



National Defence
National Defence Headquarters
Ottawa, Ontario
K1A 0K2

Défense nationale
Quartier général de la Défense nationale
Ottawa (Ontario)
K1A 0K2

**REQUEST FOR PROPOSAL /
DEMANDE DE PROPOSITION**

**RETURN BIDS TO /
RETOURNER LES SOUMISSIONS À:**

Attn:
Amy Fisher
D Mar P 8-2-2-2
MAT.DMarP3BidReceiving-
DOMar3ReceptiondesSoumissions@forces.gc.ca

Proposal To: National Defence 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 and services listed herein and on any attached sheets at the price(s) set out therefore.

Proposition à : Défense nationale 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 et services énumérés ici et sur toute feuille ci-annexée, au(x) prix indique(s).

Title / Titre: INNOVATION HUB SERVICES FOR NAVAL INNOVATION PROGRAMME / SERVICES DU CENTRE D'INNOVATION POUR LE PROGRAMME D'INNOVATION NAVALE		Solicitation No / No de l'invitation: W8482-220112/A
Date of Solicitation / Date de l'invitation: 03 May 2022		
Address Enquiries to – Adresser toutes questions à: Amy Fisher D Mar P 8-2-2-2 MAT.DMarP3BidReceiving-DOMar3ReceptiondesSoumissions@forces.gc.ca		
Telephone No. / N° de téléphone: N/A		FAX No / No de fax: N/A
Destination: Specified Herein		

Instructions:

Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

Instructions:

Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés «rendu droits acquittés», tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente

Solicitation Closes / L'invitation prend fin: At / à : 10:00 EDT On / le : 30 May 2022

Delivery required / Livraison exigée:	Delivery offered / Livraison proposée:
Vendor Name and Address / Raison sociale et adresse du fournisseur:	
Name and title of person authorized to sign on behalf of vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie):	
Name / Nom: _____	Title / Titre: _____
Signature: _____	Date: _____

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, and the Electronic Payment Instruments.

1.2 Summary

- 1.2.1 The Department of National Defence has a requirement for the provision of a membership to an innovation technology hub or incubator in the National Capital Region (NCR), facilitating access to investors and entrepreneurial support and providing innovative solutions to its defence and security challenges.
- 1.2.2 The period of any resulting contract will be from June 2022 to 31 March 2023 inclusive. Any resulting contract will include an irrevocable option to extend the resulting contract term by up to 2 additional 1 year periods under the same conditions.
- 1.2.3 This requirement is subject to the provisions of the World Trade Organization – Agreement on Government Procurement (WTO-AGP), the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), the Canada – European Union Comprehensive Economic and Trade Agreement (CETA), the Canada-Ukraine Free Trade Agreement, the Canada-Korea Free Trade Agreement, and the Canada Free Trade Agreement (CFTA).
- 1.2.4 The Phased Bid Compliance Process applies to this requirement.
- 1.2.5 There is **mandatory** bidders' conference associated with this requirement. Security screening is not required prior to the bidders' conference. Consult Part 2 – Bidder Instructions.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

- i. Section 02, Procurement Business Number is deleted in its entirety.
- ii. Section 08, is deleted in its entirety.
- iii. Section 20, Delete sub-section 2.

2.2 Submission of Bids

2.2.1 Unless specified otherwise in the RFP or otherwise directed by the Contracting Authority, bids must be submitted to the Department of National Defence organization by electronic mail by the date and time indicated on Page 1 of the solicitation.

2.2.2 Electronic Submissions: Individual e-mails that may include certain scripts, formats, embedded macros and/or links, or those that exceed five (5) megabytes may be rejected by Canada's e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority. Larger bids may be submitted through more than one e-mail. Canada will confirm receipt of documents. It is the Bidder's responsibility to ensure that their entire submission has been received unless Canada confirms receipt of each document. In order to minimize the potential for technical issues, bidders are requested to allow sufficient time before the closing date and time to confirm receipt. Bid documents submitted after the closing time and date 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: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;

-
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Improvement of Requirement during Solicitation Period

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

2.7 Bidders' Conference

A **mandatory** bidders' conference will be held **virtually** on Wednesday, May 11, 2022. The conference will begin at 13:30 EDT via Microsoft Teams. The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative.

Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance. Bidders should provide, in writing, to the Contracting Authority, the name(s) of the person(s) who will be attending and their e-mail addresses and a list of issues they wish to table no later than 12:00 EDT on Friday, May 6, 2022.

Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will be precluded from submitting a bid.

2.8 Bid Challenge and Recourse Mechanisms

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

3.1.1 Copies of Bid

Due to the nature of the bid solicitation, bids transmitted by epost Connect service and by facsimile will not be accepted.

Canada requests that bidders provide their bid in separate sections as follows:

Section I: Technical Bid (1 soft copy via e-mail)

Section II: Financial Bid (1 soft copy via e-mail)

Section III: Certifications (1 soft copy via e-mail)

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

3.1.2 Format of the Bid

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- i. use 8.5 x 11 inch (216 mm x 279 mm) paper;
- ii. use a numbering system that corresponds to the bid solicitation;
- iii. include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, and the bidder's name, address, and contact information of its representative;
- iv. include a table of contents; and
- v. soft copies will be accepted in the following electronic format:
 - a. Portable Document Format .pdf

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573). To assist Canada in reaching its objectives, bidders should:

- 1) Include all environmental certification(s) relevant to your organization (e.g. ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g. Forest Stewardship Council (FSC), ENERGYSTAR, etc.)

3.1.3 Submission of Only One Bid

A Bidder, included related entities, will be permitted to submit only one bid in response to this solicitation. If a Bidder or any related entities participate in more than one bid (participating means being part of the

Bidder, not being a subcontractor), Canada will provide those Bidders with two (2) working days to identify the single bid to be considered by Canada. Failure to meet this deadline will result in all affected bids being disqualified.

Section I: Technical Bid

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

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

Section II: Financial Bid

3.1.4 Bid Submission

Bidders must submit their financial bid in accordance with the Financial Bid Presentation Sheet detailed at Attachment 1 to Part 3.

3.1.5 Electronic Payment of Invoices – Bid

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

If Annex C – 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.

3.1.6 Exchange Rate Fluctuation

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

Section III: Certifications

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

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W8482-220112/A

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W8482-220112

ATTACHMENT 1 TO PART 3, FINANCIAL BID PRESENTATION SHEET

(Please find attached to the Solicitation)

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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Phased Bid Compliance Process

4.1.1.1 General

- a) Canada is conducting the PBCP as 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 (2020-05-28) 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 National Defence.
- 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. Such bidders will not be entitled to submit additional information in respect of their Financial Bid.
- d) For Bids other than those described in 4.1.1.2.c above, 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 **are not** entitled to submit any additional information in respect to 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.

Any Bidder who receives a Notice will have the same Remedy Period as other Bidders under this requirement to provide their response.

- 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 **is not** 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.

Any Bidder who receives a CAR indicating they have failed to meet any Eligible Mandatory Criterion will have the same Remedy Period as other Bidders under this requirement to provide their response.

- 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 this change is a

necessary result of the modification 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 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 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 evaluate 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

Mandatory and point rated technical evaluation criteria are included in Attachment 1 to Part 4, Bid Evaluation Criteria.

4.1.3 Financial Evaluation

4.1.3.1 Mandatory Financial Criteria

SACC *Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price-Bid

4.2 Basis of Selection

4.2.1 Basis of Selection – Lowest Price Per Point

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of 0 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 18 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.

ATTACHMENT 1 TO PART 4, BID EVALUATION CRITERIA

Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory criterion should be addressed separately.

Mandatory Bidder Requirements:

	Mandatory Technical Criteria (MT)	Objective Qualitative Evidence
MT1.1	The Bidder must be a registered not for profit organization.	a. Certificate of incorporation (Provincial or Federal) as a Not-for-Profit Organization.
MT1.2	The Bidder must have an entrepreneurial incubator program, which includes a physical presence from entrepreneurs at the Bidder's proposed Innovation Hub facilities.	a. Public documentation used for solicitation of entrepreneurs b. Floorplan(s) indicating dedicated footprint to incubator program.
MT1.3	The Bidder must have a partner program to engage with strategic innovation partners.	a. Public documentation used for solicitation of entrepreneurs b. List of current Strategic Partners c. Floorplan(s) indicating dedicated footprint to innovation hub partners.

Mandatory Facilities Requirements:

	Mandatory Technical Criteria (MT)	Objective Qualitative Evidence
MT2.1	All the Bidder's proposed facilities must be located in the National Capital Region.	a. List of addresses for proposed facilities, including: <ul style="list-style-type: none"> • Innovation Hub (main facility for innovation program's physical presence and DND Specific Workspace); • Meeting Facility (if separate from Main Facility); • Conference Facility (if separate from Main Facility); and • Prototyping Lab (if separate from Main Facility).
MT2.2	All the Bidder's proposed facilities must have key card access.	a. System Documentation b. Floorplan(s) with key card access points labeled

MT2.3	All the Bidder's proposed facilities must have reception service and reception area Monday to Friday for 8 hours/day with a start time between 0730-0930 and end time between 1530-1730 at all sites.	a. Floorplan(s) indicating location of reception services.
MT2.4	All the Bidder's proposed facilities must have 24hr video surveillance system associated with all sites that monitor all entry and exit points.	a. System Documentation including technical specifications for cameras and recording units b. Floorplan(s) with cameras labelled including field of view
MT2.5	All the Bidder's proposed facilities must have facilities to lock-up or securely store personal bicycles.	a. Site Plan(s) or Floorplan(s) with bicycle storage locations indicated.
MT2.6	All the Bidder's proposed facilities must have public parking (paid or unpaid) within a 3-minute walk of the building.	a. Site Plan(s) or Floorplan(s) with on-site locations indicated OR aerial map highlighting Site and nearby parking lots (paid or unpaid).
MT2.7	All the Bidder's proposed facilities must have high speed wireless connectivity to the internet for guest mobile devices.	a. System Documentation b. ISP documentation with provided upload and download speeds. c. Floorplan(s) with Wi-Fi router locations labeled
MT2.8	All the Bidder's proposed facilities must be LEED® certified.	a. LEED® Certificate for each facility within the proposal.
MT2.9	The Bidder's proposed Innovation Hub must have a collaborative and public workspace that is open and available to all members and guests of the innovation hub.	a. Floorplan(s) indicating communal working and meeting spaces b. Photographs of Communal working and meeting spaces.
MT2.10	The Bidder's proposed Innovation Hub will have a separate enclosed DND specific meeting/workspace within three (3) months of contract award, meeting the requirements listed in Annex A - Statement of Work article 3.1.1.b.	a. Proposed Floorplan(s) indicating location and size of space for DND use.

MT2.11	<p>The Bidder's proposed Innovation Hub or Meeting Facility must have meeting spaces which contain appropriate audio-visual equipment (to include, but not limited to: television display and/or projector and screen, webcam, and speaker system). Meeting spaces must include individual rooms for following occupant capacity:</p> <ol style="list-style-type: none"> 1. Two (2) meeting spaces that host between 4-6 people. 2. One (1) meeting space that hosts between 7-10 people 3. One (1) meeting space that hosts between 11-15 people 4. One (1) meeting space that hosts between 16-25 people 	<p>a. Floorplan(s) indicating locations and size of meeting spaces.</p>
MT2.12	<p>The Bidder's proposed Innovation Hub or Conference Facility must have conference hall with rearrangeable seating for at least 100 guests with associated audio-visual support systems for presenting and live streaming.</p>	<p>a. Floorplan(s) indicating locations and size of Conference Hall. b. List of AV equipment available for use associated with the Conference Hall.</p>
MT2.13	<p>The Bidder's proposed Innovation Hub or Prototyping Lab must enable prototyping of physical systems.</p>	<p>a. List (make and model) and descriptions of systems used for physical prototyping. Examples:</p> <ul style="list-style-type: none"> • Additive Manufacturing Systems • CNC Mill • CNC Router • Laser Cutter/Engraver • Lathe • Plasma Cutter • Welding Systems
MT2.14	<p>The Bidder's proposed Innovation Hub or Prototyping Lab must enable the prototyping of electronic systems.</p>	<p>a. List (make and model) and descriptions of systems used for electronics prototyping. Examples:</p> <ul style="list-style-type: none"> • Reflow Ovens • Circuit Mills • Signal generators • Oscilloscopes
MT2.15	<p>The Bidder's Innovation Hub or Prototyping Lab must enable the creation of digital media including photography, video and Web.</p>	<p>a. List (make and model) and descriptions of systems used for production of digital media and graphics. Examples:</p> <ul style="list-style-type: none"> • Cameras • Lighting • Microphones

		<ul style="list-style-type: none"> • Sound Boards
--	--	--

Mandatory Bid Submission Requirements:

	Mandatory Technical Criteria (MT)	Objective Qualitative Evidence
MT3.1	The Bidder must submit all requirements in accordance with the Bid Submission Checklist supplied in the Bid Preparation Package at Attachment 2 to Part 4 – Bid Preparation Package	The Bidder submits their completed Bid Submission Checklist along with the rest of their bid

Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables below.

Each point rated technical criterion should be addressed separately.

Point Rated Criteria for Facilities:

Point Rated Technical Criteria (RT) and Score				
	Evaluation Criteria	Scale	Max Points	Objective Qualitative Evidence
RT1	The Bidder's proposed facilities has on-site fitness facilities, with shower and change facilities, which are co-located with the DND specific workspace.	3 points – 500 sq-ft or greater 2 points – 151-499 sq-ft 1 point – less than 150ft sq-ft 0 Points – If no shower and change facilities	3 Points	Floorplan(s) indicating locations and size of fitness facilities.
RT2	All the Bidder's proposed facilities have a walkability score greater than 49, based upon the website Walkscore.com.	2 points - Walk score greater than 70 1 point – Walk score between 50-69 0 points – Walk score of 49 or below	2 Points	No objective evidence required. Evaluation team will use provided address and calculate the value. If multiple addresses, the walk score will be associated with the proposed facility that will have dedicated DND work space.
RT3	All the Bidder's proposed facilities have a 'Bike Score' greater than 49, based upon the website Walkscore.com.	2 points - Bike score greater than 90 1 point – Bike score between 50-89 0 points – Bike score of 49 or below	2 Points	No objective evidence required. Evaluation team will use provided address and calculate the value. If multiple sites, the bike score will be associated with the proposed facility that will have dedicated DND work space.

RT4	All the Bidder's proposed facilities have a 'Transit Score' higher than 24, based upon the website Walkscore.com	2 points - Transit Score greater than 70 1 point – Transit score between 25-69 0 points – Transit score of 24 or below	2 Points	No objective evidence required. Evaluation team will use provided address and calculate the value. If multiple sites, the transit score will be associated with the proposed facility that will have dedicated DND workspace.
RT5	The Bidder's proposed Innovation Hub or Meeting Facility has a dedicated meeting space with IT assets to support training classes for at least 20 people.	1 point – Training space available 0 points – No training space	1 Point	Floorplan(s) indicating locations and size of training space.
RT6	Related to MT2.7, all the Bidder's proposed facilities have an internet download speed provided by the ISP of greater than 499 Mbps.	2 points – 1000Mbps or greater 1 point – 500-999 Mbps 0 point – less than 499 Mbps	2 Points	ISP Contract and rated speed indications for all proposed bidder locations.
RT7	Related to MT2.13, the Bidder will be given points based on the size of the space for on-site Physical Prototyping at the Innovation Hub.	2 points – 500 sq-ft or greater 1 point – 151-499 Sq-ft 0 point – less than 150ft sq-ft or not on-site	2 Points	Floorplan(s) indicating locations and size of physical fabrication and prototyping facilities.
RT8	Related to MT2.14, the Bidder will be given points based on the size of the space for on-site Electronics prototyping at the Innovation Hub.	2 points – 151 sq-ft or greater 1 point – 51 sq-ft 0 point – less than 50 sq-ft or not on-site	2 Points	Floorplan(s) indicating locations and size of space dedicated for Electronics prototyping.
RT9	Related to MT2.15, the Bidder will be given points based on the size of the space of an on-site Digital Media Lab at the Innovation Hub.	2 points – 251 sq-ft or greater 1 point – 101-250 sq-ft 0 point – less than 100ft sq-ft or not on-site	2 Points	Floorplan(s) indicating locations and size of space dedicated to Digital Media Lab.

Total Points: _____ Max Points: 18

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Amd. No. - N° de la modif.

File No. - N° du dossier

Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

ATTACHMENT 2 TO PART 4, Bid Preparation Package

(Please find attached to the Solicitation)

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PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

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

6.2 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.

6.2.1 General Conditions

[2035](#) (2021-12-02), General Conditions - Higher Complexity - Services, apply to and form part of the Contract, with the following modifications:

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

6.3 Security Requirements

6.3.1 There is no security requirement applicable to the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to 31 March 2023 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1)-year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: _____

Title: _____

Organization: Department of National Defence

Directorate: Directorate General Maritime Equipment Program Management

Address: _____

Telephone: ____-____-_____

E-mail address: _____

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.

6.5.2 Technical Authority

The Technical Authority for the Contract is:

Name: _____

Title: _____

Organization: Department of National Defence

Directorate: Directorate General Maritime Equipment Program Management

Address: _____

Telephone: ____-____-_____

E-mail address: _____

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

6.5.3 Procurement Authority

The Procurement Authority for the Contract is:

Name: _____

Title: _____

Organization: Department of National Defence

Directorate: Directorate General Maritime Equipment Program Management

Address: _____

Telephone: ____-____-_____

E-mail address: _____

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters

identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.4 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: _____

Title: _____

Telephone: _____

E-mail address: _____

Note to Bidders: All authority contact information will be provided in the final, awarded contract.

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

The Contractor will be paid in accordance with the Basis of Payment in Annex B.

6.7.2 Limitation of Price

For the Work described in Section 3.1, Scope of Work – Recurring Services, of the Statement of Work in Annex A, the following applies:

SACC Manual clause [C6000C](#) (2017-08-17) Limitation of Price

6.7.3 Limitation of Expenditure

For the Work described in Section 3.2, Scope of Work – Pay-per-Use Services, of the Statement of Work in Annex A, the following applies:

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (inserted at contract award). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work 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 approved, 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 total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75% committed, or

- b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
- whichever comes first.
3. 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.

6.7.4 Method of Payment

6.7.4.1 Advanced Payment

For the Work described in Section 3.1, Scope of Work – Recurring Services, of the Statement of Work in Annex A, the following applies:

SACC Manual Clause [H3028C](#) (2010-01-11) Advance Payment

6.7.4.2 Monthly Payment

For the Work described in Section 3.2, Scope of Work – Pay-per-Use Services, of the Statement of Work in Annex A, the following applies:

SACC Manual Clause [H1008C](#) (2008-05-12) Monthly Payment

6.7.5 Electronic Payment of Invoices – Contract

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

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

Note to Bidders: This will be updated in the final contract based on a completed Annex C – Electronic Payment Instruments being included in the bid submission.

6.7.6 Discretionary Audit

SACC Manual Clause [C0100C](#) (2010-01-11) Discretionary Audit – Commercial Goods and/or Services

6.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed; and
 - b. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.
2. Invoices must be distributed as follows:
- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.9 Certifications and Additional Information

6.9.1 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.

6.10 Applicable Laws

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

6.11 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 [2035](#) (2021-12-02), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____.

6.12 Defence Contract

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

6.13 Insurance

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

6.14 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

for

THE PROVISION OF INNOVATION COORDINATION AND SERVICES FOR THE NAVAL INNOVATION PROGRAMME (NIP)

1.0 SCOPE

1.1 Purpose

1.1.1 The purpose of this Statement of Work (SOW) is to provide the Department of National Defence (DND) and specifically the Directorate of Naval Innovation (DNI) and Directorate Naval Platform Systems (DNPS) 5, with innovative solutions to its defence and security challenges by connecting the RCN (Royal Canadian Navy) and ADM(MAT) Innovation teams, managing the Naval Innovation Program (NIP), to innovation industry leaders and services to further various initiatives. This will be accomplished by leveraging the services of an Innovation Hub and Entrepreneurial Incubator.

1.2 Background

1.2.1 Strong Secure Engaged (SSE) initiative 105 directs the Canadian Armed Forces (CAF) to adapt proactively to emerging challenges by harnessing new technologies, fostering a resilient workforce, and leveraging innovation, knowledge, and new ways of doing business. Within the naval context, the goal is to facilitate sustained operational readiness of the Royal Canadian Navy (RCN) fleets to meet the ambitions of the Force Posture and Readiness requirement, as well as to develop a culture of innovation within the technical community where exploration, experimentation, partnership and experience on failures amount to long term, enduring success.

1.2.2 In order to be successful in its mission, it is imperative that the NIP remains agile in its ability to onboard new technologies, ideas, and innovations. Partnership and collaboration with the unique ecosystems presented by innovation hubs is intrinsic to the program plan. To meet the operational requirement for speed in the development of new innovation initiatives requires imbedded access to these and other interdisciplinary ecosystems to fill capability gaps within its force. This access will ensure that NIP can rapidly maximize technological advancements in order to retain the required competitive advantage expected of the RCN.

1.3 List of Acronyms and Abbreviations

Abbreviation	Description
ADM(Mat)	Assistant Deputy Minister (Materiel)
CAF	Canadian Armed Forces
DGMEPM	Directorate General Maritime Equipment Program Management
DND	Department of National Defence
DNI	Directorate Naval Innovation
DNPS	Directorate Naval Platform Systems
GOC	Government of Canada
NGO	Non-Government Organization

NMTM	Naval Materiel Technology Management
NIP	Naval Innovation Program
OGD	Other Government Department
RCN	Royal Canadian Navy
RDIMS	Records, Documents, and Information Management System
SOW	Statement of Work
SSE	Strong Secure Engaged

2.0 APPLICABLE DOCUMENTS

2.1 The following are the applicable documents related to this SOW:

- 2.1.1 [Strong Secure Engaged \(SSE\)](https://www.canada.ca/en/department-national-defence/corporate/policies-standards/canada-defence-policy.html), <https://www.canada.ca/en/department-national-defence/corporate/policies-standards/canada-defence-policy.html>
- 2.1.2 [Royal Canadian Navy Strategic Plan 2017-2022](http://navy-marine.forces.gc.ca/assets/NAVY_Internet/docs/en/analysis/rcn_strategicplan_2017-2022_en-s.pdf), http://navy-marine.forces.gc.ca/assets/NAVY_Internet/docs/en/analysis/rcn_strategicplan_2017-2022_en-s.pdf

3.0 REQUIREMENTS

3.1 Scope of Work – Recurring Services

- 3.1.1 The Contractor must:
- a. Provide DND with access and use of the innovation hub for a minimum of twenty-four (24) (non-specific) DND individuals so that they may participate within the incubator community on a continual basis, to be managed by the Technical Authority (TA) or their delegate. This includes:
 - I. Twenty-four (24) cardkeys for access to the site;
 - II. Reception Services;
 - III. Secure Access Card Control for the building;
 - IV. Cleaning and General maintenance of facilities;
 - V. Access to Common Areas;
 - VI. Electronic surveillance of exterior and common areas;
 - VII. Use of Exercise Room, if present on site;
 - VIII. Use of Shower and Change Facilities, if present on site;
 - IX. Facilities to Lock or Store bicycles used for personal transportation; and
 - X. Access to public parking at facilities (paid or unpaid), including charging for electric vehicles (paid or unpaid).

- b. Separate enclosed DND specific meeting/workspace including the following:
- I. Fourteen (14) individual workstations (40 sqft or larger) and associated reconfigurable furniture (desks, tables, and chairs) within the enclosed workspace.
 - II. One (1) enclosed meeting room for at least five (5) people, with equipment for Web conferencing to include, but not limited to: television display and/or projector and screen, and speaker system.
 - III. Separate dedicated wireless network with high-speed internet access (200Mbps Down Minimum and 25Mbps Up).
 - IV. Technical and collaborative communication equipment and related support for the separate enclosed space, including:
 - i. Ten (10) monitors with stands;
 - ii. Ten (10) keyboards;
 - iii. Ten (10) mice;
 - iv. Ten (10) headphones with microphones
 - v. One (1) mobile smart white board;
 - vi. Two (2) USB Webcams
 - vii. Two (2) – 70" 4K TVs and mounts; and
 - viii. Three (3) video conferencing cameras and soundboards.
 - V. Two (2) enclosed private individual conversation booths.
 - VI. Dedicated Secure Card Key Access for DND specific space.
 - VII. Access to Kitchenettes;
 - VIII. Garbage and Recycling Removal.
 - IX. Cleaning Services.
- c. Provide single point of contact available to answer questions or concerns within twenty-four (24) hours of an issue being raised. Issues will be raised either by phone or by email.

3.2 **Scope of Work – Pay-per-Use Services**

3.2.1 The Contractor must:

- a. Provide materiel and services for prototyping of physical, electronic, and software systems, digital media production, and applicable consulting in association with their fabrication and media lab.
- b. Provide access to a minimum of five (5) meeting spaces which contain appropriate audio-visual equipment (to include, but not limited to: television display and/or projector and screen, webcam, and speaker system) for innovation collaboration

events and meetings; public meeting spaces must include individual rooms for following occupant capacity:

- I. At least two (2) meeting spaces that host between 4-6 people.
 - II. At least one (1) meeting space that host between 7-10 people
 - III. At least one (1) meeting space that hosts between 11-15 people
 - IV. IV. At least one (1) meeting space that hosts between 16-25 people
- c. Provide services and all these facilities for the execution of brainstorming and design thinking workshops for up to twenty (20) in-person guests or forty-five (45) virtual participants, including:
- I. Preparation and planning services;
 - II. Meeting facilitation services; and
 - III. Associated physical and soft collaboration tools (such as a virtual whiteboard, sticky notes, interactive or real whiteboards).
- d. Provide access to conference hall or auditorium to host in person innovation events, a minimum of twice a year, for an audience of minimum 100 in-person guests. Services must include:
- I. Support staff for set-up, planning, and coordination of hosted events;
 - II. Television display and/or projector and screen to accommodate all in-person guests;
 - III. Mobile podium and teleprompter;
 - IV. Audio control systems and speakers.
 - V. Video streaming/broadcast capability for simultaneous webcast events; and
 - VI. Rearrangeable seating for guests to include chairs and tables.
- e. Provide access to a training space which contain appropriate audio-visual equipment (to include, but not limited to: video conferencing equipment, 4 large screen displays, and 1 PC) for up to twenty (20) people, if present on site.

3.3 Tasks

3.3.1 The Contractor must:

- a. Meet with the NIP team, once a month for a minimum of thirty (30) minutes, to develop innovative ideas, or more productive, efficient ways of conducting administration and operations;

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- b. Meet with the NIP team, at least once a month, for a minimum of thirty (30) minutes and separate from section 3.3.1.a. of this SOW, to discuss innovation initiative development opportunities that are arising from within Contractor's innovation ecosystem;
 - c. Provide the NIP team with access to an integrated innovation network (to include partners and businesses), and access to national innovation networks or federal centers of excellence;
 - d. Provide access to the Innovation Hub (physical access to the site to conduct innovation business and collaborate with other entrepreneurs), and the ability to virtually innovate with outside organizations, to enable collaborative development opportunities for the NIP team across a wide-variety of organizations;
 - e. Oversee the coordinated interaction between industry and academia partners within the Innovation Hub, bringing together small (start-up) and medium sized technology companies, co-locating them under one roof with service providers, academic partners, investors, and all the tools needed to fuel initiative and innovation. NIP Team must be included as stakeholder to engage with the innovation hub and provided with a liaison (single individual) as the focal point for coordinated innovation development;
 - f. Provide onsite integration and interaction with national and international strategic innovation partners;
 - g. Provide the NIP team access to a minimum of two (2) hosted onsite or virtual activities, each calendar year. Activities include but are not limited to: Conferences, workshops, and networking events to ensure that the NIP is privy to the latest industry and academic advancements among partners within the Innovation Hub;
 - h. Coordinate and lead design thinking and/or focused brainstorming workshops to help with problem and solution discovery for specific NIP selected challenges, including the engagement and facilitation of industry and entrepreneurial subject matter experts as speakers and advisors;
 - i. Provide support services and consultation to NIP staff associated with the fabrication of prototypes to help develop capability demonstrations; and
 - j. Provide support services associated with the hosting of a combined hybrid conference including management of Audio-Visual Services (Camera and Sound Technicians), planning services, and venue preparation and clean-up based on requirements from NIP for a given event.

3.3.2 The Contractor must perform the work at the Innovation Hub which must be within the National Capital Region (NCR).

3.4 **Constraints**

3.4.1 The Contractor must ensure that:

- a. All physical equipment owned by the contractor but available for use by Canada is in good working order;
- b. The Wi-Fi network available for use by Canada is not visible to other personnel on site; and
- c. No costs for travel or living will be considered.

3.5 **Support Provided by DND**

- 3.5.1 The TA will be available to support the Contractor with requests for unclassified information or documentation, as deemed necessary by the TA, between 8am and 4pm on business days (excluding federal and provincial holidays).

4.0 **DELIVERABLES**

- 4.1 The Contractor must provide a summary of activities associated with brainstorming or design thinking workshops conducted as per section 3.3.1.g of this SOW, no later than two (2) weeks after the completion of the workshop. The report is to include:

- 4.1.1 The agenda as executed for workshop;
- 4.1.2 Export or photographs of whiteboards and collaborative data collection; and
- 4.1.3 Summary of key ideas, findings and outcomes of the brainstorming.

- 4.2 The Contractor, for all live streamed or recorded conferences, must provide a copy of an edited recording with embedded audio to DND. Video must be in standard 1080p YouTube compatible format.

- 4.3 The Contractor must provide an itemised invoice to be paid by Canada for the following services:

- 4.3.1 Monthly service fee for access to the facilities for twenty-four (24) DND, non-specific individuals, as specified in 3.1.1.a;
- 4.3.2 Monthly service fee for dedicated DND space that includes the fourteen (14) workstations (or equivalent space) as specified in 3.1.1.b, excluding contractor supplied IT and collaboration tools.
- 4.3.3 Monthly service fee for contractor supplied IT and collaboration tools, as specified in 3.1.1.b.iv;

- 4.3.4 Monthly bill for usage of pay-per-use public meeting spaces; and
 - 4.3.5 Materiel and Prototyping Services and Consulting associated with fabrication and digital media lab.
 - 4.3.6 Services related to Design Thinking and Brainstorming workshops.
 - 4.3.7 Services related to Conference Room usage.
- 4.4 The Contractor must provide a memo-style report, six (6) months after contract award, outlining key interactions, and recommendations on how to improve collaboration between Innovation Hub and the NIP team.

ANNEX B – BASIS OF PAYMENT

BIDDERS ARE RESPONSIBLE TO ENTER THEIR PRICES ON THE MS EXCEL SPREADSHEET PROVIDED TO THEM AS ATTACHMENT 1 TO PART 3 AND RETURN IT WITH THE COMPLETED ANNEX B, BASIS OF PAYMENT WITH THEIR BID

A.0 Initial Period: _____ to 31 March 2023

1.0 Space & Tools

The Contractor will be paid firm monthly rates as follows, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

Category	Firm Rate
Innovation Hub Access and Membership for 24 Individuals (SOW 3.1.1.a.)	\$ _____ per month
Lease for DND Specific Space (SOW 3.1.1.b.)	\$ _____ per month

2.0 Prototyping Services

2.1 Professional Services

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

Category	Firm Rate
Industrial Design	\$ _____ per hour
Electronics Design	\$ _____ per hour
Mechanical Design	\$ _____ per hour
Graphic Design	\$ _____ per hour
Software Design	\$ _____ per hour
Technical Assembly	\$ _____ per hour
Fabrication	\$ _____ per hour
Photo/Video	\$ _____ per hour
Print Setup & Post-Processing	\$ _____ per hour

2.2 Other Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

3.0 Room Rentals and Associated Services

The Contractor will be paid firm rates as follows, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

3.1 Meetings

Category	Capacity	Amenities	Firm Rate
General Meeting Room	4-6	Audio-visual equipment, to include, but not limited to: television display and/or projector and screen, webcam, and speaker system	\$ _____ per hour
General Meeting Room	7-10	Audio-visual equipment, to include, but not limited to: television display and/or projector and screen, webcam, and speaker system	\$ _____ per hour
General Meeting Room	11-25	Audio-visual equipment, to include, but not limited to: television display and/or projector and screen, webcam, and speaker system	\$ _____ per hour
General Meeting Room	16-25	Audio-visual equipment, to include, but not limited to: television display and/or projector and screen, webcam, and speaker system	\$ _____ per hour

3.2 Workshops

Category	Capacity	Amenities	Firm Rate
Workshop Room	20 (or 45 virtual)	Physical and soft collaboration tools (such as a virtual whiteboard, sticky notes, interactive or real whiteboards)	\$ _____ per hour
Workshop Room Preparation Services	-	-	\$ _____ per hour
Meeting Facilitation Services	-	-	\$ _____ per hour
Design Thinking / Innovation Consultancy Services	-	-	\$ _____ per hour

3.3 Conferences

Category	Capacity	Amenities	Firm Rate
Conference Hall	100	Large Screen and/or Projector, with PC for presentations. Basic sounds system for speaker. Moveable chairs and tables to support a minimum of 100 people.	\$ _____ per day
Conference Hall Preparation Services	-	-	\$ _____ per hour

Conference Hall Audio/Video Equipment	-	Audio/Video Streaming Equipment for live streaming to social media or teleconference. Including sound board, video input and recording, and associated switching capabilities	\$_____ per day
Conference Hall Audio/Video Support Services	-	-	\$_____ per day

3.4 Training

Category	Capacity	Amenities	Firm Rate
Training room (Optional)	20	Video conferencing equipment, 4 large screen displays (4k, 50 inch or larger), 1 PC	\$_____ per hour

B.0 Option to Extend the Contract

B.1 Option 1 – 01 April 2023 to 31 March 2024

During the extended period of the Contract, the Contractor will be paid the following firm hourly rates to perform all the Work in relation to the contract extension

1.0 Space & Tools

The Contractor will be paid firm monthly rates as follows, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

Category	Firm Rate
Innovation Hub Access and Membership for 24 Individuals (SOW 3.1.1.a.)	\$_____ per month
Lease for DND Specific Space (SOW 3.1.1.b.)	\$_____ per month

2.0 Prototyping Services

2.1 Professional Services

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

Category	Firm Rate
Industrial Design	\$_____ per hour
Electronics Design	\$_____ per hour
Mechanical Design	\$_____ per hour
Graphic Design	\$_____ per hour
Software Design	\$_____ per hour
Technical Assembly	\$_____ per hour
Fabrication	\$_____ per hour

Photo/Video	\$ _____ per hour
Print Setup & Post-Processing	\$ _____ per hour

2.2 Other Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

3.0 Room Rentals and Associated Services

The Contractor will be paid firm rates as follows, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

3.1 Meetings

Category	Capacity	Amenities	Firm Rate
General Meeting Room	4-6	Audio-visual equipment, to include, but not limited to: television display and/or projector and screen, webcam, and speaker system	\$ _____ per hour
General Meeting Room	7-10	Audio-visual equipment, to include, but not limited to: television display and/or projector and screen, webcam, and speaker system	\$ _____ per hour
General Meeting Room	11-25	Audio-visual equipment, to include, but not limited to: television display and/or projector and screen, webcam, and speaker system	\$ _____ per hour
General Meeting Room	16-25	Audio-visual equipment, to include, but not limited to: television display and/or projector and screen, webcam, and speaker system	\$ _____ per hour

3.2 Workshops

Category	Capacity	Amenities	Firm Rate
Workshop Room	20 (or 45 virtual)	Physical and soft collaboration tools (such as a virtual whiteboard, sticky notes, interactive or real whiteboards)	\$ _____ per hour
Workshop Room Preparation Services	-	-	\$ _____ per hour
Meeting Facilitation Services	-	-	\$ _____ per hour
Design Thinking / Innovation Consultancy Services	-	-	\$ _____ per hour

3.3 Conferences

Category	Capacity	Amenities	Firm Rate
Conference Hall	100	Large Screen and/or Projector, with PC for presentations. Basic sounds system for speaker. Moveable chairs and tables to support a minimum of 100 people.	\$_____ per day
Conference Hall Preparation Services	-	-	\$_____ per hour
Conference Hall Audio/Video Equipment	-	Audio/Video Streaming Equipment for live streaming to social media or teleconference. Including sound board, video input and recording, and associated switching capabilities	\$_____ per day
Conference Hall Audio/Video Support Services	-	-	\$_____ per day

3.4 Training

Category	Capacity	Amenities	Firm Rate
Training room (Optional)	20	Video conferencing equipment, 4 large screen displays (4k, 50 inch or larger), 1 PC	\$_____ per hour

B.2 Option 2 – 01 April 2024 to 31 March 2025

During the extended period of the Contract, the Contractor will be paid the following firm hourly rates to perform all the Work in relation to the contract extension

1.0 Space & Tools

The Contractor will be paid firm monthly rates as follows, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

Category	Firm Rate
Innovation Hub Access and Membership for 24 Individuals (SOW 3.1.1.a.)	\$_____ per month
Lease for DND Specific Space (SOW 3.1.1.b.)	\$_____ per month

2.0 Prototyping Services

2.1 Professional Services

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

Category	Firm Rate
Industrial Design	\$_____ per hour
Electronics Design	\$_____ per hour
Mechanical Design	\$_____ per hour
Graphic Design	\$_____ per hour
Software Design	\$_____ per hour
Technical Assembly	\$_____ per hour
Fabrication	\$_____ per hour
Photo/Video	\$_____ per hour
Print Setup & Post-Processing	\$_____ per hour

2.2 Other Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

3.0 Room Rentals and Associated Services

The Contractor will be paid firm rates as follows, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

3.1 Meetings

Category	Capacity	Amenities	Firm Rate
General Meeting Room	4-6	Audio-visual equipment, to include, but not limited to: television display and/or projector and screen, webcam, and speaker system	\$_____ per hour
General Meeting Room	7-10	Audio-visual equipment, to include, but not limited to: television display and/or projector and screen, webcam, and speaker system	\$_____ per hour
General Meeting Room	11-25	Audio-visual equipment, to include, but not limited to: television display and/or projector and screen, webcam, and speaker system	\$_____ per hour
General Meeting Room	16-25	Audio-visual equipment, to include, but not limited to: television display and/or projector and screen, webcam, and speaker system	\$_____ per hour

3.2 Workshops

Category	Capacity	Amenities	Firm Rate
Workshop Room	20 (or 45 virtual)	Physical and soft collaboration tools (such as a virtual whiteboard, sticky notes, interactive or real whiteboards)	\$_____ per hour

Workshop Room Preparation Services	-	-	\$_____ per hour
Meeting Facilitation Services	-	-	\$_____ per hour
Design Thinking / Innovation Consultancy Services	-	-	\$_____ per hour

3.3 Conferences

Category	Capacity	Amenities	Firm Rate
Conference Hall	100	Large Screen and/or Projector, with PC for presentations. Basic sounds system for speaker. Moveable chairs and tables to support a minimum of 100 people.	\$_____ per day
Conference Hall Preparation Services	-	-	\$_____ per hour
Conference Hall Audio/Video Equipment	-	Audio/Video Streaming Equipment for live streaming to social media or teleconference. Including sound board, video input and recording, and associated switching capabilities	\$_____ per day
Conference Hall Audio/Video Support Services	-	-	\$_____ per day

3.4 Training

Category	Capacity	Amenities	Firm Rate
Training room (Optional)	20	Video conferencing equipment, 4 large screen displays (4k, 50 inch or larger), 1 PC	\$_____ per hour

ANNEX C – ELECTRONIC PAYMENT INSTRUMENTS

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

Note to Bidder: Please indicate which payment method is acceptable to you.

- 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)