors Program for Employment Equity - Certification.
- viii. Following this Request for Proposal, **Canada intends to award two (2) Contracts** :
 - The responsive bid with the lowest evaluated price per point will be recommended for award of Contract 001; and
 - The responsive bid with the second lowest evaluated price per point will be recommended for award of Contract /002.
 - If only one responsive bid is received, then a single contract will be awarded.
- ix. The work will be carried out on an "as and when requested basis" using a Task Authorization (TA).

All of the Work will be performed on an "as and when requested basis", using a Task Authorization (TA). A contract with Task Authorizations (TAs) is a method of supply for services under which all of the work or a portion of the work will be performed on an "as and when requested basis". Under contracts with TAs, the work to be carried out can be defined but the exact nature and timeframes of the required services, activities and deliverables will only be known as and when the service(s) will be required during the period of the contract. A TA is a structured administrative tool enabling the Crown to authorize work by a contractor on an "as and when requested" basis in

- x. The estimated amounts of available funding for these Contracts are :
 - Contract/001: **\$ 6,000,000.00** Applicable Taxes extra.
 - Contract/002: **\$ 4,000,000.00** Applicable Taxes extra.
 - If only one contract is awarded: **\$ 10,000,000.00** Applicable Taxes extra.
- xi. In accordance with clause "Minimum Work Guarantee - All the Work – Task Authorizations" of the Contract. Canada's obligation under these Contracts
 - Contract/001: **10%** of the estimated amount of available funding of contract 001
 - Contract/002: **10%** of the estimated amount of available funding of contract 002
 - If only one contract awarded: **10%** of the estimated amount of available funding of the awarded contract
- xii. 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."
- xiii. This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive.

1.3 Debriefings

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

1.4 Phased Bid Compliance Process

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

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>) 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.

- a) Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 180 days

- b) Subsection 11 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Insert: h) negotiate with all bidders to obtain the most economical contract while respecting the terms and conditions of the RFP, or to not award any contract to either one of the winning bidders.

- c) Subsection 14 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: In the event that the Bidder's bid is the sole responsive bid received, the Bidder must provide, on Canada's request, one or more of the following price justification :

- a. A current published price list indicating the per5centage discount available to Canada; or
- b. A copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
- c. A price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
- d. Price or rate certifications; or
- e. Any other supporting documentation as requested by Canada.

Insert: A bidder who's bid is declared to be in 1st or 2nd position according to the selection method must provide, on Canada's request, one or more documents needed to justify the prices of his bid:

- a. A current published price list indicating the per5centage discount available to Canada; or

- b. A copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
- c. A price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
- d. Price or rate certifications; or
- e. Any other supporting documentation as requested by Canada.

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 Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in 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

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 Paper submissions to PWGSC will not be accepted.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the

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

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: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

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

Yes () No ()

If so, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority, preferably via email at Jean-Renaud.Proulx@tpsgc-pwgsc.gc.ca no later than **height (8) calendar** days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Basis for Canada's Ownership of Intellectual Property

DRDC Valcartier 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](#):

the main purpose of the Contract, or of the deliverables contracted for, is to augment an existing body of Canada's Background Information as a prerequisite to the transfer of the expanded Background to the private sector, through licensing or assignment of ownership (not necessarily to the original Contractor), for the purposes of Commercial Exploitation.

2.7 Bid Challenge and Recourse Mechanisms

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

2.8 Maximum Funding

The maximum funding available for the Contract resulting from the bid solicitation is :

- Contrat/001 : **\$6,000,000.00** applicable taxes extra.
- Contrat/002 : **\$4,000,000.00** applicable taxes extra.
- If only one contract is awarded : **\$10,000,000.00\$** applicable taxes extra

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

2. If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.
3. Due to the nature of the bid solicitation, bids transmitted by hard copies will not be accepted
4. Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

3.1.1 Section I: Technical Bid

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

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

- (b) The technical bid consists of the following:

- (i) All the information required to demonstrate its conformity with the Mandatory and Point Rated Technical Criteria described in Attachment 3
- (ii) Each criteria should be addressed separately
- (iii) To insure adequate evaluation of each technical criteria (mandatory and point rated), Bidders must clearly indicate the names of every proposed resource. Bidders must propose at one resource for each category indicated in Attachment 3

-
- (iv) The technical bid must demonstrate how each proposed resource meets the requirements listed in Attachment 3
- a. Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the work.
 - b. For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programs that were successfully completed by the resource by the date of bid closing
 - c. For any requirements that specify a particular time period (e.g. two years) of work experience, Canada will disregard any information about experience if the individual's résumé does not include the relevant dates for the experience claimed (i.e., the start date and end date indicated in months).
 - d. The bid must not simply indicate the title of the individual's position, but must also demonstrate that the resource has the required work experience by explaining responsibilities and work performed by the individual while in that position. Simply listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, will not be considered "demonstrated" for the purposes of the assessment. The Bidder should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, only one project will be counted toward any requirements that relate to the individual's length of experience.

3.1.2 Section II: Financial Bid

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

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

3.1.2.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 5 « Electronic Payment Instruments », to identify which ones are accepted.

If Attachment 5 « Electronic Payment Instruments » is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

3.1.3 Section III: Certifications

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

3.1.4 Section IV: Additional Information

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

Administrative representative :

Name :

Phone :

Fascimile :

Email :

Technical representative :

Name :

Phone :

Fascimile :

Email :

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedure

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

4.1.1 Phased Bid Compliance Process

4.1.1.1 General

- (a) Canada is conducting the PBCP described below for this requirement.
- (b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE. THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.
- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2018-05-22) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses

are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

4.1.1.2 Phase I: Financial Bid

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, only that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the

requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.

- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

4.1.1.3 Phase II: Technical Bid

- (a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.
- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only that part** of the original Bid as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original

Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid

- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

4.1.1.4 Phase III: Final Evaluation of the Bid

- (a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

4.1.2 Technical Evaluation

4.1.2.1 Mandatory Technical Criteria

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

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

4.1.2.2 Point Rated Technical Criteria

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

4.1.2 Financial Evaluation

4.1.3.1 Mandatory Financial Criteria

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

4.1.3.2 Price evaluation

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

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

4.2 Basis of Selection

Highest combined rating of Technical Merit (60%) and Price (40%)

1. To be declared responsive, a bid must:
 - a) comply with all the requirements of the bid solicitation;
 - b) meet all mandatory criteria;
 - c) obtain the required minimum points specified for each criterion and group of criterion which are subject to point rating;
 - d) and obtain the required minimum of points overall for the technical evaluation criteria which are subject to point rating.
2. Bids not meeting (a) or (b) or (c) or (d) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40 % 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 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added together 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.
8. The responsive bid that will obtain the highest combined point rating will be recommended for award of Contract 001. The responsive bid that obtains the second highest combined point rating will be recommended for award of Contract 002. If only one responsive bid is received then only one Contract will be awarded for 100% of the estimated available financing.
9. In the event where two or more responsive bids obtain the same evaluated price per technical point, the responsive bid with the highest overall technical score for evaluated technical criteria will be prioritized for contract award.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points amount is 278 and the lowest evaluated price is \$9,185,270.01

	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	226/278	248/278	194/278

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Bid Evaluated Price		\$9,185,270.01	\$10,123,536.30	\$10,691,193.69
Calculations	Technical Merit Score	$(226/278) * 60 = 48.70$	$(248/278) * 60 = 53.57$	$(194/278) * 60 = 41.88$
	Pricing Score	$(\$9,185,270.01 / \$9,185,270.01) * 40 = 40.00$	$(\$9,185,270.01 / \$10,123,536.30) * 40 = 36.29$	$(\$9,185,270.01 / \$10,691,193.69) * 40 = 34.37$
Combined Rating		88.70	89.86	76.25
Overall Rating		2nd	1st	3rd

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.

5.1.2 COVID-19 Vaccination requirement certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian services.

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

The Bidder certifies that:

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

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

5.2.3.2 Status and Availability of Resources

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

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

5.2.3.3 Education and Experience

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

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File No. - N° du dossier
QCL-1-44101

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

5.2.3.4 Language Capability

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

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

6.2 Financial Capability

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

6.3 Controlled Goods Requirement

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

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 Task Authorization

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

7.1.1.1 Task Authorization Process

7.1.1.1.1 Description of Task Authorization (TA) tasks

Canada will provide the Contractor with a description of tasks.

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

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

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

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

- i. a description of any travel requirements including the content and format of any required travel report;
- ii. the language profile required of the Contractor's personnel;
- iii. categories of key resources;
- iv. any other constraints that might affect task completion.

7.1.1.1.2 Contractor's TA proposal

Within **ten (10) business days** of receipt of the description of TA tasks, the Contractor must provide Canada with the proposed total estimated cost for performing the tasks and a breakdown of that cost, established in accordance with Appendix B – Basis of Payment of the resulting Contract. The Contractor must submit a quote, identifying its proposed resources and detailing the cost and time to complete the task(s).

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

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

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

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

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

7.1.1.1.3 Approval of the Task Authorization

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

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

7.1.1.2 Task Authorization Limit

The DND Procurement Authority may authorize individual task authorizations up to a limit of **\$150,000.00**, Applicable Taxes included, inclusive of any revisions.

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

7.1.1.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

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

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

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

7.1.1.4 Task Authorization - Department of National Defence

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

7.1.2 Disclosure Certification

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.2.2 SACC Manual Clauses

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

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

7.3 Security Requirements

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

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. W7701-227430

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**, 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/PROTECTED information, assets or sensitive site(s) must EACH hold a valid personnel security screening at the level of **SECRET**, granted or approved by the CSP, PWGSC.
4. The Contractor/Offeror MUST NOT remove any CLASSIFIED/PROTECTED information or assets from the identified site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
6. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex D
 - (b) *Contract Security Manual* (Latest Edition).

7.3.2 Visit Clearance Requests for Employees

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

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

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

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

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31st 2027 inclusive

7.4.2 Option to Extend the Contract – Transition period

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

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

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name : Jean-Renaud Proulx
Title : Procurement Specialist
Organization: Public Services and Procurement Canada
Supply and Compensation Directorate
Address : 1550 D'Estimauville Avenue
Quebec City, QC, Canada
G1J 0C7
Phone : 418-905-0629
Email : Jean-Renaud-Proulx@tpsgc-pwgscc.gc.ca

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

7.5.2 Technical Authority (To be completed at contract award)

The Project Authority for the Contract is:

Name : _____
Title : _____

Solicitation No. - N° de l'invitation
W7701-227430/A
Client Ref. No. - N° de réf. du client
W7701-22-7430

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-1-44101

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

Organization : _____
Address : _____

Phone: _____
Facsimile : _____
Email : _____

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

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

The Procurement Authority for the Contract is:

Name : _____
Title : _____
Organization : _____
Address : _____

Phone: _____
Facsimile : _____
Email : _____

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

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

Administrative representative :

Name : _____

Company: _____

Telephone : _____

Facsimile : _____

Email: _____

Technical representative :

Name: _____

Company: _____

Telephone: _____

Facsimile: _____

Email: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7.7 Payment

7.7.1 Basis of Payment

One of the following Basis of payment will be part of the approved task authorization (TA). The price of the task will be established according to the Basis of Payment in Annex B.

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

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

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

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

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

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

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

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

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

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

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

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any

service that would result in Canada's liability to the Contractor under the authorized TA being exceeded before obtaining the written approval of the Contracting Authority.

(iv) Travel and Living Expenses:

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

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

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

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

7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

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:
 - i. **\$6,000,000.00\$** for contrat 001;
 - ii. **\$4,000,000.00\$** for contrat 002;
 - iii. **\$10,000,000.00\$** if only one contract is awarded

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:

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

7.7.3.2 Milestone Payments (For a Firm Price TA)

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

- (a) an accurate and complete claim for milestone payment using PWGSC-TPSGC 1111, Claim for Progress Payment, (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>) and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;
- (c) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

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

- (a) Canada will make progress payments in accordance with the payment provisions of the Task Authorization and the Contract, no more than once a month, for costs incurred in the performance of the Work up to 90 percent of the amount claimed and approved by Canada if:
 - (i) an accurate and complete claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>), and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - (ii) the amount claimed is in accordance with the Basis of Payment and the Task Authorization;

- (iii) the total amount for all progress payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Task Authorization.
 - (iv) all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.
- (b) The balance of the amount payable will be paid in accordance with the payment provisions of the Task Authorization and the Contract upon completion and delivery of all work required under the Task Authorization if the Work has been accepted by Canada and a final claim for the payment is submitted.
- (c) Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the right to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada

7.7.4 SACC Manual Clauses

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

7.7.5 Electronic Payment of Invoices – Contract (To be completed at Contract award)

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

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

7.7.6 Discretionary Audit

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

7.8 Invoicing Instructions

1. The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111 (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>).

Each claim must show:

- a) all information required on form PWGSC-TPSGC 1111;
 - b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
 - c) the Task Authorization (TA) number;
 - d) the description of the milestone invoiced, as applicable.
- 2. For Firm Price portion of the work, and TAs subject to a Limitation of Expenditure or a Ceiling Price, each invoice must be supported by:

- a) a list of all expenses, in accordance with the TA;
 - b) a copy of time sheets to support the time claimed;
 - c) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
 - d) a copy of the monthly progress report.
3. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
4. The Contractor must prepare and certify each claim on form [PWGSC- TPSGC 1111](#), and forward them to the address below for certification.

Supply and Support Clerk - Claims

QueReclamation.QueClaim@tpsgc-pwgsc.gc.ca

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

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

7.9 Certifications and Additional Information

7.9.1 Compliance

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

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

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

7.9.3 SACC Manual Clauses

[A3060C](#) (2008-05-12), Canadian Content Certification

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- a) the Articles of Agreement;
- b) the general conditions [2040](#) (2018-06-21)
- c) Annex A, Statement of Work
- d) Annex B, Basis of Payment;
- e) Annex C, Contractor Disclosure of Foreground Information;
- f) Annex D, Security Requirements Check List;
- g) Annex E, DND 626, Task Authorization Form;
- h) Annex F, Request For Visit Form;
- i) Annex G, COVID-19 Vaccination Requirement Certification;
- j) the signed Task Authorizations (including all of its annexes, if any)
- k) the Contractor's bid dated _____ *(to be completed at contract award)*

7.12 Defence Contract

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

7.13 Foreign Nationals (Canadian Contractor **OR** Foreign Contractor)

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

OR (to be completed at contract award)

SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

7.14 Insurance

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

7.15 Controlled Goods Program

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

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

7.16 Progress Reports

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

Each negative response must be supported with an explanation.

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

-
- (i) A description of the progress of each task and of the Work as a whole during the period of the report. Sufficient sketches, diagrams, photographs, etc., must be included, if necessary, to describe the progress accomplished.
 - (ii) An explanation of any variation from the work plan.
 - (iii) A description of trips or conferences connected with the Contract during the period of the report.
 - (iv) A description of any major equipment purchased or constructed during the period of the report.
- (c) PART 3: The "Contract Plan and Report Form", PWGSC-TPSGC 9143 (<http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/pdf/9143.pdf>), (or an equivalent form acceptable to the Contracting Authority) showing the following:
- (i) Actual and forecast expenditure on a monthly basis for the period being covered. (Expenditures are to be outlined by month and by task.)

7.17 Canadian Forces Site Regulations

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

7.18 Identification Badge

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

7.19 Dispute Resolution

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

ANNEX A - STATEMENT OF WORK

1. TITLE

Engineering Support in Electro-Optics (EO)

2. OBJECTIVE

The purpose of this task authorization (TA) contract is to obtain expertise to fulfill ad hoc and specific requests in terms of measurement, characterization and performance evaluation, as dictated by the Canadian Forces (CF) operational priorities in the area of electro-optics.

1. Provide expertise in the development, design and manufacturing of electronics.
2. Provide expertise in software and firmware development.
3. Provide expertise in digital signals and video processing.
4. Analyze and process data gathered during testing.
5. Gather data in an experimental or deployment setting.

3. BACKGROUND

The CF need to study and evaluate various electro-optic technologies that could be used or are currently being used. In this context, the Defence Research and Development Canada (DRDC) Valcartier Research Centre must provide measurement and analysis support by producing data sets, tests and measurements that can be deployed and that meet the specific characterization objectives for the equipment concerned. The measurements taken will not only be used as a baseline for evaluation, performance monitoring and characterization purposes, but can also assist simulation and modelling scientists by providing specific knowledge of the equipment being evaluated and characterized.

4. ACRONYMS

TA	Task authorization
BGA	Ball grid array
DSP	Digital signal processor
EO	Electro-optics
FBGA	Fine pitch ball grid array
CF	Canadian Forces
FPGA	Field-programmable gate array
MHz	Megahertz
QFN	Quad flat no-leads
DRDC	Defence Research and Development Canada
TQFP	Thin quad flat pack
TSSOP	Thin shrink small outline package
VHDL	VHSIC hardware description language

5. APPLICABLE DOCUMENTS AND REFERENCES

None.

6. TASKS

This contract will be carried out with TAs. The tasks and sub-tasks are described below. Each TA can refer to more than one task and/or sub-task. Each task or sub-task can be activated more than once.

Task 1 – Design of high-speed support electronics

The activation of this task requires the design of high-speed electronics (rate higher than 10 MHz) to support digital/analog signal acquisition/generation activities and/or monitoring.

- 1.1 Design high-speed electronics.
- 1.2 Analyze design requirements for high-speed support electronics and propose solutions in the form of a report including functional and technical specifications.
- 1.3 Analyze electronic components.
- 1.4 Design electronics schematics.
- 1.5 Perform a functional simulation of electronics schematics.

Task 2 – Placing and switching of mixed signals on schematics of high-speed electronics

The activation of this task requires the switching of signals on electronic schematics within the limit imposed by high speed (rate higher than 10 MHz) in order to plan the manufacturing of an electronic circuit based on existing electronic schematics.

- 2.1 Switch signals on electronics schematics with the restrictions imposed by high speed (rate higher than 10 MHz) in order to plan the manufacturing of an electronic circuit based on existing electronic schematics.
- 2.2 Switch each signal on an electronics schematic provided as a source file compatible with Altium, while adhering to the restrictions imposed by high speed as well as impedance control.
- 2.3 Design multi-layer circuits, up to eight (8) layers if necessary, with a high density of components, consisting of mixed signals (analog and digital), creating component patterns and using multiple design loads in the form of sub-layers.
- 2.4 Report preliminary specifications showing the number of layers necessary for manufacturing, the approximate dimensions required, and a preliminary layout of the components.
- 2.5 Run a simulation of the final models.
- 2.6 Validate the functioning of the models and identify the restrictions related to high speed.
- 2.7 Produce a printed circuit.

Task 3 – Assembly/reconditioning of electronic components on a developed or existing printed circuit

The activation of this task requires the assembly of electronic components on a printed circuit or the reconditioning of developed or existing printed circuits in order to make them operational and test their functioning.

- 3.1 Assemble high-density electronic components (FBGA, BGA, QFN, TQFP, TSSOP) on a printed circuit or recondition developed or existing printed circuits.
- 3.2 Validate the functioning of printed circuits and electronic components on these printed circuits (video circuits, analog, digital, multiplex, interface, etc.) as well as their technical specifications and assembly profile.
- 3.3 Recondition and/or assemble all components on the printed circuit.
- 3.4 Perform a final inspection of printed circuits.

Task 4 – Processing of high-speed digital signals using FPGA to support developed or existing electronics

The activation of this task requires the design of a code in VHSIC Hardware Descriptive Language (VHDL) that must be ported to a field programmable gate array (FPGA) to support developed or existing high-speed electronics in order to validate their functioning or add to their processing functions.

- 1.1 Design code in VHSIC Hardware Descriptive Language (VHDL) for porting to a field programmable gate array (FPGA) to support developed or existing high-speed electronics.
- 1.2 Validate the code's functioning and make improvements, if necessary, while adding or enhancing processing functions.
- 1.3 Perform a needs analysis based on the specifications of the target electronics.
- 1.4 Propose a signal processing solution (adapted to the processing equipment used and the type of video signal being processed) in the form of a report including a description of the processing to be done, the model's estimated execution speed, and a block diagram of interactions between the various proposed modules (if applicable).
- 1.5 Develop the digital signal processing model.
- 1.6 Test the processing models using electronics to be determined by the Technical Authority.

Task 5 – Processing of video signals to support developed or existing electronics

The activation of this task requires the development of video signal processing algorithms and/or interfaces in order to validate concepts or add processing functionalities to developed or existing video equipment.

- 2.1 Develop video signal processing algorithms and/or interfaces.
- 2.2 Validate concepts or add processing functionalities to developed or existing video equipment.
- 2.3 Perform an analysis based on video processing requirements and the specifications of the target electronics.
- 2.4 Propose a video signal processing solution (adapted to the processing equipment used and the type of video signal being processed) in the form of a report including a summary description of the algorithms to be used or developed for processing video signals, the estimated execution speed of the model, and a summary draft of the interface (if applicable).
- 2.5 Develop video signal processing algorithms. They may be developed on a PC, using a digital signal processor (DSP) or any other video processor of interest.
- 2.6 Test algorithms using the initially targeted electronics.

Task 6 – Design of software embedded in DSP and/or micro-controller to support developed or existing electronics

The activation of this task requires the development of control algorithms or interfaces with developed or existing electronics in order to validate the functioning of the hardware interfaces or to add to their functions.

- 6.1 Develop control algorithms or interfaces with developed or existing electronics.
- 6.2 Validate the functioning of the hardware interfaces or add to their functions.
- 6.3 Perform an analysis based on interface and control requirements and the specifications of the target electronics.
- 6.4 Propose an implementation solution in the form of a report including a summary description of the algorithms and methods to use for interfacing with the target equipment, the estimated execution speed of the model, and a summary draft of the communications interface (if applicable).
- 6.5 Develop control algorithms.
- 6.6 Test the algorithms using electronics to be determined by the Technical Authority.

Task 7 – Design of software to support developed or existing electronics

The activation of this task requires the development of control or intercommunication algorithms or graphic control interfaces in C# or C++/.NET in order to validate the functioning of the electronics being controlled or to add to their functions in the context of developed or existing electronics.

- 7.1 Develop control and intercommunication algorithms or graphic control interfaces in C#, C++/.NET.
- 7.2 Validate the functioning of the electronics to be controlled or add to their functions in the context of developed or existing electronics. Perform an analysis based on interface, intercommunication and control requirements, and propose an implementation solution in the form of a report including a summary description of the algorithms/protocols and a draft of the graphic interface (if applicable).
- 7.3 Develop algorithms/protocols and control interfaces
- 7.4 Test algorithms/protocols using electronics and/or systems to be determined by the Technical Authority.

Task 8 – Design of firmware based on Matlab/Simulink, Python or similar

The activation of this task requires the development of firmware to support pre- or post-processing of data gathered when taking measurements or acquiring data, or to support the creation of rapid prototyping interfaces for monitoring, simulating or acquiring data using equipment compatible with the developed firmware

- 8.1 Develop firmware to support pre- or post-processing of data gathered when taking measurements or acquiring data.
- 8.2 Create a rapid prototyping interface for monitoring, simulating or acquiring data using compatible equipment
- 8.3 Perform an analysis based on processing, acquisition or simulation requirements, and propose an implementation solution in the form of a report describing the model to be implemented as well as a block diagram illustrating the interactions between the various modules.
- 8.4 Develop models or firmware.
- 8.5 Test models or firmware using acquired data and/or initially targeted equipment.

Table showing estimated effort allocation per task

Task 1	15%
Task 2	15%
Task 3	5%
Task 4	10%
Task 5	15%
Task 6	5%
Task 7	15%
Task 8	20%

7. REPORTS AND OTHER DELIVERABLES

7.1 General

The deliverables will be explicitly specified in the TA. In general, these may consist of one or more of the following, depending on the TA.

Task 1 – Design of high-speed support electronics

The deliverables for this activity include:

- Analysis and preliminary specification report;
- Source diagram of validated electronics (in a format compatible with Altium);
- Technical operating manual;
- End-of-task report (including the list of all selected components, and simulation report if necessary).

Task 2 – Placing and switching of mixed signals on schematics of high-speed electronics

The deliverables for this activity include:

- Analysis and preliminary specification report;
- Final printed circuit in electronic format (sources compatible with Altium and in Gerber/RS-274X format);
- Any part pattern created during this task (sources compatible with Altium);
- Functional simulation report;
- Printed circuit in the quantity requested.

Task 3 – Assembly/reconditioning of electronic components on a developed or existing printed circuit

The deliverables for this activity include:

- Assembled/reconditioned printed circuit;
- Inspection report.

Task 4 – Processing of high-speed digital signals using FPGA to support developed or existing electronics

The deliverables for this activity include:

- Analysis and preliminary specification reports;
- VHDL source files validated and ported for the targeted FPGA; and
- End-of-task report (including a description of the architecture and algorithms implemented and the functional tests performed).

Task 5 – Processing of video signals to support developed or existing electronics

The deliverables for this activity include:

- Analysis and preliminary specification report;
- C/C++ source files validated and ported for the targeted platform; and
- End-of-task report (including documentation for algorithms and interfaces developed and functional tests performed).

Task 6 – Designing of software embedded in DSP and/or microcontroller to support developed or existing electronics

The deliverables for this activity include:

- Analysis and preliminary specification report;
- C/C++ source files and directories validated and ported for the targeted platform;
- Binary files ported for the targeted platform;
- End-of-task report (including documentation of the algorithms and interfaces developed, the installation procedure and the functional tests performed).

Task 7 – Designing of software to support developed or existing electronics

The deliverables for this activity include:

Analysis and preliminary specification report;

- C/C++ source files and directories validated and ported for the targeted platform;
- Installable version of binary files ported for the targeted platform; and
- End-of-task report (including documentation of algorithms/protocols and interfaces developed, the installation procedure followed and the functional tests performed).

Task 8 – Design of firmware based on Matlab/Simulink, Python or similar

The deliverables for this activity include:

- Analysis and preliminary specification reports;
- Source files developed;
- End-of-task report (including documentation of the algorithms/modules and interfaces developed, and the functional tests performed); and
- Data processing report (if applicable).

All deliverables shall be delivered in electronic format in English, two (2) copies on a CD, DVD, USB key or external drive, as well as:

- All documentation created or received in connection with evaluations or development that could not be included in the report; and
- All billable items purchased in connection with the evaluation or development.

7.2 Publications

All manuscripts to be published in reviews, journals or on other media, as well as presentation summaries and other publications, must be submitted to the Technical Authority for review and approval at least ninety (90) days before the presentation or publication date. An explicit reference to federal government funding must be included, and it must be clearly stated that the author is responsible for the content. The Technical Authority shall provide a written objection if there are specific elements (e.g., audience) that are not in the federal government's best interests. If the technical officer produces a written objection, he or she will send the objection to the organization responsible for the publication (newspaper or conference).

8. LANGUAGE OF WORK

English, French, or English and French

9. LOCATION OF WORK

The Contractor may carry out the bulk of the tasks at its own facilities. However, certain tests or development work requiring

- (1) the use of a single laboratory or
- (2) the use of unique equipment or has special features

shall be carried out at the DRDC – Valcartier Research Centre site.

10. TRAVEL

No travel is expected within the contract but it is possible that the Contractor be asked to travel should an unexpected need arise.

11.MEETINGS

11.1 Kick-off meeting

Once a TA is activated, the Contractor must prepare for and attend a kick-off meeting with the Technical Authority and DRDC representatives. The Contractor must prepare the agenda, minutes and action items of this meeting. This meeting must be held by videoconferencing, teleconference or in person at a location agreed upon by the Technical Authority and the Contractor. The meeting may be conducted in English or French at the Technical Authority's convenience.

11.2 Progress review meetings

The Technical Authority may request that a progress review meeting be held, depending on the duration and complexity of the work involved in a TA. The Contractor shall oversee these meetings, i.e., prepare the agenda, minutes and action items. Each meeting must cover at least the following topics:

- Discussion of progress made, results, problems and documentation;
- Management report by the Contractor (finances and labour); and
- Contractor's work plan for the next period (outline of the progress expected over the period).

As often as possible, the progress review meetings must be held on the DRDC site. If team members are spread out geographically, a videoconferencing or teleconferencing system may be used as an alternative means of communication.

12.GOVERNMENT SUPPLIED MATERIAL (GSM)

If required, a complete list of GSM will be specified in the Statement of Work for each TA.

Materials not identified in a TA (electronic, mechanical or optic components) and required for the Work must be provided by the contractor. Prices must be included in TA quotes and purchases must be approved beforehand by the Technical Authority

13.GOVERNMENT SUPPLIED EQUIPMENT (GSE))

If required, a complete list of GSE will be specified in the Statement of Work for each TA.

14.LABOUR CATEGORIES REQUIRED

The following labour categories must be made available by the Contractor to perform the tasks:

1. Project manager

Resources with at least a master's degree in business administration and a bachelor's degree in engineering physics, electrical engineering, mechanical engineering or computer engineering. The following experience and areas of expertise are required:

- Minimum of 36 months of experience in the past 10 years in managing research and development projects in the field of engineering, including appropriate project control techniques, developing a calendar/process chart of steps to be completed as well as a work plan.

2. Senior engineer

Resources with at least a bachelor's degree in engineering physics, electrical engineering, mechanical engineering or computer engineering. Each resource must have at least 60 months of relevant experience, acquired over the past 10 years, in one or more of the following 8 areas of expertise:

Areas of expertise

2.1 Experience in designing high-speed electronics (rate higher than 10 MHz), which must consist of at least one of the following:

- designing high-speed electronics (rate higher than 10 MHz) in support of digital/analog signal acquisition/generation activities and/or monitoring;
- analyzing design requirements for high-speed support electronics and suggesting solutions in the form of a report, including functional and technical specifications;
- analyzing high-speed electronic components;
- designing high-speed electronics schematics; and
- running functional simulations of high-speed electronics schematics.

2.2 Experience in placing and switching mixed signals on high-speed electronics schematics (rate higher than 10 MHz), which must consist of at least one of the following:

- switching signals on high-speed electronics schematics (rate higher than 10 MHz);
- switching each signal on an electronic schematic provided as a source file compatible with high-speed Altium;
- designing multi-layer circuits, up to eight layers, if necessary, with a high density of components, consisting of mixed signals (analog and digital), creating component patterns and using multiple design loads in the form of sub-layers; and
- running simulations of final high-speed electronics models.

2.3 Experience in assembling/reworking high-density electronic components on a developed or existing printed circuit, which must consist of at least one of the following:

- assembling high-density electronic components (FBGA, BGA, QFN, TQFP, TSSOP) on a printed circuit or reworking developed or existing printed circuits;
- analyzing the functioning of printed circuits and electronic components on these high-density printed circuits, their technical specifications and their assembly profile; and
- assembling all components on a high-density printed circuit.

2.4 Experience in processing high-speed digital signals via FPGA to support developed or existing electronics, which must consist of at least one of the following:

- designing code in VHSIC Hardware Descriptive Language (VHDL) for porting to a field programmable gate array (FPGA) to support developed or existing high-speed electronics;
- analyzing the code's functioning and making improvements as necessary by adding or enhancing processing functions;
- analyzing requirements based on the specifications of the target electronics;
- developing digital signal processing models; and
- testing processing models using electronics.

2.5 Experience in processing video signals to support developed or existing electronics, which must include at least one of the following:

- developing video signal processing algorithms and/or interfaces;

- analyzing concepts or adding processing functionalities to developed or existing video equipment;
- performing analyses based on video processing requirements and the specifications of target electronics;
- developing video signal processing algorithms. They may be developed on a PC, using a digital signal processor (DSP) or any other video processor of interest; and
- testing algorithms using the initially targeted electronics.

2.6 Experience in designing software loaded on DSPs and/or microcontrollers to support developed or existing electronics, which must consist of at least one of the following:

- developing control algorithms or interfaces with developed or existing electronics;
- analyzing the functioning of hardware interfaces or adding to its functions;
- performing an analysis based on interface and control requirements and the specifications of the target electronics;
- developing control algorithms; and
- testing algorithms using electronics.

2.7 Experience in designing software to support developed or existing electronics, which must consist of at least one of the following:

- developing control and intercommunication algorithms or graphic control interfaces in C#, C++/.NET;
- analyzing the functioning of the electronics to be controlled or adding to their functions;
- performing an analysis based on interface, intercommunication and control requirements;
- developing algorithms/protocols and control interfaces; and
- testing algorithms/protocols using electronics/systems.

2.8 Experience in designing firmware based on Matlab/Simulink, Python or similar, which must consist of at least one of the following:

- developing firmware to support pre- or post-processing of data gathered when taking measurements or acquiring data, or to support the creation of rapid prototyping interfaces for monitoring, simulation or acquisition of data using equipment compatible with the developed firmware;
- creating rapid prototyping interfaces for monitoring, simulation or acquisition of data using compatible equipment;
- performing an analysis based on processing, acquisition or simulation requirements;
- developing models or firmware; and
- testing models or firmware using acquired data and/or initially targeted equipment.

3. Engineer

Resources with at least a bachelor's degree in engineering physics, electrical engineering or computer engineering. Each resource must have at least 36 months of relevant experience, acquired over the past 10 years, in one or more of the 8 areas of expertise set out above.

4. Technologist

Resources with at least a college degree or equivalent electrical, electronic or computer technologist diploma.

5. Junior Resources

A junior resource may perform a maximum of 50% of the total work per task for the resource category and must be supervised by a senior resource duly recorded in the contract in the same resource category (meeting all mandatory criteria and having been evaluated for the rated criteria). For example, if a TA is issued for \$10,000 of work for the electro-optical infrared systems specialist category, the maximum work that can be done by the junior resource in this category is \$5,000.

The senior resource who supervises the junior resource shall

- Dictate or approve the junior resource's working methods;
- Review the junior resource's results and check the quality of the work;
- Be available to support the junior resource if necessary (technical questions, interpretation of results, etc);
- Be responsible for the quality of the deliverables.

Supervision must be sporadic; in other words, the junior resource must be able to work independently under the senior resource's direction. No duplication of effort due to the presence of junior resources will be accepted.

ANNEX B - BASIS OF PAYMENT

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

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

Junior resources must be clearly labeled

Proposed Resources	Award date to March 31st 2023	April 1st 2023 to March 31 2024	April 1st 2024 to March 31 2025	April 1st 2025 to March 31 2026	April 1st 2026 to March 31 2027
A) Project Manager (min. 1 ressource)					
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
B) Senior Engineer (min. 2 ressources)					
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
C) Engineer (min. 2 ressources)					
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
D) Technologist (min. 1 ressource)					
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr

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

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

Note for Junior resources only:

Use of back-up resources must be done according to the instructions included in article 14 of Annex A

2. TRAVEL & LIVING:

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

3. MATERIALS AND SUPPLIES: at laid down cost without markup.

4. LIMITATION OF EXPENDITURE

Total limitation of expenditure for the contract (taxes extra):

- i. Contrat 001 : **\$6,000,000.00** applicable taxes extra
- ii. Contrat 002 : **\$4,000,000.00** applicable taxes extra
- iii. If only one contract is awarded : **\$10,000,000.00** applicable taxes extra

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With the exception of the firm rate(s) and price(s), the amounts shown in the various items specified above are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Technical Authority and provided that the estimated cost does not exceed the aforementioned Limitation of Expenditure.

ANNEX C – CONTRACTOR DISCLOSURE OF FOREGROUND INFORMATION

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

The Contractor must provide the following information:

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

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

Signature

Date

Name

Title

(Internal DRDC Valcartier)

Signature

Date

Name

Title (Technical authority)

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ANNEX D – SECURITY REQUIREMENTS CHECK LIST

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



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 DRDC		2. Branch or Directorate / Direction générale ou Direction Valcartier	
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 Entente cadre - Support en ingénierie électro-optique			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> 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?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> 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.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à : <input type="checkbox"/>		Restricted to: / Limité à : <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays :		Specify country(ies): / Préciser le(s) pays :	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input checked="" type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input checked="" type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <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 type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non 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 ☐ Yes
Non 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

☐

RELIABILITY STATUS
COTE DE FIABILITÉ

☐

CONFIDENTIAL
CONFIDENTIEL

☒

SECRET
SECRET

☐

TOP SECRET
TRÈS SECRET

☐

TOP SECRET- SIGINT
TRÈS SECRET - SIGINT

☐

NATO CONFIDENTIAL
NATO CONFIDENTIEL

☐

NATO SECRET
NATO SECRET

☐

COSMIC TOP SECRET
COSMIC TRÈS SECRET

☐

SITE ACCESS
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux : On-site and off-site work

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 ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non 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	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
											CONFIDENTIEL	TRÈS SECRET	NATO DIFFUSION RESTREINTE			
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?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
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?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
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).

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QCL-1-44101

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ANNEX E – DND 626 TASK AUTHORIZATION FORM

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

**TASK AUTHORIZATION
AUTORISATION DES TÂCHES**

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À Delivery location – Expédiez à	<p>TO THE CONTRACTOR</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>À L'ENTREPRENEUR</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> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%; border-bottom: 1px solid black; text-align: center;">Date</div> <div style="width: 55%; border-bottom: 1px solid black; text-align: center;">for the Department of National Defence pour le ministère de la Défense nationale</div> </div>	
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p> <div style="border-top: 1px solid black; margin-top: 20px; text-align: center;"> for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux </div>		

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.

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ANNEX F – REQUEST FOR VISIT FORM

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

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

REQUEST FOR VISIT

TO:

(Country / international organisation name)

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

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

9. IS THE VISIT PERTINENT TO:

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

Specification of the selected subject:

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

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

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

☐ Unclassified

☐ RESTRICTED

☐ CONFIDENTIAL

☐ SECRET

☐ TOP SECRET

☐ Other

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

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

NAME:

TELEPHONE NO:

E-MAIL ADDRESS:

SIGNATURE:

STAMP

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

14. CERTIFICATION OF SECURITY CLEARANCE LEVEL:

NAME:	<input type="text"/>	STAMP
ADDRESS:	<input type="text"/>	<input type="text"/>
TELEPHONE NO:	<input type="text"/>	
E-MAIL ADDRESS:	<input type="text"/>	
SIGNATURE:	<input type="text"/>	DATE (dd/mm/yyyy): <input type="text"/>

15. REQUESTING NATIONAL SECURITY AUTHORITY / DESIGNATED SECURITY AUTHORITY:

NAME:	<input type="text"/>	STAMP
ADDRESS:	<input type="text"/>	<input type="text"/>
TELEPHONE NO:	<input type="text"/>	
E-MAIL ADDRESS:	<input type="text"/>	
SIGNATURE:	<input type="text"/>	DATE (dd/mm/yyyy): <input type="text"/>

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

ANNEX 1 TO RFV FORM

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

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

Add

☐ Military

☐ Government

☐ Industry

☐ NATO

☐ EU

☐ Other

NAME:

ADDRESS:

TELEPHONE NO:

FAX NO:

NAME OF POINT OF CONTACT:

E-MAIL:

TELEPHONE NO:

NAME OF SECURITY OFFICER OR
SECONDARY POINT OF CONTACT:

E-MAIL:

TELEPHONE NO:

Delete

ANNEX 2 TO RFV FORM

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

PARTICULARS OF VISITOR(S)

Add

☐ Military ☐ Defence Public ☐ Government ☐ Industry/Embedded ☐ NATO ☐ EU ☐ Other
Servant Contractor Employee Employee

SURNAME:

FORENAMES (as per passport):

RANK (if applicable):

DATE OF BIRTH (dd/mm/yyyy):

PLACE OF BIRTH:

NATIONALITY:

SECURITY CLEARANCE LEVEL:

PP/ID NUMBER:

POSITION:

COMPANY/AGENCY:

Delete

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ANNEX G - COVID-19 VACCINATION REQUIREMENT CERTIFICATION

I, _____ (*first and last name*), as the representative of
_____ (*name of business*) pursuant to
_____ (*insert solicitation number*), warrant and certify that all
personnel that _____ (*name of business*) will provide on the
resulting Contract who access federal government workplaces where they may come into contact with
public servants will be:

- (a) fully vaccinated against COVID-19;
- (b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to accommodation and mitigation measures that have been presented to and approved by Canada; or
- (c) partially vaccinated against COVID-19 for a period of up to 10 weeks from the date of their first dose and subject to temporary measures that have been presented to and approved by Canada, immediately after which period the personnel will meet the conditions of (a) or (b) or will no longer access federal government workplaces where they may come into contact with public servants under this Contract;

I certify that all personnel provided by _____ (*name of business*) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the _____ (*name of business*) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

Signature: _____

Date: _____

Optional

For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below **is not a substitute** for completing the mandatory certification above.

Initials: _____

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.

ATTACHMENT 1 – FINANCIAL BID PRESENTATION SHEET

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

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

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

Junior resources must be clearly labeled

Proposed Resources	Award date to March 31st 2023	April 1st 2023 to March 31 2024	April 1st 2024 to March 31 2025	April 1st 2025 to March 31 2026	April 1st 2026 to March 31 2027
A) Project Manager (min. 1 ressource)					
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
B) Senior Engineer (min. 2 ressources)					
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
C) Engineer (min. 2 ressources)					
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
D) Technologist (min. 1 ressource)					
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr

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Name :	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr	_____ \$/hr
--------	-------------	-------------	-------------	-------------	-------------

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

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

Note for Junior resources only:

Use of back-up resources must be done according to the instructions included in section 14 of Annex A

2. TRAVEL & LIVING:

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

3. MATERIALS AND SUPPLIES: at laid down cost without markup.

4. LIMITATION OF EXPENDITURE

Total limitation of expenditure for the contract (taxes extra):

- iv. Contrat 001 : **\$6,000,000.00** applicable taxes extra

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-
- v. Contrat 002 : **\$4,000,000.00** applicable taxes extra
 - vi. If only one contract is awarded : **\$10,000,000.00** applicable taxes extra

With the exception of the firm rate(s) and price(s), the amounts shown in the various items specified above are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Technical Authority and provided that the estimated cost does not exceed the aforementioned Limitation of Expenditure.

ATTACHMENT 2 - EVALUATION OF PRICE

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

1 - Financial Bid

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

2 - Calculation of bid price

The bid price will be calculated as follows:

Bid price = Cost of labour

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

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

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

Project Manager	5%
Senior Engineer	20%
Engineer	65%
Technologist	10%

3 - Cost of labour:

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

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

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

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

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

For example:

- Anticipated funding for the work = \$10,000,000.00
- Percentage of use for PM = 5%
- If the average hourly rate*
 - for bid A = \$90.00,
 - for bid B = \$105.00 and
 - for bid C = \$110.00,then the average hourly rate for the resource category = \$101.67

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

Therefore,

- Effort available $\$10,000,000.00 \times 0.05 / \$101.67 = 4,918.03$ hours

and

- Labour costs for PM, bid A
= 4,918.03 hours x \$90.00 = \$442,622.95
- Labour costs for PM, bid B
= 4,918.03 hours x \$105.00 = \$516,393.44
- Labour costs for PM, bid C
= 4,918.03 hours x \$110.00 = \$540,983.61

4 - Sample calculations for the price of the three bids

Table 4.1

Resource Categories	%of use	Bid A		Bid B		Bid C		Hours Qty
		Rate A	Price pour A	Rate B	Price pour B	Rate C	Price pour C	
Project Manager	5%	\$90.00	\$442,622.95	\$105.00	\$516,393.44	\$110.00	\$540,983.61	4,918.03
Senior Engineer	20%	\$85.00	\$1,821,428.57	\$95.00	\$2,035,714.29	\$100.00	\$2,142,857.14	21,428.57
Engineer	65%	\$80.00	\$6,117,647.06	\$85.00	\$6,500,000.00	\$90.00	\$6,882,352.94	76,470.59
Technologist	10%	\$75.00	\$803,571.43	\$100.00	\$1,071,428.57	\$105.00	\$1,125,000.00	10,714.29
TOTAL :		\$9,185,270.01		\$10,123,536.30		\$10,691,193.69		

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

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

ATTACHMENT 3 – MADATORY AND POINT RATED TECHNICAL CRITERIA

1. MANDATORY EVALUATION CRITERIA

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

	CRITERIA	YES	NO	Comments
MC1	The bidder must provide the services of a project manager with at least 36 months of experience in R&D in the area of engineering, acquired over the past 10 years.			
MC2	The bidder must provide the services of at least 2 senior engineers with at least 60 months of relevant experience each, acquired over the past 10 years in one or more of the 8 areas of expertise outlined above in this document (2.1 to 2.8).			
MC3	The bidder must provide the services of at least 2 engineers with at least 36 months of relevant experience each, acquired over the past 10 years in one or more of the 8 areas of expertise outlined above in this document (2.1 to 2.8).			
MC4	The bidder must provide the services of at least 1 technologist in electronics, electricity or IT			

2. POINT-RATED EVALUATION CRITERIA

2.1 - EXPERIENCE OF THE PROPOSED RESOURCES

- i. The bidder should include with its proposal the curriculum vitae (CVs) of all the proposed resources.
- ii. More than one resource can be proposed per category. Where appropriate, each resource will be assessed individually.
- iii. For the point-rated technical criteria, the points obtained by each of the resources in the category in question will be added up, then divided by the number of resources proposed in order to obtain an average. The average for a given criterion will be the rating given to the bidder for that criterion.
- iv. If a proposed resource for a given category does not obtain the required minimum score for any of the criteria, that resource will not be considered for the contract, for the mandatory criteria, or for the technical and financial evaluations.
- v. Following all resources evaluations for mandatory and point rated criteria, the bid must meet the minimum required number of resources for each category. Should the bid not meet this minimum in any category following the rejection of evaluated resources, the bid will become non-receivable.
- vi. For all the criteria evaluating the experience of the proposed resources (projects, months of experience), points will be awarded only for sufficiently demonstrated experience. The bidder should therefore provide sufficient information to allow a full evaluation of each example of experience mentioned.
- vii. Here are examples of information enabling the complete evaluation of a resource's experience (this may vary depending on the criterion):
 - description of the nature of the project or experience;
 - exact dates of completion of the project or experience (start and end month and year);
 - description of the tasks performed by the resource during the project or experience.
- viii. If the information provided does not confirm that the experience of the proposed resource meets the criterion, the points for that criterion will not be awarded.
- ix. Months of experience may include experience acquired during university studies in the context of experimental research or numerical modelling. Time spent documenting research, such as writing technical papers or a thesis, should not be taken into account.
- x. Note that for each of the proposed resources, concurrent experiences are not accepted. Concurrent experiences are experiences that have been acquired over the same period of time.
- xi. For the purposes of this evaluation, a full-time, one-month period corresponds to a period of 150 work hours.

2.2 - ACADEMIC CREDENTIALS OF PROPOSED RESOURCES

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

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

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

2.3 - DESCRIPTIONS OF THE LABOUR CATEGORIES REQUIRED

Labour categories required for the contract are described in Article 14 of Annex A

i. Back-up resources

The Bidder may propose up to one junior resource per resource category and a maximum of three junior resources for the entire contract, for succession and training purposes. To be eligible, a resource must meet the mandatory academic training requirements. These resources will not be evaluated for the rated criteria and will not be considered in calculating the number of resources in each category, however these resources must meet the minimum required evaluation score for the category in which they are presented.

In replacement of minimum experience, the Bidder must demonstrate how each junior resource acquired their expertise in the sub-criteria of the category in which they are proposed

3. POINT RATED CRITERIA CATEGORIES AND SCORING

POINT RATED CRITERIA	Minimum required score	Maximum possible score
1. Technical Proposal	30	12
2. Experience and Education of resources	108	5
2.1 – Project Manager	10	2
2.2 – Senior Engineer	50	1
2.3 – Engineer	50	1
2.4 – Technologist	8	1
3. Bidder Experience	80	32
4. Management proposal	60	24
4.1 – Personnel and Task management method	20	8
4.2 – Work plan and Schedule development method	20	8
4.3 – Quality Control process and workflow management	20	8
TOTAL	278	73

Rated Technical Criteria	Rating Scale	Max	Min	Comments/Rationale
1. Technical proposal		30	12	
1.1 Understanding of the Statement of Work	Scoring for this criterion will use the	30	12	

The bidder should demonstrate their understanding of the Statement of Work (SOW) by providing, in their own words, a convincing demonstration of their understanding of the context, scope and objectives of the resulting contract. The demonstrated understanding of the context, scope and objectives should be complete and should not be limited to the description in the SOW.	generic scoring table attached at the end of this document. The rating obtained will then be weighted according to the rating scale of this criterion to determine the total score for this criterion. (max 30 pts)			
2. Experience and education of resources proposed by bidder To enable the evaluation team to properly evaluate the following criteria, the bidder should provide the CV of each resource proposed in order to meet each criterion of this section. The CVs should clearly, explicitly and indisputably demonstrate that the proposed resources meet the minimum requirement with regard to the education and experience of the labour category. The minimum requirements associated with each labour category are described in points 1 to 4 above. The bidder should also support each work experience by presenting a project in which the proposed resources acquired their experience. For each project described, the bidder should at least include the following information: the title, the objectives, the scope, the project periods (month and year of the beginning and month and year of the end), the exact dates of the involvement and the role of the proposed resource in the project, the tasks performed by the proposed resource and any other relevant information. The overall scores obtained by each resource in the given category will be added up and then divided by the number of available resources to obtain an average. The average will be the rating assigned to the bidder. <u>The same resource may be proposed in more than one labour category and will be evaluated for each of those categories.</u> <u>For evaluation purposes, the same resource cannot be proposed as both a senior engineer and an engineer.</u> If a bidder cannot submit a resource for every category, subcontractors must be submitted. The same information should be provided for subcontractors, and the same evaluation method will apply.	108	5		
2.1 Project Manager	10	2		

2.1.1 Resource's education 5 points: PhD in engineering physics, electrical engineering, computer engineering or mechanical engineering 3 points: Master's degree in engineering physics, electrical engineering, computer engineering or mechanical engineering 1 point: Master's degree in business administration or bachelor's degree in engineering physics, electrical engineering, mechanical engineering or computer engineering 0 points: Any other situation	5	1	
2.1.2 Resource's experience in the area of expertise 5 points: More than 72 months of total experience 3 points: Between 60 and 71 months of months of total experience 2 points: Between 48 and 59 months of total experience 1 point: Between 36 and 47 months of total experience 0 point: Less than 36 months of total experience	5	1	
2.2 Senior Engineer	45	1	
2.2.1 Resources' education 5 points: PhD in engineering physics, electrical engineering, mechanical engineering or computer engineering 3 points: Master's degree in engineering physics, electrical engineering, mechanical engineering or computer engineering 1 point: Bachelor's degree in engineering physics, electrical engineering, mechanical engineering or computer engineering	5	1	
2.2.2 Resource's experience in designing high-speed electronics (rate higher than 10 MHz) – See Expertise #2.1 5 points: More than 60 months of total experience 3 points: Between 37 and 59 months of total experience 2 point: Between 13 and 36 months of total experience 1 point: Between 3 and 12 months of total experience 0 points: Less than 3 months of total experience	5	N/A	
2.2.3 Resource's experience in placing and switching mixed signals on high-speed electronics schematics (rate higher than 10 MHz) – See Expertise #2.2 5 points: More than 60 months of total experience 3 points: Between 37 and 59 months of total experience 2 point: Between 13 and 36 months of total experience 1 point: Between 3 and 12 months of total experience 0 points: Less than 3 months of total experience	5	N/A	
2.2.4 Resource's experience in assembling/reworking high-density electronic components on a developed or existing printed circuit – See Expertise #2.3 5 points: More than 60 months of total experience	5	N/A	

3 points: Between 37 and 59 months of total experience 2 point: Between 13 and 36 months of total experience 1 point: Between 3 and 12 months of total experience 0 points: Less than 3 months of total experience			
2.2.5 Resource's experience in processing high-speed digital signals via FPGA – See Expertise #2.4 5 points: More than 60 months of total experience 3 points: Between 37 and 59 months of total experience 2 point: Between 13 and 36 months of total experience 1 point: Between 3 and 12 months of total experience 0 points: Less than 3 months of total experience	5	N/A	
2.2.6 Resource's experience in processing video signals to support developed or existing electronics – See Expertise #2.5 5 points: More than 60 months of total experience 3 points: Between 37 and 59 months of total experience 2 point: Between 13 and 36 months of total experience 1 point: Between 3 and 12 months of total experience 0 points: Less than 3 months of total experience	5	N/A	
2.2.7 Resource's experience in designing software loaded on DSPs and/or microcontrollers to support developed or existing electronics – See Expertise #2.6 5 points: More than 60 months of total experience 3 points: Between 37 and 59 months of total experience 2 point: Between 13 and 36 months of total experience 1 point: Between 3 and 12 months of total experience 0 points: Less than 3 months of total experience	5	N/A	
2.2.8 Resource's experience in designing software to support developed or existing electronics – See Expertise #2.7 5 points: More than 60 months of total experience 3 points: Between 37 and 59 months of total experience 2 point: Between 13 and 36 months of total experience 1 point: Between 3 and 12 months of total experience 0 points: Less than 3 months of total experience	5	N/A	
2.2.9 Resource's experience in designing firmware based on Matlab/Simulink, Python or similar– See Expertise #2.8 5 points: More than 60 months of total experience 3 points: Between 37 and 59 months of total experience 2 point: Between 13 and 36 months of total experience 1 point: Between 3 and 12 months of total experience 0 points: Less than 3 months of total experience	5	N/A	
2.3 Engineer	45	1	
2.3.1 Resource's education	5	1	

5 points: PhD in engineering physics, electrical engineering, mechanical engineering or computer engineering 3 points: Master's degree in engineering physics, electrical engineering, mechanical engineering or computer engineering 1 points: Bachelor's degree in engineering physics, electrical engineering, mechanical engineering or computer engineering			
2.3.2 Resource's experience in designing high-speed electronics (rate higher than 10 MHz) – See Expertise 2.1 5 points: More than 36 months of total experience 3 points: Between 24 and 35 months of total experience 2 points: Between 13 and 24 months of total experience 1 point: Between 3 and 12 months of total experience 0 points: Less than 3 months of total experience	5	N/A	
2.3.3 Resource's experience in placing and switching mixed signals on high-speed electronics schematics (rate higher than 10 MHz) – See Expertise 2.2 5 points: More than 36 months of total experience 3 points: Between 24 and 35 months of total experience 2 points: Between 13 and 24 months of total experience 1 point: Between 3 and 12 months of total experience 0 points: Less than 3 months of total experience	5	N/A	
2.3.4 Resource's experience in assembling/reworking high-density electronic components on a developed or existing printed circuit – See Expertise 2.3 5 points: More than 36 months of total experience 3 points: Between 24 and 35 months of total experience 2 points: Between 13 and 24 months of total experience 1 point: Between 3 and 12 months of total experience 0 points: Less than 3 months of total experience	5	N/A	
2.3.5 Resource's experience in processing high-speed digital signals via FPGA – See Expertise 2.4 5 points: More than 36 months of total experience 3 points: Between 24 and 35 months of total experience 2 points: Between 13 and 24 months of total experience 1 point: Between 3 and 12 months of total experience 0 points: Less than 3 months of total experience	5	N/A	
2.3.6 Resource's experience in processing video signals to support developed or existing electronics – See Expertise 2.5 5 points: More than 36 months of total experience 3 points: Between 24 and 35 months of total experience 2 points: Between 13 and 24 months of total experience 1 point: Between 3 and 12 months of total experience 0 points: Less than 3 months of total experience	5	N/A	

<p>2.3.7 Resource's experience in designing software loaded on DSPs and/or microcontrollers to support developed or existing electronics – See Expertise 2.6</p> <p>5 points: More than 36 months of total experience 3 points: Between 24 and 35 months of total experience 2 points: Between 13 and 24 months of total experience 1 point: Between 3 and 12 months of total experience 0 points: Less than 3 months of total experience</p>	5	N/A	
<p>2.3.8 Resource's experience in designing software to support developed or existing electronics – See Expertise 2.7</p> <p>5 points: More than 36 months of total experience 3 points: Between 24 and 35 months of total experience 2 points: Between 13 and 24 months of total experience 1 point: Between 3 and 12 months of total experience 0 points: Less than 3 months of total experience</p>	5	N/A	
<p>2.3.9 Resource's experience in designing firmware based on Matlab/Simulink, Python or similar– See Expertise 2.8</p> <p>5 points: More than 36 months of total experience 3 points: Between 24 and 35 months of total experience 2 points: Between 13 and 24 months of total experience 1 point: Between 3 and 12 months of total experience 0 points: Less than 3 months of total experience</p>	5	N/A	
2.4 Electronics and Mechanical Technologist	8	1	
<p>2.4.1 Resource's education</p> <p>3 points: Electrical, electronic, mechanical or computer technologist college diploma 1 point: Electrical, electronic, mechanical or computer technologist vocational studies diploma 0 points: Any other training</p>	3	1	
<p>2.4.2 Resource's experience</p> <p>5 points: More than 48 months of total experience 3 points: Between 36 and 47 months of total experience 2 points: Between 24 and 36 months of total experience 1 point: Between 12 and 24 months of total experience 0 points: Less than 12 months of total experience</p>	5	N/A	
<p>3. Bidder Experience For each criterion in this section, the bidder should demonstrate their experience by describing recent past projects related to the evaluation criteria, which pertain to the following information:</p> <p>a. the topic, the context, the objectives and the scope of the project;</p>	80	32	

b. the project periods (exact month and year of the beginning, exact month and year of the end of each project); c. the exact dates of the bidder's involvement in the project; d. the role(s) of the bidder in the project (prime contractor, subcontractor, etc.); e. the budget; f. the name of the client; g. the number of resources (full-time equivalents) involved in the project for each year of the project; and h. any other relevant information. <i>A project is defined as being valued at \$50,000 or more and as having taken at least 3 months to complete in the past 10 years. A task authorization of \$50,000 or more that takes at least 3 months to complete is considered a project.</i> <i>Only projects completed by the bid closing date will be given consideration.</i>				
3.1 Bidder's experience in performing projects in a field related to the resulting contract tasks		80	32	
3.1.1 Bidder's experience in performing projects in a field related to Task 1: Designing high-speed electronics	10 points: more than 4 projects 8 points: 4 projects 6 points: 3 projects 4 points: 2 projects 2 points: 1 project 0 points: Any other situation	10	N/A	
3.1.2 Bidder's experience in performing projects in a field related to Task 2: Placing and routing of in high-speed electronics signal	10 points: more than 4 projects 8 points: 4 projects 6 points: 3 projects 4 points: 2 projects 2 points: 1 project 0 points: Any other situation	10	N/A	
3.1.3 Bidder's experience in performing projects related to Task 3: Assembling and installing electronic components for high-density electronic circuits	10 points: more than 4 projects 8 points: 4 projects 6 points: 3 projects 4 points: 2 projects 2 points: 1 project 0 points: Any other situation	10	N/A	

3.1.4 Bidder's experience in performing projects in a field related to Task 4: Processing high-speed digital signals via a field-programmable gate array (FPGA)	10 points: more than 4 projects 8 points: 4 projects 6 points: 3 projects 4 points: 2 projects 2 points: 1 project 0 points: Any other situation	10	N/A	
3.1.5 Bidder's experience in performing projects in a field related to Task 5: Video signal processing	10 points: more than 4 projects 8 points: 4 projects 6 points: 3 projects 4 points: 2 projects 2 points: 1 project 0 points: Any other situation	10	N/A	
3.1.6 Bidder's experience in performing projects in a field related to Task 6: Designing integrated programs for digital signal processing and microcontrollers	10 points: more than 4 projects 8 points: 4 projects 6 points: 3 projects 4 points: 2 projects 2 points: 1 project 0 points: Any other situation	10	N/A	
3.1.7 Bidder's experience in performing projects in a field related to Task 7: Programming electronics	10 points: more than 4 projects 8 points: 4 projects 6 points: 3 projects 4 points: 2 projects 2 points: 1 project 0 points: Any other situation	10	N/A	
3.1.8 Bidder's experience in performing projects in a field related to Task 8: Designing firmware based on Matlab/Simulink, Python or similar	10 points: more than 4 projects 8 points: 4 projects 6 points: 3 projects 4 points: 2 projects 2 points: 1 project 0 points: Any other situation	10	N/A	
4. Management proposal		60	24	
4.1 Personnel and task management method		20	8	
The bidder should describe the method and tools to be used to manage their personnel, in terms of contingency management, availability of resources, and work overload in the context of a task authorization contract.				

4.1.1 Management method The management method described by the bidder should be realistic and take into account each of the following elements: contingency management, availability of proposed resources, work overload, and the unpredictable context specific to task authorization (TA) contracts.	Scoring for this criterion will use the generic scoring table attached at the end of this document.	10	4	
4.1.2 Tools used The bidder should describe the planning and control tools that will be used to enable an efficient management methodology.	Scoring for this criterion will use the generic scoring table attached at the end of this document.	10	4	
4.2 Work plan and schedule development method The bidder should describe their proposed work plan and schedule development method and demonstrate its effectiveness.		20	8	
4.2.1 Work plan and schedule development method The bidder should describe their proposed work plan and schedule development method. The bidder should describe how their work plan and schedule development method take into account the risk elements of the project and the unpredictable nature of a TA contract.	Scoring for this criterion will use the generic scoring table attached at the end of this document.	10	4	
4.2.2 Demonstration of effectiveness: The bidder should clearly demonstrate that their work plan and schedule development method has been successfully applied and tested in previous projects.	Scoring for this criterion will use the generic scoring table attached at the end of this document.	10	4	

4.3 Quality control process and workflow management method		20	8	
<p>The bidder should describe their management method for overseeing the progress of the work and compliance with deadlines. It should also describe their quality control process and the tools to be used to ensure that deliverables meet requirements. Furthermore, it should demonstrate clearly and beyond any reasonable doubt that this method has been tested and shown to be effective in previous projects.</p>				
4.3.1 Workflow management method:	<p>Scoring for this criterion will use the generic scoring table attached at the end of this document.</p> <p>The bidder should describe their workflow management method that takes into account risks, contingencies and compliance with deadlines. The bidder should clearly demonstrate that their workflow management method has been successfully applied and tested in previous projects.</p>	10	4	
4.3.2 Quality control process	<p>The generic assessment table included at the end of this document will be used for evaluating this criterion.</p> <p>The bidder should describe their quality control process, which should at least include:</p> <ol style="list-style-type: none"> 1. Verification and validation of work performed; 2. Validation of compliance with the client's requirements; and 3. Identification of future elements requiring improvement. <p>The bidder should clearly demonstrate that their quality control process has been successfully applied and tested in previous projects.</p>	10	4	
Total		278	73	

GENERIC EVALUATION TABLE

INADEQUATE OR WEAK	ACCEPTABLE	GOOD	VERY GOOD	EXCELLENT
0 points	4 points	6 points	8 points	10 points
Did not submit information which could be evaluated or Does not understand well, or at all, the requirements.	Understands the requirements to some extent.	Shows sound understanding of the requirements.	Shows very sound understanding of the requirements.	Demonstrates expert understanding of the requirements.
Weaknesses cannot be overcome, or have a low probability of being corrected.	In general, noted weaknesses have a good chance of being easily corrected.	Weaknesses can easily be corrected.	No notable weakness.	No apparent weakness.
Poor; not sufficient to meet performance requirements, or poor ability to meet performance requirements.	Minimal acceptable capability; should meet minimal performance requirements.	Satisfactory capability; satisfactory results should be obtained.	Very satisfactory capability; very good results should be obtained.	Superior capability, should ensure superior results

ATTACHMENT 4 – 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)

Solicitation No. - N° de l'invitation
W7701-227430/A
Client Ref. No. - N° de réf. du client
W7701-22-7430

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-1-44101

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

ATTACHMENT 5 - ELECTRONIC PAYMENT INSTRUMENTS

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

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