



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Réception des soumissions - TPSGC / Bid Receiving
- PWGSC

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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

Title - Sujet Studies and developments in HPL Studies and developments in High Power Laser applications	
Solicitation No. - N° de l'invitation W7701-227440/A	Date 2022-08-01
Client Reference No. - N° de référence du client W7701-22-7440	
GETS Reference No. - N° de référence de SEAG PW-\$QCL-054-18340	
File No. - N° de dossier QCL-1-44169 (054)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Daylight Saving Time EDT on - le 2022-09-01 Heure Avancée de l'Est HAE	
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Boisclair, Daniel	Buyer Id - Id de l'acheteur qcl054
Telephone No. - N° de téléphone (418) 571-8051 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DE LA DEFENSE NATIONALE RDDC CENTRE DE RECHERCHES DE VALCARTIER 2459 ROUTE DE LA BRAVOURE QUEBEC Québec G3J1X5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

TPSGC/PWGSC
601-1550, Avenue d'Estimauville
Québec
Québec
G1J 0C7

Delivery Required - Livraison exigée	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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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 following Annexes:

- Annex A Statement of Work
- Annex B Basis of Payment
- Annex C Security Requirement Check List (SRCL)
- Annex D DND 626 Task Authorization Form
- Annex E Contractor Disclosure of Foreground Information
- Annex F Certification Form - Inclusion of Resources Designated by the Employment Equity Act

The following Attachments:

- Attachment 1 to Part 3 Financial Bid Presentation Sheet
- Attachment 2 to Part 3 Electronic Payment Instructions
- Attachment 1 to Part 4 Mandatory and Point Rated Evaluation Criteria
- Attachment 1 to Part 5 Federal Contractors Program for Employment Equity – Certification
- Attachment 2 to Part 5 Application for Registration (AFR) Form

1.2 Summary

1.2.1 Title

Studies and developments in High Power Laser applications for the advancement of Canadian directed energy systems

1.2.2 Description

Public Services and Procurement Canada (PSPC) on behalf of Defense Research and Development Canada (DRDC) – Valcartier Research Center, is seeking to select a contractor to provide scientific and technical services in the field of directed energy systems based on powerful and/or intense laser emission, commonly referred to as High Power Lasers (HPL). A directed energy system generally includes a HPL, a beam director which optimally projects the energy where needed, as well as detection and tracking.

However, the innovation in the field of directed energy is not limited to the improvement of the different components of the system, it also covers ancillary topics such as research in laser-matter interaction, quantitative measurements to support the development of laser safety templates as well as the development of an electro-optic sensor suite to assess on the laser-induced effects.

The Scope of Work covers the following points:

- **Task 1:** Laser-matter interaction: experiment and complex diagnostics
- **Task 2:** Electric/electronic design and assembly
- **Task 3:** Embedded Software/Graphical user interface design and implementation
- **Task 4:** Mechanical design, machining and assembly
- **Task 5:** Data analysis and Literature Review
- **Task 6:** Prototype design and integration

1.2.3 Client department

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

1.2.4 Period of the Contract

The period of the Contracts is from date of Contract up to 60 months after the Contract award.

1.2.5 Intellectual Property

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

1.2.6 Security Requirements

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

1.2.7 Trade Agreements

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

1.2.8 Canadian Content Policy

The requirement is limited to Canadian services.

1.2.9 Available Funding

The estimated amount of available funding for this Contract is **\$3,000,000.00** Applicable Taxes extra.

1.2.10 Task Authorizations

The entire resulting contract will be a contract with Task Authorizations.

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 accordance with the conditions of the contract. TAs are not individual contracts.

1.2.11 Federal Contractors Program for employment equity

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

1.2.12 Controlled Goods Program

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).

1.2.13 Canada Post Corporation's (CPC) Connect

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

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](#) (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days
Insert: 180 days

2.1.1 SACC Manual Clauses

[A7035T](#) (2007-05-25), List of Proposed Subcontractor

2.2 Submission of Bids

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

2.2.1 CPC Connect

Bidders choosing to submit using Canada Post Corporation's (CPC) Connect service must send an email requesting to open an 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 a CPC Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through a CPC Connect message if the bidder is using its own licensing agreement for CPC Connect service.

It is the Bidders responsibility to ensure the request for opening an CPC Connect conversation is sent to the email address above at least six (6) days before the bid solicitation closing date.

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

2.2.2 Facsimile

Facsimile number: 418-566-6168

2.2.3 Due to the nature of the bid solicitation, hard copy bids submitted 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: 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, Daniel.Boisclair@tpsgc-pwgsc.gc.ca, no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Basis for Canada's Ownership of Intellectual Property

The Defence Research and Development Canada – Valcartier Research Center 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](#):

4. Where the main purpose of the Crown Procurement Contract, or the deliverables contracted for, is:
 - 4.2 To augment an existing body of Crown Background 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.
 - 4.3 To deliver a not-yet fully developed component or subsystem that will be incorporated into a complete system at a later date, as a prerequisite to the planned transfer of the complete system to the private sector, through licensing or assignment of ownership, for the purposes of Commercial Exploitation.

2.7 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 ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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

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

Canada requests that the Bidder submits its bid in separately bound sections as follows:

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

Due to the nature of the bid solicitation, hard copy bids submitted to PWGSC will not be accepted.

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

The total number of pages for *Section I: Technical and Managerial Bid* must not exceed 50 electronic pages including cover pages, but excluding resumes and letters of commitment. If the number of pages of Section I, as described herein, is exceeded, the evaluation will strictly be based on the first 50 pages submitted, resumes and letters of commitment.

The bid should use a numbering system that corresponds to the bid solicitation.

Section I: Technical and Managerial Bid

In their technical and managerial 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 and managerial 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.

Part 4 - Evaluation Procedures and Basis of Selection contains additional instructions that Bidders should consider when preparing their technical and managerial bid.

The technical bid consists of the following:

- (a) All the information required to demonstrate its conformity with the Mandatory and Point Rated Technical Criteria described in *Attachment 1 to Part 4 of the Bid solicitation*.
- (b) Each criterion should be addressed separately.

- (c) In order to allow the evaluation team to properly evaluate each technical evaluation criteria (mandatory criteria and point rated criteria), the Bidder must clearly indicate the name of the proposed resources in their bid. For each category in *Attachment 1 to Part 4 of the Bid solicitation*, there must be at least the number of resources required. If the proposed resource is working under sub-contract, the Bidder should also indicate the name of the Subcontractor.
- (d) **Résumés for the Proposed Resources:** The technical bid should include résumés for the proposed resources that demonstrate that each proposed resources meets the qualification requirements described in *Attachment 1 to Part 4 of the Bid solicitation* (including any educational requirements, work experience requirements, and professional designation, if applicable). With respect to résumés and resources:
- (i) Proposed resources may be employees of the bidder or a subcontractor.
 - (ii) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource by the time of bid closing.
 - (iii) For any requirements that specify a particular time period of work experience (e.g., 24 months), Canada will disregard any information about experience if the experience claimed does not include the relevant dates (i.e., the start date and end date indicated in month and year).
 - (iv) For work experience to be considered by Canada, the Bidder must not simply indicate the title of the resource's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the resource while in that position.

Section II: Financial Bid

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

- (a) **Pricing:** Bidders must submit their financial bid in accordance with the *Attachment 1 to Part 3 of the Bid solicitation*. The total amount of applicable taxes must be shown separately if applicable. Unless otherwise indicated, Bidders must include a single, firm, all-inclusive hourly rate quoted in Canadian dollars in each cell requiring an entry in the *Table 2 - Labour*.
- (i) For each resource category, only one hourly rate may be entered for each period;
 - (ii) Each proposed resource must be indicated in the *Table 2 - Labour*.
- (b) **No travel and living expenses will be paid** to a contractor as part of the work for:
- (i) services provided within a 50 kilometer radius of Defense Research and Development Canada - Valcartier Research Center located at 2459, de la Bravoure Road, Quebec, QC, G3J 1X5; and
 - (ii) any travel between the Contractor's place of business and Defence Research and Development Canada – Valcartier Research Centre.

All of these costs are to be included in the firm, all-inclusive hourly rates.

-
- (c) **All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period.
- (d) **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete *Attachment 2 to Part 3 of the Bid solicitation* to identify which ones are accepted.

If *Attachment 2 to Part 3 of the Bid solicitation* is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

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

Section IV: Additional Information

In Section IV of their bid, Bidders should provide the following information regarding:

- a) their company name (legal name);
- b) their Procurement Business Number (PBN);
- c) the list of names, or other related information as needed, pursuant to section 01 of Standard Instructions [2003](#);
- d) the article 2.3, Former Public Servant, of Part 2 of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information;
- e) the article 6.1, Security Requirement, of Part 6 of the bid solicitation:
 - i) for each individual who will require access to classified or protected information, assets or sensitive work sites:
 - 1) the name of the individual;
 - 2) the date of birth of the individual; and

Solicitation No. - N° de l'invitation
W7701-227440/A
Client Ref. No. - N° de réf. du client
W7701-227440

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-1-44169

Buyer ID - Id de l'acheteur
QCL054
CCC No./N° CCC - FMS No./N° VME

3) if available, information confirming the individual meets the security requirement as indicated in *Part 7 - Resulting Contract Clauses*;

f) the personnel authorized by the Bidder to communicate with Canada regarding their bid, and any resulting contract that may result from their bid:

Administrative representative:	Technical representative:
Name : _____	Name : _____
Telephone : _____	Telephone : _____
Facsimile : _____	Facsimile : _____
Email : _____	Email : _____

ATTACHMENT 1 TO PART 3 OF THE BID SOLICITATION

FINANCIAL BID PRESENTATION SHEET

1. Pricing Schedule

The Bidder should complete this pricing schedule (e.i. *Table 2 – Labor*) and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid, for each of the periods specified below, its quoted all inclusive firm hourly rate (in Canadian dollars) for each of the resource categories identified. Resource categories that will not have resources identified following the qualification of the proposed resources during the technical evaluation in *Attachment 1 to Part 4 of the Bid solicitation*, must still include a single, firm, all-inclusive hourly rate for each of the periods in *Table 2 – Labour*. The all-inclusive firm hourly rate should not include applicable taxes.

2. Volumetric Data

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

3. Calculation of Total Bid Price for Evaluation Purposes

The cumulative total of all resource categories will be calculated as follows:

Cumulative total for *Project Manager* category
+
Cumulative total for *Project Leader* category
+
...
+
Cumulative total for *Mechanical Assembler - Level 1* category
+
Cumulative total for *Mechanical Assembler - Level 2* category

Cumulative total of all resource categories

Total Bid Price for Evaluation Purposes = Cumulative total of all resource categories.

Each cumulative total by resource category will be calculated as follows:

$$g = (a \times b) + (a \times c) + (a \times d) + (a \times e) + (a \times f)$$

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Table 2 – Labour

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

Resource Categories	Level of effort	Firm, all-inclusive, hourly rates per category					Cumulative total per category
	Estimated average annual effort of level (a)	From date of contract to March 31 st 2023 (b)	From April 1 st 2023 to March 31 ^s 2024 (c)	From April 1 st 2024 to March 31 ^s 2025 (d)	From April 1 st 2025 to March 31 ^s 2026 (e)	From April 1 st 2026 until the end of the contract period (f)	$(g) = (a \times b) + (a \times c) + (a \times d) + (a \times e) + (a \times f)$ (g)
Project Manager (min. 1 resource)							
Name: _____ Name: _____	250 hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Project Leader (min. 1 resource)							
Name: _____ Name: _____	300 hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Laser-Matter Interaction specialist (HPL) (min. 2 resources)							
Level 1 Name: _____ Name: _____	550 hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Level 2 (min. 1 resource) Name: _____ Name: _____	800 hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
HPL Operator and Experimentation Support (min. 1 resource)							
Level 1 Name: _____ Name: _____	500 hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Level 2 Name: _____ Name: _____	500 hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

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Electric/Electronics Specialist (min. 1 resource)							
Level 1 Name: _____ Name: _____	145 hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Level 2 (min. 1 resource) Name: _____ Name: _____	400 hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Electric/Electronics Assembler (min. 1 resource)							
Level 1 Name: _____ Name: _____	375 hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Level 2 Name: _____ Name: _____	375 hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Software/Firmware Specialist (min. 1 resource)							
Level 1 Name: _____ Name: _____	150 hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Level 2 (min. 1 resource) Name: _____ Name: _____	400 hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Software/Firmware Developer (min. 1 resource)							
Level 1 Name: _____ Name: _____	300 hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Level 2 Name: _____ Name: _____	300 hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

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Mechanical Conception Specialist (min. 1 resource)							
Level 1 Name: _____ Name: _____	100 hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Level 2 Name: _____ Name: _____	175 hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Mechanical Assembler (min. 1 resource)							
Level 1 Name: _____ Name: _____	175 hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Level 2 Name: _____ Name: _____	175 hours	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Total Bid Price for Evaluation							\$ _____

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ATTACHMENT 2 TO PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only).

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, managerial and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The mandatory evaluation criteria are described at *Attachment 1 to Part 4 of the Bid solicitation*. Bids which fail to meet the mandatory evaluation criteria will be declared non-responsive.

4.1.1.2 Point Rated Technical Criteria

Point Rated Technical Evaluation Criteria are described at *Attachment 1 to Part 4 of the Bid solicitation*. Criteria not addressed will be given a score of zero.

4.1.1.2.1 Bidder Experience

Except where expressly provided otherwise, the experience described in the bid must be the experience of one or more of the following:

1. The Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract); or
2. The Bidder's affiliates (i.e. parent, subsidiary or sister corporations), provided the Bidder identifies and demonstrates the transfer of know-how, the use of toolsets and the use of key personnel from the affiliate for the applicable criterion; or
3. The Bidder's subcontractors, provided the Bidder includes a copy of the teaming agreements and identifies the roles and responsibilities of all parties under the agreement and how their work will be integrated.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

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

Bids which fail to meet the mandatory financial criteria will be declared non-responsive.

4.1.2.2 Evaluation of Price - Bid

For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Financial Bid Presentation Sheet detailed in *Attachment 1 to Part 3 of the Bid Solicitation*.

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

4.2 Basis of Selection

4.2.1 Basis of Selection - Highest Combined Rating for Technical Merit (60%) and Price (40%)

1. To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation; and
- (b) meet all mandatory criteria; and
- (c) obtain the required minimum points specified in *Attachment 1 to Part 4 of the Bid Solicitation* for each point rated technical criterion with a passing grade; and
- (d) obtain the required minimum of 120 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 342 points.

2. Bids not meeting the requirements of (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:

(the total number of points obtained) divided by (the maximum number of points available), and 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 to determine its combined rating, calculated to 2 decimal places.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The *Table 3* below provides an example where all three bids are responsive and the selection of the contractor is based on a 60/40 ratio of technical merit and price, respectively. The total number of points that can be awarded is 342, and the lowest evaluated price is \$2,500,000.00.

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Table 3 - Highest Combined Rating for Technical Merit (60%) and Price (40%)

		BIDDER 1	BIDDER 2	BIDDER 3
Overall Technical Score		285 / 342	255 / 342	240 / 342
Bid Evaluated Price		\$2,750,000.00	\$3,000,000.00	\$2,500,000.00
Calculations	Technical Merit Score	$(285 / 342) \times 60 =$	$(255 / 342) \times 60 =$	$(240 / 342) \times 60 =$
		50.00	44.74	42.11
	Pricing Score	$(2,500,000.00 \$ / 2,750,000.00 \$) \times 40 =$	$(2,500,000.00 \$ / 3,000,000.00 \$) \times 40 =$	$(2,500,000.00 \$ / 2,500,000.00 \$) \times 40 =$
		36.36	33.33	40.00
Combined Note		86.36	78.07	82.11
Global Evaluation		1st	3rd	2nd

ATTACHMENT 1 TO PART 4 OF THE BID SOLICITATION

MANDATORY AND POINT RATED EVALUATION CRITERIA

For additional information, see *Section I: Technical Bid of Part 3 – Bid Preparation Instructions*.

1. INSTRUCTIONS

- a) Bidders should submit the résumés of each proposed resource for each labour category to demonstrate the resources' experience in response to the mandatory and point-rated technical criteria.
- b) Bidders must demonstrate their experience and each proposed resources' experience, and express it in months. The months of experience identified must be in terms of months of full-time employment (1 month of experience is considered to be a minimum of 150 hours of work).
- c) For the purpose of calculating months of experience, overlapping experience will only be counted once for the same resource category (e.g. Project #1 timeframe is July 2019 to December 2019; Project #2 timeframe is October 2019 to January 2020; the total experience for these two project references is seven (7) months).
- d) To be considered acceptable, any experience and/or expertise and any previous projects/studies submitted for evaluation must have been acquired during the 120 months prior to the closing date of this request for proposals. However, this time limit does not apply to the acquisition of the various diplomas and academic training.
- e) Each resource will be evaluated with respect to the criteria related to the labour category for which it is proposed. If the Bidder cannot propose resources for each category, subcontractors should be identified. The same information must be provided for the subcontractors' resources and the same evaluation method will apply.
- f) More than one resource can be proposed per labour category. In this case, each resource will be evaluated individually and must get the minimum score. The overall scores obtained by each qualified resource in a given category will be added and then divided by the number of qualified resources for that same category to obtain an average. This average will be the rating assigned to the Bidder for this category.
- g) The same resource may be proposed in more than one labour category and will thus be evaluated for each of those categories.
- h) Only the evaluated and qualified resources will be identified in Annex B - Basis of Payment.
- i) Bidders should submit their reference projects/studies in response to the applicable technical criteria in accordance with the *Bidder Response Table in Appendix A to Attachment 1 to Part 4*. For each reference projects/studies, the Bidder must at least include the information contain in the Bidder Response Table.

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- j) To be considered acceptable, each diploma must be from a recognized Canadian university or college, or an equivalent established by a recognized Canadian credential-assessment service if the diploma or certificate was obtained abroad.
- k) Experience acquired during graduate studies above the minimum level required for each resource category may be recognized if the relevance to the field of expertise is demonstrated.
- l) Where the post-secondary degree or diploma was completed and obtained outside of Canada, Canada reserves the right to request a Canadian equivalency document to be provided by the Bidder and issued by a recognized academic credentials assessment organization showing the academic level obtained.

1. Mandatory Technical (MT) Criteria

In their bids, Bidders must demonstrate that they meet the following mandatory criteria and provide the necessary documentation to support compliance.

Mandatory requirements are evaluated on a pass or fail basis. Therefore, no point rating is associated with them.

Each mandatory technical criterion should be addressed separately.

Bids not meeting all mandatory criteria will be deemed non-responsive and will be given no further consideration.

Mandatory Technical (MT) Criteria		
Criteria	Description	Ratings
MT1	<p>The Bidder must propose at least the number of resources specified below for each of the following labour categories:</p> <ul style="list-style-type: none"> (a) Project Manager; (min. 1 resource) (b) Project Leader; (min. 1 resource) (c) Laser-Matter Interaction Specialist (HPL¹); (min. 2 resources) <ul style="list-style-type: none"> i. At least one (1) of the proposed resources must be Level 2 (d) HPL¹ Operator and Experimentation Support; (min. 1 resource) (e) Electric/Electronics Specialist - Level 2; (min. 1 resource) (f) Electric/Electronics Assembler; (min. 1 resource) (g) Software/Firmware Specialist - Level 2; (min. 1 resource) (h) Software/Firmware Developer; (min. 1 resource) (i) Mechanical Conception Specialist; (min. 1 resource) (j) Mechanical Assembler; (min. 1 resource) <p>Note: <i>More than one resource can be proposed for each category. A given resource can also be proposed for more than one labour category.</i></p>	Pass or Fail
MT2	<p>The Bidder must demonstrate that he has High Power Lasers (HPL)¹ that qualify for each HPL¹ category and that are available at his premises (equipment located at subcontractor facilities will not be considered). A total of four (4) HPL¹ (one in each category) must be proposed in the bid. The HPL categories are listed in <i>Table 1 - High Power Laser (HPL)¹ Categories in Appendix 1 to Annex A.</i></p> <p>In order to demonstrate its compliance with this criterion, the Bidder must provide the following information for each proposed HPL¹:</p> <ul style="list-style-type: none"> (a) HPL¹ model number (b) Manufacturer (c) Date of production (d) Technical specifications attesting eligibility (see <i>Table 1</i>) (e) Operation by a remotely-controlled robotic arm (if applicable, see <i>Table 1</i>) 	Pass or Fail

MT3	<p>The Bidder must demonstrate that he has the following equipment available at his premises:</p> <ul style="list-style-type: none">• A spectrometer or a system of spectrometers that cover the spectral range larger or equal to 350 nm to 900 nm with a resolution smaller or equal to 0.3 nm and compatible with HPL¹ operation.• A contactless infrared pyrometer or thermometer with a dynamic range exceeding or equal to 500 -1700 Celsius compatible with HPL¹ operation.• An infrared or thermal imager compatible with HPL¹ operation.• A high-speed camera capable of a frame rate ≥ 1500 Hz at a resolution $\geq 1024 \times 1024$. <p>In order to demonstrate his compliance with this criterion, the Bidder must provide the following information for each proposed equipment:</p> <ul style="list-style-type: none">(a) Model number (if available, system can be custom made)(b) Manufacturer (if available, system can be custom made)(c) Date of production(d) Technical specifications attesting eligibility.	Pass or Fail
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¹ *High Power Lasers (HPL)*: a laser beam whose average power is 1000 W or higher or whose peak power is 1 MW or higher.

2. Point Rated Technical (RT) Criteria

Bids meeting all the mandatory criteria will be evaluated and scored as specified in *Table 4 - List of Evaluation Criteria and Associated Ratings*.

The Bidder must demonstrate that he meets the following point-rated technical criteria and provide the necessary documentation to support compliance.

The Bidder must achieve the minimum scores requirement as indicated in *Table 4*. Bids which fail to obtain the required minimum scores specified will be declared non-responsive.

Each point-rated technical criterion should be addressed separately.

The criteria are grouped under the following divisions: "Technical" and "Management".

2.1 Evaluation Criteria and Benchmark Statements

This document contains point-rated technical (RT) criteria supported by a set of benchmark statements (Weak, Limited, Adequate, Very Good, and Excellent). Each of these statements has a corresponding relative value:

- (a) Weak = 0% of maximum point rating
- (b) Limited = 25% of maximum point rating
- (c) Adequate = 50% of maximum point rating
- (d) Very good = 75% of maximum point rating
- (e) Excellent = 100% of maximum point rating

As an example, the maximum point rating for the *RT5 - Understanding of the Context, Scope and Objectives of the Work* criterion is 20 points. If a Bid receives a "Very Good" for this criterion in the evaluation process, the score attributed will be:

75% of 20 points = 15 points (score)

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Table 4 – List of Evaluation Criteria and Associated Ratings		
Evaluation Criteria	Maximum Rating	Minimum Rating
Management Criteria		
RT1 – Bidder's Experience	30	10
RT2 – Project Management	10	2,5
RT3 – Proposed Resources - Core Team	262	100*
RT4 – Employment Equity	10	0
Management Score	312	112,5
Technical Criteria		
RT5 – Understanding of the Context, Scope and Objectives of the Work	20	5
RT6 – Identification of Risks Objectives	10	2,5
Technical Score	30	7,5
Overall Score	342	120

* The minimum score does not represent the sum of the minimum scores for each sub-criterion.

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2.1 Cross-References to Evaluation Criteria in the Bid (Optional)

The Bidder should complete *Table 5* by indicating where in his Bid the information is found demonstrating how the proposal meets the evaluation criteria, in order to assist in the assessment of the Bid.

Table 5 – Cross-References to Evaluation Criteria in the Bid	
Evaluation Criterion	Section(s) in the Bidder's proposal where the criterion is addressed.
RT1	
RT2	
RT3	
RT4	
RT5	
RT6	

Point Rated Technical (RT) Criteria		Evaluation scale	Max	Min
Management Criteria			312	112,5
RT1	Bidder's Experience		30	10
1.1	<p>The Bidder must provide reference projects in executing and managing research and development projects:</p> <p>(a) of a value of CAD 100,000.00 or more (including applicable taxes);</p> <p>(b) for completed projects that lasted at least three (3) months and that occurred within the last ten (10) years prior to the Bid closing date of the Request for Proposal;</p> <p>Note: A task authorization meeting these conditions is considered a project.</p>	<p>30 points: The Bidder has worked on 10 projects or more in executing and managing research and development projects;</p> <p>20 points: The Bidder has worked on 7 to 9 projects in executing and managing research and development projects;</p> <p>10 points: The Bidder has worked on 4 to 6 projects in executing and managing research and development projects;</p> <p>0 point: The Bidder has less than 4 projects in executing and managing research and development projects.</p>		
RT2	Project Management		10	2,5
2.1	<p>The Bidder must describe how it proposes to control the management of the tasks with respect to assessing priorities, work overload, assignment and availability of resources.</p>	<p>Excellent:</p> <ul style="list-style-type: none"> The Bidder provides a coherent and comprehensive solution to control the management of the tasks with respect to assessing priorities, work overload, assignment and availability of resources. <p>Very good:</p> <ul style="list-style-type: none"> The Bidder provides a credible solution to control the management of the tasks with respect to assessing priorities, work overload, assignment and availability of resources. <p>Adequate:</p> <ul style="list-style-type: none"> The Bidder provides an adequate solution to control the management of the tasks with respect to assessing priorities, work overload, assignment and availability of resources. <p>Limited:</p> <ul style="list-style-type: none"> The Bidder provides an incomplete solution to control the management of the tasks with respect to assessing priorities, work overload, assignment and availability of resources; or The Bidder shows significant gaps in the solution and the likelihood of achieving successful completion of the solution is marginal. <p>Weak:</p> <ul style="list-style-type: none"> No solution is proposed. 		

RT3	PROPOSED RESOURCES - CORE TEAM		262	100
3.1	Project Manager		12	3
3.1.1	Academic training of the proposed resource	<p>5 points: Bachelor degree (or higher diploma) in science, engineering, and a Project Management Professional (PMP) certification</p> <p>3 points: Bachelor degree (or higher diploma) in science, engineering;</p> <p>1 point: Bachelor degree (or higher diploma) in project management or in business administration;</p> <p>0 point: Any other situation.</p>	5	1
3.1.2	<p>Experience of the resource in R&D project management</p> <p>Reference projects in managing research and development activities:</p> <p>(a) of a value of CAD 50,000.00 or more (including applicable taxes);</p> <p>(b) for completed projects that lasted at least three (3) months and that occurred within the last ten (10) years prior to the Bid closing date of the Request for Proposal;</p> <p>Note: A task authorization meeting these conditions is considered a project.</p>	<p>7 points: The proposed resource has worked on 10 projects or more in managing research and development activities.</p> <p>4 points: The proposed resource has worked on 7 to 9 projects in managing research and development contracts.</p> <p>2 points: The proposed resource has worked on 3 to 6 projects in managing research and development contracts.</p> <p>0 point: The proposed resource has worked on less than 3 projects in managing research and development contracts.</p>	7	2
3.2	Project Leader		18	4
3.2.1	Academic training of the proposed resource	<p>6 points: PhD in physics, physical engineering, chemistry, electrical engineering, materials engineering, or advanced mathematics and modeling;</p> <p>4 points: Masters in physics, physical engineering, chemistry, electrical engineering, materials engineering, or advanced mathematics and modeling;</p> <p>2 points: Bachelor degree in physics, physical engineering, chemistry, electrical engineering, materials engineering, or advanced mathematics and modeling;</p> <p>0 point: Any other situation.</p>	6	2

3.2.2	<p>Experience in laser-matter interaction (HPL¹)</p> <p>Reference projects in laser-matter interaction:</p> <p>(a) of a value of CAD 50,000.00 or more (including applicable taxes);</p> <p>(b) for completed projects that lasted at least three (3) months and that occurred within the last ten (10) years prior to the Bid closing date of the Request for Proposal;</p> <p>Note: A task authorization meeting these conditions is considered a project.</p>	<p>8 points: The proposed resource lead 10 laser-matter interaction projects or more.</p> <p>6 points: The proposed resource lead 5 to 9 laser-matter interaction projects.</p> <p>2 points: The proposed resource lead 3 to 4 laser-matter interaction projects.</p> <p>0 point: The proposed resource lead less than 3 laser-matter interaction projects.</p>	8	2
3.2.3	<p>Experience in prototype development</p> <p>Reference projects in prototype development:</p> <p>(a) of a value of CAD 50,000.00 or more (including applicable taxes);</p> <p>(b) for completed projects that lasted at least three (3) months and that occurred within the last ten (10) years prior to the Bid closing date of the Request for Proposal;</p> <p>Note: A task authorization meeting these conditions is considered a project.</p>	<p>4 points: The proposed resource lead 7 projects or more that resulted in the development of a prototype;</p> <p>3 points: The proposed resource lead 5 to 6 projects that resulted in the development of a prototype;</p> <p>2 points: The proposed resource lead 3 to 4 projects that resulted in the development of a prototype;</p> <p>0 point: The proposed resource lead less than 3 that resulted in the development of a prototype.</p>	4	0
3.3	Laser-Matter Interaction Specialist (HPL¹) - Level >= 1		30	7
3.3.1	Academic training of the proposed resource	<p>10 points: PhD in physics, physical engineering, chemistry, chemical engineering, electrical engineering, or materials engineering with a project related to HPL¹;</p> <p>7 points: Masters in physics, physical engineering, chemistry, chemical engineering, electrical engineering, or materials engineering with a project related to HPL¹;</p> <p>5 points: PhD in physics, physical engineering, chemistry, chemical engineering, electrical engineering, or materials engineering;</p> <p>3 points: Masters in physics, physical engineering, chemistry, chemical engineering, electrical engineering, or materials engineering;</p>	10	1

		<p>1 point: Bachelor degree in physics, physical engineering, chemistry, chemical engineering, electrical engineering, or materials engineering;</p> <p>0 point: Any other situation.</p>		
3.3.2	<p>Experience of the proposed resource in laser-matter interaction</p> <p>The proposed resource used a HPL¹ beam to investigate the interaction of the beam with solids.</p>	<p>20 points: The proposed resource has 72 months or more of experience in HPL¹ interaction with solids.</p> <p>12 points: The proposed resource has 48 to 71 months of experience in HPL¹ interaction with solids.</p> <p>6 points: The proposed resource has 12 to 47 months of experience in HPL¹ interaction with solids.</p> <p>0 point: The proposed resource has less than 12 months of experience in HPL¹ interaction with solids.</p>	20	6
3.4	Laser-Matter Interaction Specialist (HPL¹) - Level 2		30	13
3.4.1	Academic training of the proposed resource	<p>10 points: PhD in physics, physical engineering, chemistry, chemical engineering, electrical engineering, or materials engineering with a project related to HPL¹;</p> <p>7 points: Masters in physics, physical engineering, chemistry, chemical engineering, electrical engineering, or materials engineering with a project related to HPL¹;</p> <p>5 points: PhD in physics, physical engineering, chemistry, chemical engineering, electrical engineering, or materials engineering;</p> <p>3 points: Masters in physics, physical engineering, chemistry, chemical engineering, electrical engineering, or materials engineering;</p> <p>1 point: Bachelor degree in physics, physical engineering, chemistry, chemical engineering, electrical engineering, or materials engineering;</p> <p>0 point: Any other situation.</p>	10	1

3.4.2	<p>Experience of the proposed resource in laser-matter interaction</p> <p>The proposed resource used a HPL¹ beam to investigate the interaction of the beam with solids.</p>	<p>20 points: The proposed resource has 72 months or more of experience in HPL¹ interaction with solids.</p> <p>12 points: The proposed resource has 48 to 71 months of experience in HPL¹ interaction with solids.</p> <p>0 points: The proposed resource has less than 48 months of experience in HPL¹ interaction with solids.</p>	20	12
3.5	HPL¹ Operator and Experimentation Support - Level >= 1		20	4
3.5.1	Academic training of the proposed resource	<p>8 points: Bachelor degree (or higher diploma) in physics, physical engineering, chemistry, chemical engineering, electrical engineering, or materials engineering;</p> <p>4 points: Technical diploma in physics or electronics;</p> <p>0 point: Any other situation.</p>	8	4
3.5.2	<p>Experience in HPL¹ operation and experimentation</p> <p>The proposed resource operated a HPL¹ beam during laser-matter interaction experiments.</p>	<p>12 points: The proposed resource has 72 months or more of experience in HPL¹ operation and experimentation.</p> <p>8 points: The proposed resource has 48 to 71 months of experience in HPL¹ operation and experimentation.</p> <p>3 points: The proposed resource has 6 to 47 months of experience in HPL¹ operation and experimentation.</p> <p>0 point: The proposed resource has less than 6 months of experience in HPL¹ operation and experimentation.</p>	12	0
3.6	Electric/Electronics Specialist - Level 2		22	10
3.6.1	Academic training of the proposed resource	<p>8 points: Masters degree in electrical engineering</p> <p>6 points: Bachelor degree in electrical engineering</p> <p>2 points: Bachelor degree in engineering</p> <p>0 point: Any other situation</p>	8	2
3.6.2	Experience of the proposed resource	14 points: The proposed resource has 72 months or more of experience working on electric/electronics projects.	14	8

		<p>8 points: The proposed resource has 48 to 71 months of experience working on electric/electronics projects.</p> <p>0 point: The proposed resource has less than 48 months of experience of experience working on electric/electronics projects</p>		
3.7	Electric/Electronics Assembler - Level >=1		18	3
3.7.1	Academic training of the proposed resource	<p>6 points: Bachelor degree in electrical engineering</p> <p>5 points: Technical diploma in electronics</p> <p>3 points: Post high school diploma in electronics</p> <p>0 point: Any other degree</p>	6	3
3.7.2	Experience of the proposed resource	<p>12 points: The proposed resource has 48 months or more of experience as an electric/electronics assembler.</p> <p>8 points: The proposed resource has 18 to 47 months of experience as an electric/electronics assembler.</p> <p>3 points: The proposed resource has 6 to 17 months of experience as an electric/electronics assembler.</p> <p>0 point: The proposed resource has less than 6 months of experience as an electric/electronics assembler</p>	12	0
3.8	Software/Firmware Specialist - Level 2		30	18
3.8.1	Academic training of the proposed resource	<p>10 points: Master's degree in computer science, computer engineering</p> <p>8 points: Master's degree in electric engineering or physical engineering or mathematics</p> <p>4 points: Bachelor degree in computer science or computer engineering</p> <p>0 point: Any other diploma</p>	10	4
3.8.2	Experience of the proposed resource as specialist of software/firmware	<p>20 points: The proposed resource has 72 months or more of experience as a specialist in software/firmware.</p> <p>14 points: The proposed resource has 48 to 71 months of experience as a specialist in software/firmware.</p>	20	14

		0 point: The proposed resource has less than 48 months of experience as a specialist in software/firmware		
3.9	Software/firmware Developer - Level >=1		18	3
3.9.1	Academic training of the proposed resource	<p>6 points: Bachelor degree in computer science or computer engineering</p> <p>4 points: Bachelor degree in electric engineering or mathematics or physics engineering</p> <p>3 points: Technical diploma in computer science or electronics</p> <p>0 point: Any other diploma</p>	6	3
3.9.2	Experience of the proposed resource as a software/firmware developer	<p>12 points: The proposed resource has 48 months or more of experience as a software/firmware developer.</p> <p>7 points: The proposed resource has 18 to 47 months of experience as a software/firmware developer.</p> <p>3 points: The proposed resource has 6 to 17 months of experience as a software/firmware developer.</p> <p>0 point: The proposed resource has less than 6 months of experience as a software/firmware developer</p>	12	0
3.10	Mechanical Conception Specialist - Level >= 1		10	3
3.10.1	Academic training of the proposed resource	<p>3 points: Master's degree in mechanical engineering</p> <p>2 points: Bachelor degree mechanical engineering</p> <p>1 point: Bachelor degree in engineering physics, materials engineering or electrical engineering</p> <p>0 point: Any other diploma</p>	3	1
3.10.2	Experience of the proposed resource as specialist of mechanical conception	<p>7 points: The proposed resource has 72 months or more of experience as a specialist in mechanical conception.</p> <p>4 points: The proposed resource has 48 to 71 months of experience as a specialist in mechanical conception.</p> <p>2 points: The proposed resource has 12 to 47 months of experience as a specialist in mechanical conception.</p>	7	2

		0 point: The proposed resource has less than 12 months of experience as a specialist in mechanical conception		
3.11	Mechanical Assembler - Level >=1		10	1
3.11.1	Academic training of the proposed resource	<p>3 points: Bachelor degree mechanical engineering</p> <p>2 points: Technical diploma in mechanics</p> <p>1 point: Post high school diploma in mechanics</p> <p>0 point: Any other diploma</p>	3	1
3.11.2	Experience of the proposed resource as a mechanical assembler	<p>7 points: The proposed resource has 72 months or more of experience as a mechanical assembler.</p> <p>4 points: The proposed resource has 48 to 71 months of experience as a mechanical assembler.</p> <p>2 points: The proposed resource has 6 to 47 months of experience as a mechanical assembler.</p> <p>0 point: The proposed resource has less than 6 months of experience as a mechanical assembler</p>	7	0
3.12	Qualified resources		44	0
3.12.1	<p>The Bidder must demonstrate that he can propose more than the minimum number of <i>qualified</i>* resources specified below per labour category, when possible:</p> <p>(a) Project Manager; (min. 1 qualified resource)</p> <p>(b) Project Leader; (min. 1 qualified resource)</p> <p>(c) Laser-Matter Interaction Specialist (HPL¹); (min. 2 qualified resources)</p> <p style="padding-left: 20px;">i. At least one (1) of the qualified resources must be Level 2</p> <p>(d) HPL¹ Operator and Experimentation Support; (min. 1 qualified resource)</p> <p>(e) Electric/Electronics Specialist - Level 2; (min. 1 qualified resource)</p> <p>(f) Electric/Electronics Assembler; (min. 1 qualified resource)</p> <p>(g) Software/Firmware Specialist - Level 2; (min. 1 qualified resource)</p> <p>(h) Software/Firmware Developer; (min. 1 qualified resource)</p> <p>(i) Mechanical Conception Specialist; (min. 1 qualified resource)</p>	<p>30 points: The Bidder proposed more than the required minimum number of qualified resource in all labour categories</p> <p>20 points: The Bidder proposed more than the required minimum number of qualified resource in 6 to 9 labour categories</p> <p>10 points: The Bidder proposed more than the required minimum number of qualified resource in 3 to 5 labour categories</p> <p>0 point: The Bidder proposed more than the required minimum number of qualified resource in less than 3 labour categories</p>	30	0

	(j) Mechanical Assembler; (min. 1 qualified resource) *Qualified: Means a proposed resource that meets the minimum requirements related to the labour category for which it is proposed			
3.12.2	Number of laser-matter interaction specialists qualified (Level 1 and/or level 2)	8 points: 4 qualified resources or more 4 points: 3 qualified resources 0 point: Any other situation	8	0
3.12.3	Number of HPL¹ operators qualified (Level 1 and/or level 2)	6 points: 3 qualified resources or more 3 points: 2 qualified resources 0 point: Any other situation	6	0
RT4	Employment Equity		10	0
4.1	<p>The purpose of this social criterion is to increase the number of resources designated by the Employment Equity Act who hold positions in the Core Team for the performance of work under the SOW. To be considered, these resources must be part of one or many of the following groups: women, indigenous peoples, persons with disabilities and members of visible minorities.</p> <p><u>Background</u></p> <p>As per their Mandate Letter, the Minister of Public Services and Procurement Canada (PSPC) is responsible for “continu[ing] the modernization of procurement practices so that they are simpler, less administratively burdensome, user-friendly, deploy modern comptrollership, encourage greater competition and include practices that support our economic policy goals, including innovation, as well as green and social procurement.”</p> <p>In order to modernize procurement processes, the Government of Canada uses government procurement to advance other environmental, social, economic or innovation objectives.</p> <p>The socio-economic pillar of procurement modernization is intended to develop initiatives to increase the diversity of bidders on government contracts and improve socio-economic outcomes, particularly for businesses owned or managed by Canadians from under-represented groups, such as women, indigenous peoples, persons with disabilities and members of visible minorities.</p>	<p>10 points: 5 qualified resources or more</p> <p>5 points: 2 to 4 qualified resources</p> <p>0 point: Any other situation</p>		

	<p>This project aims to encourage the participation of resources designated by the Employment Equity Act who hold positions in the Core Team of a company providing Research and Development (R&D) services.</p> <p><u>Information to be provided</u></p> <p>The Bidder should identify the resources designated by the Employment Equity Act who hold positions among the ones on the Core Team of the SOW by providing the team member information in the <i>Annex F, Certification Form - Inclusion of Resources Designated by the Employment Equity Act</i>.</p> <p>Only the information that has been collected on a voluntary basis and provided at Annex F will be considered for the evaluation of this criterion.</p>		
Technical Criteria		30	7,5
RT5	Understanding of the Context, Scope and Objectives of the Work	20	5
5.1	<p>This criterion will assess the Bidder's understanding of the context, objectives, and scope of the project as described in the SOW.</p> <p>The bid is expected to clearly demonstrate the Bidder's understanding of the context, objectives, scope of the work. The Bidder should provide a discussion to demonstrate an excellent and complete understanding of the fundamental objectives of the SOW and how he defines the scope of the work and contributes to its overall objective.</p>	<p><u>Excellent:</u></p> <ul style="list-style-type: none"> • Demonstrated understanding of the context, scope and objectives is complete, in depth and thorough; • Discussion not limited to the content of the SOW; • The Bidder uses his own words; • The Bidder shows clearly an understanding of the direct and (potential) peripheral technical and scientific problems, their impact on the project, and the approaches to solve them. <p><u>Very good:</u></p> <ul style="list-style-type: none"> • Demonstrated understanding of the context, scope and objectives is complete and has acceptable depth; • Discussion is a mix of own words and content of the SOW; • Bidder uses his own words; • Complete discussion of technical and scientific problems, but limited to direct problems only. <p><u>Adequate:</u></p> <ul style="list-style-type: none"> • Demonstrated understanding of the context, scope and objectives is acceptable with limited depth; • Discussion is only a variation on the content of the SOW; • Bidder mixes his own words and SOW wording; • Limited discussion of technical and scientific problems, but limited to direct problems only. <p><u>Limited:</u></p> <ul style="list-style-type: none"> • Demonstrated understanding of the context, the scope and the objectives is limited in scope and depth; • Discussion limited to the content of the SOW; 	

		<ul style="list-style-type: none"> • Bidder only uses SOW wording; • No discussion of direct technical and scientific problems. <p>Weak:</p> <ul style="list-style-type: none"> • Not enough evidence in the proposal to assess acceptable understanding of the context, the scope and the objectives; • Discussion limited to the content of the SOW; • Bidder only uses SOW wording; • No discussion of direct technical and scientific problems. 		
RT6	Identification of Risks Objectives		10	2,5
6.1	The Bidder must identify the risks related to the work described in the SOW, clearly demonstrate how these risks SOW could compromise the project, and propose a contingency plans to overcome them. The factors described should be suitable, and the risk-management method realistic.	<p>Excellent:</p> <ul style="list-style-type: none"> • The Bidder provides a coherent and comprehensive contingency plan to overcome the risks <p>Very good:</p> <ul style="list-style-type: none"> • The Bidder provides a credible contingency plan to overcome the risks <p>Adequate:</p> <ul style="list-style-type: none"> • The Bidder provides an adequate contingency plan to overcome the risks <p>Limited:</p> <ul style="list-style-type: none"> • The Bidder provides an incomplete contingency plan to overcome the risks; or • The Bidder shows significant gaps in the contingency plan and the likelihood of achieving successful completion of the contingency plan is marginal. <p>Weak:</p> <ul style="list-style-type: none"> • No contingency plan is proposed 		
TOTAL			342	120

¹ *High Power Lasers (HPL)*: a laser beam whose average power is 1000 W or higher or whose peak power is 1 MW or higher.

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APPENDIX A TO ATTACHMENT 1 TO PART 4

BIDDER RESPONSE TABLE

Bidder Response Table <i>The Bidder should replicate the table for each reference project/study.</i>		
Description of the reference project/study		(To be completed by the Bidder)
Client details	Name of client organization	
	Address	
	Contract or order No.	
	Contract or project title	
	Client name and title	
	Client phone number	
	Client email	
<p>On one page, briefly describe the project/study related to the criteria</p> <p>Provide a summary of the scope, the list of categories of resources provided and the main responsibilities as part of the project/study.</p> <p><i>Study:</i> Means research work leading to a scientific report or to a publication in the scientific literature.</p>		
Indicate the period of the project/study (<i>month and year when the project began and ended</i>)		
Indicate the period of involvement of the resource (<i>month and year when the participation began and ended</i>)		
Indicate the total value invoiced (<i>Canadian dollars, including applicable taxes</i>).		

The information provided for each reference project/study may be subject to verification to certify the accuracy of the information. If the verification of information does not meet the above requirements, the bid will be declared non-responsive.

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 Security Requirements – Required Documentation

In accordance with the requirements of the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>), the Bidder must provide the Application for Registration (AFR) form at *Attachment 2 to Part 5 of the Bid solicitation* duly completed to be given further consideration in the procurement process.

Bidders are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, bidders who do not provide all the required information at bid closing will be given the opportunity to complete any missing information from the AFR form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the

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Contracting Authority (including any extension granted by the Contracting Authority in its discretion), or if Canada requires further information from the Bidder in connection with assessing the request for security clearance (i.e., information not required by the AFR form), the Bidder will be required to submit that information within the time period established by the Contracting Authority, which will not be less than 48 hours. If, at any time, the Bidder fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

5.2.3 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.

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.

5.2.4 Additional Certifications Precedent to Contract Award

5.2.4.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

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

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.

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

5.2.4.2 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.

5.2.4.3 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.

5.2.4.4 Language Capability

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

ATTACHMENT 1 TO PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
 - A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

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

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

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

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ATTACHMENT 2 TO PART 5 OF THE BID SOLICITATION

APPLICATION FOR REGISTRATION (AFR) FORM

The *Application for Registration (AFR) Form* appended to the bid solicitation package is to be inserted at this point and forms part of this document. If applicable, please complete this form and submit with your bid.

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](#) (2019-11-28) 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 in Annex A and the Contractor's technical and Managerial Bid entitled _____, dated _____. *(to be completed by Canada at contract award)*

7.1.1 Task Authorization

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:

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

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

- a description of any travel requirements including the content and format of any required travel report;
- the language profile required of the Contractor's personnel;
- categories of key resources;
- 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 *Annex 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 (5) business days of the request by Canada.

For each proposed resource, the Contractor must provide the following to the DND Procurement Authority and the Contracting Authority, unless the proposed resource(s) was/were proposed and evaluated prior to contract award:

- (a) A résumé for each of the proposed resources. The Contractor must demonstrate that each proposed resource for the Core Team meets the requirements set out in *Attachment 1 to Part 4 of the Bid Solicitation* of the resource category for which it is proposed (including any educational requirements, work experience and professional designation). For each proposed resource that is not part of the Core Team, the Contractor must demonstrate that they meet the requirements described in Section 6. *Resource Categories of Annex A - Statement of Work* of the resource category for which it is proposed (including any educational requirements, work experience and professional designation)
- (b) 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.
- (c) 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.
- (d) For work experience, Canada will not consider experience gained as part of an educational program, except for experience gained through a formal co-operative program at a post-secondary institution (where applicable).
- (e) For any requirements that specify a particular time period (e.g. 24 months) 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).
- (f) 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.

Resources who qualify on the Core Team under the requirements mentioned in the previous sections, will be authorized to perform work only when they have been added to the contract by way of an amendment approved by the Contractor and Canada. With respect to resources who will qualify, but who will not be part of the Core Team, Canada reserves the right to name or not this resource in the contract.

The Contractor must provide a technical proposal including the following information:

- Ventilation of the costs and resources by fiscal year, from April 1st to March 31st;
- Delivery dates;
- Risks associated with the task and proposed mitigation strategy, if applicable;
- Other – to the discretion of the contractor.

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 the "DND 626 Task Authorization Form" in Annex D.

7.1.1.2 Task Authorization Limit

The DND Procurement Authority may authorize individual task authorizations up to a limit of **\$200,000.00**, 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 the Maximum Contract Value
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 Research Center, 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.

7.2 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](#) (2022-05-12), General Conditions - Research & Development, apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

[4002](#) (2010-08-16), Software Development or Modification Services, apply to and form part of the Contract.

7.2.3 Disclosure Certification

On completion of the Work, the Contractor must submit to the Technical Authority and to the Contracting Authority a copy of the Disclosure Certification attached as Annex E stating that all applicable disclosures were submitted or that there were no disclosures to submit under section 27 of general conditions [2040](#).

7.2.4 SACC Manual Clauses

[K3305C](#) (2008-05-12), License to Intellectual Property Rights in Foreground Information
[K3410C](#) (2015-02-25), Canada to Own Intellectual Property Rights in Foreground Information

7.3 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.

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W7701-227440

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-1-44169

Buyer ID - Id de l'acheteur
QCL054
CCC No./N° CCC - FMS No./N° VME

**SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:
PWGSC FILE No. W7701-227440**

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, or RELIABILITY STATUS, as required**, 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 C;
 - (b) *Contract Security Manual* (Latest Edition).

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

7.4 Term of Contract

7.4.1 Period of the Contract *(to be completed by Canada at contract award)*

The period of the Contract is from date of Contract to _____ inclusive.

7.4.2 Delivery Points

Delivery of the requirement will be made to delivery point specified at section 14. DELIVERY LOCATION of Annex "A" of the Contract.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Daniel Boisclair
Title: Supply Specialist
Public Works and Government Services Canada
Address: 1550 D'Estimauville Ave., Quebec, QC, G1J 0C7
Telephone: 418-571-8051
E-mail address: Daniel.Boisclair@tpsgc-pwgsc.gc.ca

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

7.5.2 Technical Authority *(to be completed by Canada at contract award)*

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

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 by Canada at contract award)*

The DND Procurement Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

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

7.5.4 Contractor's Representative (to be completed by the Contractor)

Administrative representative:	Technical representative:
Name : _____	Name : _____
Telephone : _____	Telephone : _____
Facsimile : _____	Facsimile : _____
Email : _____	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: 2019-01](#) 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.

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 **\$3,000,000.00**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (a) when it is 75 percent committed, or
 - (b) four (4) months before the contract expiry date, or
 - (c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Travel and Living Expenses

- 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 a 50 kilometer radius of Defense Research and Development Canada - Valcartier Research Center located at 2459, de la Bravoure Road, Quebec, QC, G3J 1X5; and
 - (ii) any travel between the Contractor's place of business and Defence Research and Development Canada – Valcartier Research Centre.

- b. For services to be provided outside of the radius of describe at section 7.7.3 (a), 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, and private vehicle allowances specified in Appendices B, C and D of the [National Joint Council Travel Directive](#), 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. All travel must have the prior authorization of the Technical Authority;

7.7.4 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.

7.7.4.1 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.

7.7.4.2 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 work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada;
- (c) all the certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives.

7.7.4.3 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.

7.7.5 SACC Manual Clauses

[A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department
[C0305C](#) (2014-06-26), Cost Submission - Limitation of Expenditure or Ceiling Price
[C2000C](#) (2007-11-30), Taxes – Foreign-based Contractor

7.7.6 Electronic Payment of Invoices – Contract

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

- a. Direct Deposit (Domestic and International);
- b. Electronic Data Interchange (EDI);
- c. Wire Transfer (International Only).

7.7.7 Discretionary Audit

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

7.8 Invoicing Instructions

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

Each claim must show:

- (a) all information required on form [PWGSC-TPSGC 1111](#);
- (b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- (c) the description and value of the milestone claimed as detailed in the Contract.

2. 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.
3. The Contractor must prepare and certify the request on form [PWGSC-TPSGC 1111](#), and send it in electronic format to the following address 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.

4. 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

[A3015C](#) (2014-06-26), Certifications - Contract

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

[B6800C](#) (2007-11-30), List of Non-consumable Equipment and Material

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 supplemental general conditions [4002](#) (2010-08-16), Software Development or Modification Services;
 - (c) the general conditions [2040](#) (2021-12-02), Research & Development;
 - (d) Annex A, Statement of Work;
 - (e) Annex B, Basis of Payment;
 - (f) Annex C, Security Requirements Check List (SRCL);
 - (g) Annex D, DND 626 Task Authorization Form;
 - (h) Annex E, Contractor Disclosure of Foreground Information;
 - (i) Annex F, Certification Form - Inclusion of Resources Designated by the Employment Equity Act;
 - (j) the signed Task Authorizations (including all of its annexes, if any);
 - (k) the Contractor's bid dated _____ (*insert the date of the bid*), and, as amended on _____ (*insert the date(s) of the amendments, if any*).

7.12 Defence Contract

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

7.13 Foreign Nationals

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

7.14 Insurance

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

7.15 Controlled Goods Program

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

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

7.16 Progress Reports

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

Each negative response must be supported with an explanation.

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

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

7.17 SACC Manual Clause

[A9062C](#) (2011-05-16), Canadian Forces Site Regulations

7.18 Identification Badge

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

7.19 Shipping Instructions - Delivery at Destination

Goods must be consigned to the destination specified in the Contract and Delivered Duty Paid (DDP) *Defense Research and Development Canada – Valcartier Research Center,, 2459 Route de la Bravoure, Québec, Qc, G3J1X5, Canada*, according to Incoterms 2010 for shipments from commercial contractor.

7.20 Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

7.21 Inclusion of Resources Designated by the Employment Equity Act

In the event of changes in the Core Team, a resource designated by the Employment Equity Act identified in Annex F, should be replaced by a resource belonging to one or many of the following groups: women, indigenous peoples, persons with disabilities and members of visible minorities, and according to the terms of the General Conditions [2040](#), article 9, Replacement of specific individuals. If the Contractor is unable to find a resource designated by the Employment Equity Act as a replacement resource, the Contractor will need to demonstrate that reasonable efforts has been put in place to do so. Canada reserves the right to accept any other resource.

7.22 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

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File No. - N° du dossier
QCL-1-44169

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QCL054
CCC No./N° CCC - FMS No./N° VME

- (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. GENERAL

1.1 Title

Studies and developments in High Power Laser applications for the advancement of Canadian directed energy systems

1.2 Objective/Context

The general objective of this contract is to provide scientific and technical services in the field of directed energy systems based on powerful and/or intense laser emission, commonly referred to as High Power Lasers (HPL). A directed energy system generally includes a HPL, a beam director which optimally projects the energy where needed, as well as detection and tracking.

However, the innovation in the field of directed energy is not limited to the improvement of the different components of the system, it also covers ancillary topics such as research in laser-matter interaction, quantitative measurements to support the development of laser safety templates as well as the development of an electro-optic sensor suite to assess on the laser-induced effects.

This Statement of Work (SOW) encompasses tasks oriented towards the improvement of Defence Research and Development Canada (DRDC) knowledge in those ancillary research axis by soliciting a broad range of expertise ranging from laser-mater experimentation to assess on the dwell time for a specific experimental condition, to the development of complex diagnostics prototypes to quantify the hazard from reflections.

The deliverables and outcomes that will result from the contract align with DRDC's mission to advise Canadian Armed Forces in the field of directed energy.

1.3 Acronyms

cm: centimetre
DND: Department of National Defence
DRDC: Defence Research and Development Canada
fs: Femtosecond
HPL: High Power Lasers
kW: Kilowatt
mJ: Millijoule
nm: Nanometre
ns: Nanosecond
PCB: Printed Board Circuits
ps: Picosecond
SOW: Statement of Work
TA: Task authorization
W: Watt
W/sr: Watt per unit steradian
µJ: Microjoule

2. APPLICABLE DOCUMENTS & REFERENCES

Applicable documents may be associated to some Task Authorizations (TA). In those cases, the SOW of the TA will provide the required information regarding the applicable documents and references.

3. SCOPE OF THE WORK

Depending on the context and the type of work, scientific, engineering and technical capabilities in the field of HPL are required in the following development fields:

1. Laser-matter interaction: experiment and complex diagnostics (Task 1)
2. Electric/electronic design and assembly (Task 2)
3. Embedded Software/Graphical user interface design and implementation (Task 3)
4. Mechanical design, machining and assembly (Task 4)
5. Data analysis and Literature Review (Task 5)
6. Prototype design and integration (Task 6)

The Work will be performed on an "as and when requested basis" using TA. Future tasks will all be articulated around the six topics listed (Tasks 1 to 6), sometimes soliciting expertise from a combination of them.

3.1 Task 1: Laser-matter interaction: experiment and complex diagnostics

General:

The Contractor must design and conduct laser-matter interaction experiments using different types of HPL, and execute complex scientific diagnostics during laser-matter interaction. These complex measurements include, but are not limited to, spectroscopic characterization of the laser-induced emissions, temperature evolution of the exposed sample, thermal imagery of the sample, high speed imagery of the sample, and characterization of the distribution of the reflected laser light.

Some tasks will come with a test plan elaborated by the Technical Authority describing the measurements and diagnostics to conduct and the required laser source(s) (one or more). Other tasks may require the Contractor to elaborate the test plan. The Contractor may be required to purchase samples for the laser-matter interaction experiments. Those material include, but are not limited to, metals, plastics, polymers, semiconductor, dielectrics, minerals, and ceramics. All purchases must first be approved in writing by the Technical Authority.

Services to be provided (sub tasks):

The services to be provided include, but are not limited to:

- 3.1.1** The Contractor must characterize the interaction of a laser beam with a sample using visible and infrared spectroscopy and/or, contactless temperature monitoring and/or, infrared imagery and/or, high speed imagery and/or monitoring the distribution of laser reflections.
- 3.1.2** The Contractor must conduct systematic experiments to optimize a laser process by determining the appropriate laser parameters. Processes to optimize include, but are not limited to, dwell time minimization for perforation, spectroscopic emissions signal intensity, reduction of hazardous laser reflections.

3.2 Task 2: Electric/electronic design and assembly

General:

The Contractor must design electric/electronic circuits (analog and numeric) using commercial software platforms such as PADs, Orcad or Altium, or based on the needs of a specific TA. He must fabricate electric and electronic components or systems based on plans he may not have developed. The Contractor must integrate multiple electric and/or electronic components into larger prototypes.

Depending on the needs specific to the design, the Contractor may choose to have electric/electronic components fabricated by a Canadian manufacturer. The Contractor may be required to purchase electric and/or electronic components required for the fabrication of the prototypes. All purchases must first be approved in writing by the Technical Authority.

Services to be provided (sub tasks):

The services to be provided include, but are not limited to:

- 3.2.1** The Contractor must design analog electronic components and surface mount devices.
- 3.2.2** The Contractor must design numeric electronic components.
- 3.2.3** The Contractor must fabricate a wireless communication link between two devices.
- 3.2.4** The Contractor must perform the routing and design of Printed Circuit Boards (PCB) using software such as PADs, Orcad or Altium.
- 3.2.5** The Contractor must evaluate the performances of the developed circuits, using modelling if required.
- 3.2.6** The Contractor must assemble multiple electric/electronic components into a larger prototype

3.3 Task 3: Embedded Software/Graphical user interface design and implementation

General:

The Contractor must develop applications and firmware for signal acquisition and processing using Digital Signal Processors and microcontrollers to, for example, remotely control a system such as a laser or a camera. The Contractor must develop or modify drivers in order to interface an existing scientific system such as a thermal camera, a laser system, etc. The Contractor must also create applications developed using commercial platforms such as Labview and MATLAB to make data acquisition and analysis.

Services to be provided (sub tasks):

The services to be provided include, but are not limited to:

- 3.3.1** The Contractor must design and modify equipment drivers (cameras, detectors, lasers, etc.) in order to integrate an advanced piece of software.
- 3.3.2** The Contractor must program a Digital Signal Processors or a microcontroller.
- 3.3.3** The Contractor must develop user interfaces, algorithms and software in order to automate data acquisition during trials.
- 3.3.4** The Contractor must develop user interfaces, algorithms and software in order to automate data analysis during and/or after trials.
- 3.3.5** The Contractor must develop software and/or firmware to control an instrument or a system.

3.4 Task 4: Mechanical design, machining and assembly

General:

The Contractor must design mechanical components or systems using commercially available software platforms such as Solid Edge, ProEng or AutoCAD, among others. The designs proposed by the Contractor might be used by third-parties for manufacturing or the Contractor might be asked to build the designed system by himself. In all cases, the design must be complete and include all the information required to allow the building of the system by a third-party, without the assistance of the Contractor. The Contractor may be required to purchase and acquire mechanical and opto-mechanical components to realize the requested tasks. All purchases must first be approved in writing by the Technical Authority.

Services to be provided (sub tasks):

The services to be provided include, but are not limited to:

- 3.4.1** The Contractor must create mechanical drawings using software such as Solid Edge, ProEng or AutoCAD corresponding to the specifics of the required task.
- 3.4.2** The Contractor must fabricate mechanical components from drawings he may, or not, have produced.
- 3.4.3** The Contractor must assemble mechanically multiple components or subsystems into a prototype.
- 3.4.4** The Contractor must evaluate the mechanical performances of the developed components, using modelling if required.

3.5 Task 5: Data analysis and Literature Review

General:

The Contractor must analyze data either collected during experiments/trials or obtained from the result of simulations. The analysis could be done via commercial software platforms (MATLAB, Excel, etc.) or dedicated (software dedicated to the instrument used to collect the data). The Contractor must crop data irrelevant from the scientific perspective and summarize the most significant part. The analyzed results must be summarized in PowerPoint files or technical reports, as requested. The Contractor must execute literature reviews on various subjects related to different components of Laser-based Directed Energy systems and summarize its findings in a report, graphs or tables as requested.

Services to be provided (sub tasks):

The services to be provided include, but are not limited to:

- 3.5.1** The Contractor must analyze the data collected during a trial, an experimental campaign or simulated using a numerical simulator, and summarize the scientifically relevant findings in technical reports, graphs, tables, PowerPoint slide decks, etc.,
- 3.5.2** Starting from a large data set, the Contractor must reduce the amount of data to those relevant scientifically.
- 3.5.3** The Contractor must perform a literature review summarizing the state-of-the-art in a topic relevant to Laser-based Directed Energy systems and summarize the scientifically relevant findings in technical reports, graphs, tables, PowerPoint slide decks, etc.

3.6 Task 6: Prototype design and integration

General:

The Contractor must elaborate and execute projects leading to the realization of multi-disciplinary prototypes or laser-matter experiments soliciting the expertise detailed in Tasks 1 to 5. He must develop complex designs or experimental plans, determining the required components and expertise needed to achieve the mandate. The Contractor must coordinate the activities of the different actors involved for each sequence of a project. The Contractor must provide detailed development or experimental plans including financial and time provisions for realisation.

Services to be provided (sub tasks):

The services to be provided include, but are not limited to:

- 3.6.1 The Contractor must develop a detailed plan with financial provisions for the realization of a future project.
- 3.6.2 The Contractor must evaluate the feasibility (feasibility study) of realizing a project with the allocated resources.
- 3.6.3 The Contractor must coordinate and supervise technical activities of the actors involved at each phase of the project.
- 3.6.4 The Contractor must elaborate multi-disciplinary designs soliciting the expertise detailed in Tasks 1 to 5.

4. RELATIVE FREQUENCY OF EACH ACTIVITY

Throughout the duration of the task authorization Contract, the frequency of occurrence of each activity is expected to be as follows.

Task	Frequency
1	40
2	15
3	15
4	10
5	10
6	10
Total	100%

5. REPORTS AND OTHER DELIVERABLES

General:

In general, the deliverables consist in, but not limited to, scientific and/or technical reports, software, firmware, prototypes, and experimental data. An electronic copy (CD, DVD, HDD) must, at minimum, be produced for the Technical authority. The specific deliverables and the number of copies depend on the nature of a specific TA to be accomplished.

The Contractor might be requested to present the results of his work orally within a specific TA with specialists of the domain.

Deliverables and deadlines will be specified in each TA.

5.1 Technical report

A technical report is to be produced for the work executed for a specific TA. The report must contain an abstract, an executive summary, the objectives, a description of the work executed (methodology, equipment, results, analysis, and conclusions/recommendations). The Contractor must include the technical difficulties encountered and the solutions used to overpass them. In addition, he must reference previous works in the same domain as accurately as possible. The number of pages for a report depends on the context, the goal and pertinence of the results of the specific TA. Usually, the presentation format of a report must meet the standards and format of DRDC publications. However, if specified otherwise by the Technical Authority, the format of a report might differ from DRDC standards.

5.2 Electronic conception and fabrication

When a TA requires electronic development, the deliverables are the files and drawings of the project on a CD, DVD, or HDD. A detailed technical report which summarizes the objectives, the methods and the performance/limitations of the produced piece of electronics must be produced. A deliverable might include a prototype that can be requested by the Technical authority.

5.3 Software/Firmware

When a TA requires the development of a software/firmware, the deliverables are the files, executables and source codes of the project produced on a CD, DVD, or HDD. A detailed technical report which summarizes the objectives, the methods and the performance/limitations must be produced. Delivered software/firmware must be documented in sufficient details to enable appropriately trained employees of Canada to install and use all functions and features without assistance from the Contractor.

5.4 Mechanical/opto-mechanical/optical conception and fabrication

When a TA requires the development of mechanical/opto-mechanical/optical components or systems, the deliverables are the components and/or systems produced as well as the models and drawings produced in the context of this TA.

6. RESOURCE CATEGORIES

Reference projects valid for evaluation are:

- (a) of a value of CAD 50,000.00 or more (including applicable taxes);
- (b) for completed projects that lasted at least three (3) months and that occurred within the last ten (10) years prior to the Bid closing date of the Request for Proposal;

6.1 Project Manager

The role of the project manager includes, but is not limited to:

- Producing project management documents;
- Holding progress meetings and tracking work progress;
- Following project schedule and managing financial aspect.

6.1.1 Academic training

At least one of the following:

- Bachelor degree (or higher diploma) in science, engineering;
- Bachelor degree (or higher diploma) in project management or in business administration.

6.1.2 Experience

- Worked on at least 3 projects in managing research and development contractual activities.

6.2 Project Leader

The role of the project leader includes, but is not limited to:

- Elaborating multi-disciplinary concepts and designs for complex laser-matter interaction experiments;
- Elaborating multi-disciplinary concepts and designs for complex prototypes;
- Supervising and organizing technical and scientific activities;
- Complex data analysing and interpretation;
- Consolidating multi-disciplinary reports.

6.2.1 Academic training

At least one of the following:

- PhD in physics, physical engineering, chemistry, electrical engineering, materials engineering, or advanced mathematics and modeling;
- Masters in physics, physical engineering, chemistry, electrical engineering, materials engineering, or advanced mathematics and modeling;
- Bachelor degree in physics, physical engineering, chemistry, electrical engineering, materials engineering, or advanced mathematics and modeling.

6.2.2 Experience

- Lead at least 3 laser-matter interaction projects.

6.3 Laser-Matter Interaction specialist (HPL)

The role of the specialist includes, but is not limited to:

- Designing complex experimental methods to measure or characterize laser-matter interaction with a HPL;
- Selecting appropriate sensors or equipment to perform the task;
- Performing spectroscopic analysis of laser-induced flames;
- Designing systems to control and characterize the interaction;
- Analysing and interpreting scientific data;
- Conducting literature reviews;
- Writing reports.

6.3.1 Academic training

At least one of the following:

- PhD in physics, physical engineering, chemistry, chemical engineering, electrical engineering, or materials engineering;
- Masters in physics, physical engineering, chemistry, chemical engineering, electrical engineering, or materials engineering ;
- Bachelor degree in physics, physical engineering, chemistry, chemical engineering, electrical engineering, or materials engineering.

6.3.2 Experience Levels

- **Level 1:** Has at least 12 months of experience in HPL interaction with solids.
- **Level 2:** Has at least 48 months of experience in HPL interaction with solids.

6.4 HPL Operator and Experimentation Support

The role of the operator includes, but is not limited to:

- Conducting laser-matter interaction experiments, operating the HPL and ancillary measurement equipment;
- Installing, calibrating, aligning, connecting the required equipment in preparation for a laser-matter interaction experiment;
- Collecting and organizing data to facilitate analysis.

6.4.1 Academic training

At least one of the following:

- Bachelor degree (or higher diploma) in physics, physical engineering, chemistry, chemical engineering, electrical engineering, or materials engineering;
- Technical diploma in physics or electronics.

6.4.2 Experience Levels

- **Level 1:** Has less than 48 months of experience in HPL operation and experiment support.
- **Level 2:** Has at least 48 months of experience in HPL operation and experiment support.

6.5 Electric/Electronics Specialist

The role of the specialist includes, but is not limited to:

- Designing complex electric/electronic circuits for the remote acquisition of data;
- Designing complex electric/electronic circuits for the remote control of instruments;
- Conception for the integration multiple electric/electronic systems in a prototype;
- Designing and building complex integrated electric/electronic circuits;
- Analysing and interpreting scientific data;
- Conducting literature reviews;
- Writing reports.

6.5.1 Academic training

At least one of the following:

- Masters degree in electrical engineering
- Bachelor degree in electrical engineering;
- Bachelor degree in engineering.

6.5.2 Experience Levels

- **Level 1:** Has at least 12 months of experience working on electric/electronics projects.
- **Level 2:** Has at least 48 months of experience working on electric/electronics projects.

6.6 Electric/Electronics Assembler

The role of the assembler includes, but is not limited to:

- Identifying appropriate component list for projects;
- Assembling electric/electronic circuits;
- Integrating multiple electronic systems in a prototype;
- Building integrated electronic circuits.

6.6.1 Academic training

At least one of the following:

- Bachelor degree in electrical engineering;
- Technical diploma in electronics;
- Post high school diploma in electronics.

6.6.2 Experience Levels

- **Level 1:** Has less than 48 months of experience as an electric/electronics assembler.
- **Level 2:** Has at least 48 months of experience as an electric/electronics assembler.

6.7 Software/Firmware Specialist

The role of the specialist includes, but is not limited to:

- Designing complex software for automated data analysis;
- Designing complex firmware for the remote control of equipment;
- Designing complex graphical user interface for the operation of a prototype;
- Conducting literature reviews;
- Writing reports.

6.7.1 Academic training

At least one of the following:

- Master's degree in computer science or computer engineering;
- Master's degree in electric engineering or physical engineering or mathematics;
- Bachelor degree in computer science or computer engineering.

6.7.2 Experience Levels

- **Level 1:** Has at least 12 months of experience as a specialist in firmware/software.
- **Level 2:** Has at least 48 months of experience as a specialist in firmware/software.

6.8 Software/Firmware Developer

The role of the developer includes, but is not limited to:

- Writing software for automated data acquisition;
- Writing firmware for the remote control of equipment;
- Elaborating graphical user interfaces for equipment control.

6.8.1 Academic training

At least one of the following:

- Bachelor degree in computer science or computer engineering;
- Bachelor degree in electric engineering or mathematics or physics engineering;
- Technical diploma in computer science or electronics.

6.8.2 Experience Levels

- **Level 1:** Has less than 48 months of experience as a software/firmware developer.
- **Level 2:** Has at least 48 months of experience as a software/firmware developer.

6.9 Mechanical Conception Specialist

The role of the designer includes, but is not limited to:

- Designing mechanical components for HPL related systems and prototypes;
- Designing mechanical components for automated systems;
- Preparing mechanical drawings for integration in a prototype.

6.9.1 Academic training

At least one of the following:

- Master's degree in mechanical engineering;
- Bachelor degree mechanical engineering;
- Bachelor degree in engineering physics, materials engineering or electrical engineering.

6.9.2 Experience Levels

- **Level 1:** Has at least 12 months of experience as a specialist in mechanical conception.
- **Level 2:** Has at least 48 months of experience as a specialist in mechanical conception.

6.10 Mechanical Assembler

The role of the assembler includes, but is not limited to:

- Machining, fabrication and assembling mechanical parts.

6.10.1 Academic training

At least one of the following:

- Bachelor degree mechanical engineering;
- Technical diploma in mechanics;
- Post high school diploma in mechanics.

6.10.2 Experience Levels

- **Level 1:** Has less than 48 months of experience as a mechanical assembler.
- **Level 2:** Has at least 48 months of experience as a mechanical assembler.

7. LANGUAGE OF WORK

- All meetings must be held in English or French. The Contractor must ensure that all their participants understand and speak English or French.
- All documents and presentations must be written in English.

8. LOCATION OF WORK

Each TA will specify the work location of the task to be performed.

Approximately 80% of the Work will have to be carried out at the Contractor's premises. For specific considerations to be determined in each TA, around 20% of the Work could be carried out at DRDC premises, at the following address:

Defence Research and Development Canada – Valcartier Research Centre
2459, de la Bravoure Road
Quebec, QC
G3J 1X5

9. TRAVEL

If applicable, the TA will specify the travelling requirements.

All travel must first be approved in writing by the Technical Authority.

10. MEETINGS

Depending on the tasks, the Contractor must expect to participate to the following meetings, which will mainly be held by teleconference. However, if appropriate and upon mutual agreement, these meetings could be held at the Contractor's facility or at DRDC premises.

- When a TA is issued, the Contractor must prepare for and attend a **Kick-Off Meeting** with the Technical Authority and DRDC representatives.
- The Technical Authority may request **Progress Review Meetings**, based on the duration and complexity of the TA.
- A **Final Meeting** will be held at the end of each TA for the Contractor to present the results and deliverables.

11. GOVERNMENT SUPPLIED MATERIAL (GSM)

Depending on the tasks, some material may be provided by Canada. If applicable, there will be an indication in the TA description.

12. GOVERNMENT FURNISHED EQUIPMENT (GFE)

Depending on the tasks, some equipment may be provided by Canada. If applicable, there will be an indication in the TA description.

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13. SPECIAL CONSIDERATIONS

Depending on the requirements, the Contractor might need to purchase and acquire components to realize the tasks. All procured material will remain the property of DRDC Valcartier upon completion of the Tasks. All purchases must first be approved in writing by the Technical Authority.

Upon approval by the Technical Authority, resources may be required to be passengers in a DND vehicle or a vehicle rented by a DND employee.

14. DELIVERY LOCATION

Defense Research and Development Canada – Valcartier Research Center
2459 Route de la Bravoure
Québec, Qc
G3J1X5
Canada

15. PUBLICATIONS

Any manuscript for publication in magazines, journals or other publications, as well as any abstracts of a presentation or any other form of publication, must first be submitted to the Technical Authority for review and approval ninety (90) days in advance of presentation or publication. An explicit reference regarding federal government funding must be included, and it must be clearly mentioned that the content is the authors' responsibility. The Technical Authority will 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 Authority objects in writing, he/she must send the written objection to the organization responsible for publication (journal or conference).

ATTACHMENT 1 TO ANNEX A

HIGH POWER LASER CATEGORIES

The Contractor must have the four (4) High Power Lasers (HPL)¹ listed in *Table 1* available at its premises (equipment located at subcontractor facilities will not be considered). To be eligible, a HPL must meet all the criteria of a given category:

Table 1 - High Power Laser (HPL) Categories						
Category	Type of laser	Maximum Averaged Power	Pulse Duration	Maximum Pulse Energy	Central Wavelength	Robotic manipulation
1	Continuous Wave	≥ 16 kW	N/A	N/A	≥ 1060 nm and ≤ 1095 nm	YES
2	Pulsed	≥ 200 W	≤ 300 ns	≥ 10 mJ	≥ 1060 nm and ≤ 1095 nm	NO
3	Pulsed	≥ 15 W	≤ 25 ps	≥ 100 µJ	≥ 1060 nm and ≤ 1095 nm	NO
4	Pulsed	≥ 15 W	≤ 500 fs	≥ 15 µJ	≥ 1015 nm and ≤ 1045 nm	NO

¹ *High Power Lasers (HPL)*: a laser beam whose average power is 1000 W or higher or whose peak power is 1 MW or higher.

ANNEX B

BASIS OF PAYMENT

(To be completed by Canada at contract award)

1. LABOUR

The Contractor will be paid at firm, all-inclusive, hourly rates including profit, Overhead and General & administration (Applicable Taxes extra), as follows:

Resource Categories	Firm, all-inclusive, hourly rates per category				
	From date of contract to March 31 st 2023	From April 1 st 2023 to March 31 st 2024	From April 1 st 2024 to March 31 st 2025	From April 1 st 2025 to March 31 st 2026	From April 1 st 2026 until the end of the contract period
Project Manager (min. 1 resource)					
Name: _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Name: _____					
Project Leader (min. 1 resource)					
Name: _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Name: _____					
Laser-Matter Interaction specialist (HPL) (min. 2 resources)					
Level 1					
Name: _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Name: _____					
Level 2 (min. 1 resource)					
Name: _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Name: _____					
HPL Operator and Experimentation Support (min. 1 resources)					
Level 1					
Name: _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Name: _____					
Level 2					
Name: _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Name: _____					

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Electric/Electronics Specialist (min. 1 resources)					
Level 1 Name: _____ Name: _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Level 2 (min. 1 resource) Name: _____ Name: _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Electric/Electronics Assembler (min. 1 resources)					
Level 1 Name: _____ Name: _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Level 2 Name: _____ Name: _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Software/Firmware Specialist (min. 1 resources)					
Level 1 Name: _____ Name: _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Level 2 (min. 1 resource) Name: _____ Name: _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Software/Firmware Developer (min. 1 resources)					
Level 1 Name: _____ Name: _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Level 2 Name: _____ Name: _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

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Mechanical Conception Specialist (min. 1 resources)					
Level 1 Name: _____ Name: _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Level 2 Name: _____ Name: _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Mechanical Assembler (min. 1 resources)					
Level 1 Name: _____ Name: _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Level 2 Name: _____ Name: _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

2. TRAVEL AND LIVING EXPENSES

- (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 a 50 kilometer radius of Defense Research and Development Canada - Valcartier Research Center located at 2459, de la Bravoure Road, Quebec, QC, G3J 1X5; and
 - (ii) any travel between the Contractor's place of business and Defence Research and Development Canada – Valcartier Research Centre.
- (b) For services to be provided outside of the radius of describe at section 2 (a), 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, and private vehicle allowances specified in Appendices B, C and D of the [National Joint Council Travel Directive](#), 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

All travel must have prior authorization of the Technical Authority.

All payments are subject to government audit.

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3. EQUIPMENTS, MATERIALS AND SUPPLIES: at laid down cost¹ without markup.

4. LIMITATION OF EXPENDITURE

Limitation of Expenditure - Cumulative Total of all Task Authorizations	\$3,000,000.00 (Applicable Taxes extra)
--	--

¹ Laid-down cost means: The cost incurred by a supplier to acquire a specific product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes the Goods and Services Tax and the Harmonized Sales Tax. (2010-01-11) (**laid-down cost**)

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ANNEX C

SECURITY REQUIREMENTS CHECK LIST

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

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ANNEX D

DND 626 TASK AUTHORIZATION FORM

The *DND 626 Task Authorization Form* appended to the bid solicitation package is to be inserted at this point and forms part of this document.

ANNEX E

CONTRACTOR DISCLOSURE OF FOREGROUND INFORMATION

Please refer to the Article 1, "Interpretation" of General Conditions [2040](#) applicable to the Contract 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 to the DRDC Valcartier)

Signature

Date

Name

Title (Technical Authority)

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ANNEX F

CERTIFICATION FORM - INCLUSION OF RESOURCES DESIGNATED BY THE EMPLOYMENT EQUITY ACT

Public Services and Procurement Canada (PSPC) aims to increase the number of resources designated by the [Employment Equity Act](#) in key positions on the Core Team.

This form is designed to collect information with regards to these resources in order to comply with the point rated social criterion *RT4 - Employment Equity*.

Your response is voluntary and you may choose to NOT RESPOND. However, the score of zero will be assigned for this criterion.

The information you provide will be used to evaluate the criterion mentioned above.

1. Voluntary Self-Attestation Form

- (a) The self-attestation form is a voluntary form within the procurement process. The form will not be shared with third parties outside government.
- (b) Among the 10 resource categories in the Core Team, please identify each resource that will perform the Work and specify if these resources belong to one or more of the following groups: women, indigenous peoples, persons with disabilities and members of visible minorities.

Voluntary Self-Attestation Form		
No	Resource Category - Core Team	Group
1	Project Manager	
	Name:	
	Name:	
2	Project Leader	
	Name:	
	Name:	
3	Laser-Matter Interaction specialist (HPL) - Level >=1	
	Name:	
	Name:	
4	HPL Operator and Experimentation Support - Level >=1	
	Name:	
	Name:	
5	Electric/Electronics Specialist - Level 2	
	Name:	
	Name:	
6	Electric/Electronics Assembler - Level >=1	
	Name:	
	Name:	
7	Software/Firmware Specialist - Level 2	
	Name:	
	Name:	
8	Software/Firmware Developer - Level >=1	
	Name:	
	Name:	
9	Mechanical Conception Specialist - Level >=1	
	Name:	
	Name:	
10	Mechanical Assembler - Level >=1	
	Name:	
	Name:	

Solicitation No. - N° de l'invitation
W7701-227440/A
Client Ref. No. - N° de réf. du client
W7701-227440

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-1-44169

Buyer ID - Id de l'acheteur
QCL054
CCC No./N° CCC - FMS No./N° VME

- (c) By submitting the form to the Contracting Authority, the Bidder certifies that the information provided is reliable and accurate as of the date indicated below. The self-attestation form provided to Canada are subject to verification at any time during bid evaluation and also during the performance of the Contract.

- (d) Upon the request of Canada, the Contractor agrees to provide evidence supporting any of the compliance requirements described above.

Signature: _____
Date: _____

2. Validation Process

- (a) Each resource designated by the [Employment Equity Act](#) has voluntarily declared its group(s) in the self-attestation form above.

- (b) Audits can be conducted during the performance of the Contract to validate that the information provided is reliable and accurate, and to ensure the Contractor is complying with this requirement.

3. Audit Process

- (a) It is the Contractor's responsibility to ensure continuous compliance with the certification provided. The certification is subject to verification by Canada at any given time during the performance of the Contract. If the certification provided contains false statements, Canada will declare a bid non-responsive or will declare the Contractor in default, whether made knowingly or unknowingly during the bid evaluation period or during the performance of the Contract.

- (b) It is understood that the civil consequences of making a false statement in the bid documents, or of not complying with the requirements or failing to produce satisfactory evidence to Canada regarding the requirements of the self-attestation, may include: disqualification of the business from participating in future contracts; and/or termination of the Contract.



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: **Défense Nationale**
 2. Branch or Directorate / Direction générale ou Direction: **Recherche et Développement pour la Défense Canada**

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
 Studies and developments in High Power Laser applications for the advancement of Canadian directed energy systems.
 Laser-matter interaction: experimentation and complex diagnostics (Task 1), Electric/electronic design and assembly (Task 2), Firmware and graphical user interfaces (Task 3), Mechanical design, machining and assembly (Task 4), Data analysis and Literature Review (Task 5), Prototype design and integration (Task 6)

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

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

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

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

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

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

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

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"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input 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:	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 A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <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 / Non Yes / Oui
 If Yes, indicate the level of sensitivity:
 Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

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

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

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

Special comments:
 Commentaires spéciaux : _____

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
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).

Security Requirement Checklist (SRCL) Supplemental Security Classification Guide

This form must be completed in addition to SRCL question 7.b) when multiple release restrictions are therein identified and/or in addition to SRCL question 10.a) when multiple levels of personnel screening are therein identified.

Part A - Multiple Release Restrictions: Security Classification Guide							
To be completed in addition to SRCL question 7.b) when release restrictions are therein identified. Indicate to which levels of information release restrictions apply. Make note in the chart if a level of information bears multiple restrictions (e.g. a portion of the SECRET information bears the caveat Canadian Eyes Only while the remainder of the SECRET information has no release restrictions.)							
Canadian Information							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
No Release Restrictions	X	X			X		
Not Releasable							
Restricted to:							
Permanent Residents Included*							
NATO Information							
Citizenship Restriction	NATO UNCLASSIFIED		NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	
All NATO Countries							
Restricted to:							
Permanent Residents Included*							
Foreign Information							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
No Release Restrictions							
Restricted to :							
Permanent Residents Included*							
COMSEC Information							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
Not Releasable							
Restricted to:							
DND ONLY Embedded Contractor (Access to Controlled Goods)							
Restriction	Yes				NO		
SECRET clearance with CEO applies							

*When release restrictions are indicated, specify if permanent residents are allowed to be included.

Security Requirement Checklist (SRCL) Supplemental Security Classification Guide

Part B - Multiple Levels of Personnel Screening: Security Classification Guide			
To be completed in addition to SRCL question 10.a) when multiple levels of personnel screening are therein identified. Indicate which personnel screening levels are required for which portions of the work/access involved in the contract.			
Level of Personnel Clearance (e.g. Reliability, Secret)	Position / Description/Task	Access to sites and/or information. Levels of Information to be accessed.	Citizenship Restriction (if any)
RELIABILITY STATUS	Project Manager Project leader Laser-matter interaction specialist HPL operator and experimentation support Specialist in electric/electronics Electric/electronics assembler Specialist in software/firmware Software/firmware developer Specialist in Mechanical conception Mechanical assembler	Access to sites and information, up to Protected B	
SECRET	Project Manager Project leader Laser-matter interaction specialist HPL operator and experimentation support Specialist in electric/electronics	Access to sites and information, up to SECRET level	

Security Requirement Checklist (SRCL) Supplemental Security Classification Guide

	Electric/electronics assembler Specialist in software/firmware Software/firmware developer Specialist in Mechanical conception Mechanical assembler		

Part C – Safeguards / Information Technology (IT) Media – 11d = yes
IT security requirements must be specified in a separate technical document and submitted with the SRCL

OTHER SECURITY INTRUCTIONS

Insert instructions

Annex D

Form DND 626, Task Authorization



**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	<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>	
Delivery location – Expédiez à		
Delivery/Completion date – Date de livraison/d'achèvement		
_____ Date		_____ for the Department of National Defence pour le ministère de la Défense nationale
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/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>		
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux		

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.

Expédiez 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'appliquera/ront 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.