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Réception des soumissions - TPSGC / Bid Receiving
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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

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

TPSGC/PWGSC

601-1550, Avenue d'Estimauville

Québec

Québec

G1J 0C7

Title - Sujet UV Sensor Design and Development Hyperspectral UV Sensor Design and Development	
Solicitation No. - N° de l'invitation W7701-227468/B	Date 2022-08-02
Client Reference No. - N° de référence du client W7701-227468	
GETS Reference No. - N° de référence de SEAG PW-\$QCL-054-18342	
File No. - N° de dossier QCL-1-44099 (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 2022-08-29 Heure Avancée de l'Est HAE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input 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 BATISSE 53 2459 ROUTE DE LA BRAVOURE QUEBEC Québec G3J1X5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

Solicitation No. - N° de l'invitation
W7701-227468/B
Client Ref. No. - N° de réf. du client
W7701-227468

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-1-44099

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

This bid solicitation cancels and supersedes previous bid solicitation number W7701-227468/A dated 2022-05-11 with a closing of 2022-06-14 at 2:00 pm. A debriefing will be provided upon request to bidders who bid on the previous solicitation.

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	5
1.1 INTRODUCTION.....	5
1.2 SUMMARY	6
1.3 DEBRIEFINGS	7
PART 2 - BIDDER INSTRUCTIONS	8
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	8
2.2 SUBMISSION OF BIDS.....	8
2.3 FORMER PUBLIC SERVANT.....	9
2.4 ENQUIRIES - BID SOLICITATION.....	10
2.5 APPLICABLE LAWS.....	11
2.6 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD	11
2.7 OPTIONAL VIRTUAL BIDDERS' CONFERENCE.....	11
2.8 MAXIMUM FUNDING FOR THE FIRM PORTION AND THE TASK AUTHORIZATIONS PORTION OF THE WORK	12
2.9 BID CHALLENGE AND RECOURSE MECHANISMS.....	12
PART 3 - BID PREPARATION INSTRUCTIONS.....	13
3.1 BID PREPARATION INSTRUCTIONS	13
ATTACHMENT 1 TO PART 3 OF THE BID SOLICITATION.....	16
FINANCIAL BID PRESENTATION SHEET	16
ATTACHMENT 2 TO PART 3 OF THE BID SOLICITATION.....	20
ELECTRONIC PAYMENT INSTRUMENTS.....	20
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	21
4.1 EVALUATION PROCEDURES.....	21
4.2 BASIS OF SELECTION - HIGHEST RATED WITHIN BUDGET	22
ATTACHMENT 1 TO PART 4 OF THE BID SOLICITATION.....	23
MANDATORY AND POINT RATED EVALUATION CRITERIA – PHASE 1	23
APPENDIX A TO ATTACHMENT 1 TO PART 4	32
BIDDER RESPONSE TABLE.....	32
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	33
5.1 CERTIFICATIONS REQUIRED WITH THE BID	33
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	33
ATTACHMENT 1 TO PART 5 OF THE BID SOLICITATION.....	35
FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION.....	35
PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS.....	36
6.1 FINANCIAL CAPABILITY	36
PART 7 - RESULTING CONTRACT CLAUSES	37
7.1 STATEMENT OF WORK.....	37
7.2 STANDARD CLAUSES AND CONDITIONS.....	39

Solicitation No. - N° de l'invitation
W7701-227468/B
Client Ref. No. - N° de réf. du client
W7701-227468

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

7.3	SECURITY REQUIREMENTS	40
7.4	TERM OF CONTRACT	40
7.5	AUTHORITIES	40
7.6	PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	42
7.7	PAYMENT	42
7.8	INVOICING INSTRUCTIONS	46
7.9	CERTIFICATIONS AND ADDITIONAL INFORMATION.....	47
7.10	APPLICABLE LAWS.....	47
7.11	PRIORITY OF DOCUMENTS	47
7.12	DEFENCE CONTRACT	48
7.13	FOREIGN NATIONALS (<i>TO BE DETERMINED AT CONTRACT AWARD</i>).....	48
7.14	INSURANCE	48
7.15	SACC MANUAL CLAUSE.....	48
7.16	IDENTIFICATION BADGE	48
7.17	SHIPPING INSTRUCTIONS - DELIVERY AT DESTINATION	48
7.18	INSPECTION AND ACCEPTANCE.....	48
7.19	INCLUSION OF RESOURCES DESIGNATED BY THE EMPLOYMENT EQUITY ACT.....	49
7.20	DISPUTE RESOLUTION.....	49
ANNEX A		50
STATEMENT OF WORK		50
APPENDIX 1 TO ANNEX A		58
APPENDIX 2 TO ANNEX A		62
ANNEX B		69
BASIS OF PAYMENT & SCHEDULE OF MILESTONES		69
ANNEX C		73
DND 626 TASK AUTHORIZATION FORM.....		73
ANNEX D		74
CERTIFICATION FORM - INCLUSION OF RESOURCES DESIGNATED BY THE EMPLOYMENT EQUITY ACT		74

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; and
- 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 & Schedule of Milestones
Annex C DND 626 Task Authorization Form
Annex D 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 – Phase 1
Attachment 1 to Part 5 Federal Contractors Program for Employment Equity – Certification

1.2 Summary

Bidders are requested to carefully read the following information regarding this procurement process

1.2.1 Title

Hyperspectral UV Sensor Design and Development

1.2.2 Description

Defence Research and Development Canada (DRDC), Valcartier Research Center (VRC), is looking to improve their research capability by the development of a Hyperspectral Imaging (HSI) Ultraviolet (UV) sensor.

The objective is to develop a HSI UV sensor to collect spectral signature of military platform, counter measure and threats. The system must exploit the largest possible UV band with a selectable spectral resolution to collect all the potential emitted or reflected photons. The proposed design must provide the potential of a fast cadence (frame per second) to be able to observe fast phenomenon (explosion, fire, flares, etc.).

The Scope of Work covers the following points:

- **Task 4.1:** Phase 1 - HSI UV Sensor Preliminary Design
- **Task 4.2:** Phase 2 - Detailed Design and Final Performance Modeling following Phase 1, if conclusive
- **Task 4.3:** Phase 3 - Fabrication, Evaluation, Testing of a prototype of the HSI UV sensor following Phase 2, if conclusive
- **Task 4.4:** On-demand service call for Repair, Modification and Improvement (RMI)

Up to four (4) bids may be recommended for contract award. The Work covered by this hybrid-type contract consist of a firm portion (Task 4.1) and a set of tasks to be carried out on an "as and when requested" basis (Task 4.2, 4.3 and 4.4).

At the end of Phase 1, the Contractors will be asked to prepare and hold a Final Review Meeting (FRM) in order to provide their detail reports on the design and the performance expected of their proposed design. The reports must also include the effort and cost associated with developing one (1) prototype. Each Contractor's design will be evaluated based on mandatory and point-rated technical evaluation requirements defined in Appendix 2 to Annex A. The basis of selection will be the design that received the highest number of points with the evaluated price within the maximum funding available for tasks 4.2, 4.3 and 4.4. Only one design may be recommended for Phase 2 and Phase 3.

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 Contract is from date of Contract to March 31, 2027, inclusive.

1.2.5 Task Authorizations

A portion of the resulting contract (Task 4.2, 4.3 and 4.4) 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.

1.2.6 Trade Agreements

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

1.2.7 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 the Contractor.

1.2.8 Optional Virtual Bidders' Conference

There is an optional bidder's conference associated with this requirement. Consult Part 2 - Bidder Instructions.

1.2.9 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.

1.2.10 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 entitled Bidder Instructions, and Part 3 entitled 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](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days
Insert: 120 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 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.

2.7 Optional Virtual Bidders' Conference

The scope of the requirement outlined in the bid solicitation will be reviewed during the Bidders' Conference and questions will be answered. It is recommended that Bidders who intend to submit a bid attend or send a representative.

Bidders are requested to communicate with the Contracting Authority before the conference to register the individuals who will be attending the Bidders' Conference. Bidders should also provide to the Contracting Authority a list of issues they wish to table at the Bidders' Conference. All that information should be provide by 2:00 p.m. (Eastern Standard Time) on August 22nd, 2022.

The Bidders' Conference will be held online by Microsoft Teams and/or teleconference at _____ (*will be confirmed by way of an amendment to the bid solicitation*) Registered bidders will be sent details on how to access the meeting.

The Bidders' Conference will be cancelled if no Bidders register by 2:00 p.m. (Eastern Standard Time) on August 22nd, 2022.

The Bidder is responsible for all of its expenses associated with participating in the Bidders' Conference.

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

2.8 Maximum funding for the Firm Portion and the Task Authorizations Portion of the Work

- (a) The maximum funding available for each contract for the firm portion of the Work identified at Annex A of the resulting Contract from this bid solicitation is **\$50,000.00** Canadian Dollars (Applicable taxes extra, as appropriate).
- (b) The maximum funding available for the task authorizations portion of the Work identified at Annex A of the resulting Contract from this bid solicitation is **\$1,000,000.00** Canadian Dollars (Applicable taxes extra, as appropriate).
- (c) Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

2.9 Bid Challenge and Recourse Mechanisms

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

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

- (a) Due to the nature of the bid solicitation, hard copy bids submitted to PWGSC will not be accepted.
- (b) Prices must appear in the financial bid only. **No prices must be indicated in any other section of the bid.**
- (c) 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.
- (d) The bid should use a numbering system that corresponds to the bid solicitation.

Section I: Technical and Managerial Bid

- (a) 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.

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

Section II: Financial Bid

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

- (a) Indicate prices in all appropriate "subtotal" cells of *Table 1* and *Table 2* of *Attachment 1 to Part 3 of the Bid Solicitation* in accordance with the Work described at Annex A - Statement of Work.

Firm, all-inclusive prices at *Table 3* of *Attachment 1 to Part 3 of the Bid Solicitation* in accordance with the Work described at Annex A - Statement of Work.

An estimate of the projected direct costs for materials, supplies and equipment incurred for the fabrication of the prototype must also be inserted in *Table 2* of *Attachment 1 to Part 3 of the Bid Solicitation*. Direct costs will be reimbursed in accordance with section 2.3 of Annex B - Basis of Payment and Schedule of Milestones.

Total Bid Price must not exceed the maximum funding specified in Part 2 of the bid solicitation.

The information should be provided in accordance with the Financial Bid Presentation Sheet at *Attachment 1 to Part 3 of the Bid solicitation*.

- (b) Canada will not pay any travel and living expenses associated with performing the Work at sections 4.1 to 4.3 of Annex A - Statement of Work. Bidders are requested to include any travel and living expenses in their firm, all-inclusive prices indicated in *Table 1* and *Table 2* of *Attachment 1 to Part 3 of the Bid Solicitation*.

The Contractor will be reimbursed its authorized travel and living expenses associated with the performance of the Work at section 4.4 of Annex A – Statement of Work, in which case the travel expenses will be paid in accordance with section 2.5 of Annex B - Basis of Payment and Schedule of Milestones.

- (c) Prices must be in Canadian dollars, Applicable Taxes excluded, and Canadian customs duties and excise taxes included.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete *Attachment 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

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Section III: Certifications

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

Section IV: Additional Information

- (a) Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions [2003](#).
- (b) For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 2.3 of the bid solicitation.
- (c) Canada requests that Bidders provide the following information:

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

Bidders must provide their financial information in accordance with *Section II: Financial Bid of Part 3 - Bid Preparation Instructions* and with the following:

1. Milestones

For the Work describe in sections 4.1 to 4.3 of Annex A – Statement of Work

The firm price of each milestone will be determined as follows:

- (a) Bidders must indicate prices in all appropriate "subtotal" cells of *Table 1* et *Table 2*.

Applicable taxes must be indicated separately.

- (b) The column titled Percentage of Subtotal indicates the rates that will be used to calculate the price of each milestone mentioned in *Table 1* and *Table 2*. These rates are not subject to change.

Table 1 – Firm Portion of the Work			
Milestone number	Milestone name	Milestone deliverables	Percentage of Subtotal
PHASE 1			
1	Kick-off meeting (KOM)	<ul style="list-style-type: none"> Meeting agendas Meeting presentation Meeting minutes and action items 	20%
2	Progress Review Meeting (PRM)	<ul style="list-style-type: none"> Meeting agendas Meeting presentation Meeting minutes and action items Preliminary Report 	35%
3	Final Review Meeting (FRM) <i>Decision to pursue or terminate the development program</i>	<ul style="list-style-type: none"> Meeting agendas Meeting presentation Meeting minutes and action items Detail Report 	45%
Subtotal #1 (Phase 1)			\$ _____

Table 2 – Task Authorization Portion of the Work			
Milestone number	Milestone name	Milestone deliverables	Percentage of Subtotal
PHASE 2			
4	Kick-off meeting (KOM) & Preliminary Design Review (PDR)	<ul style="list-style-type: none"> Meeting agendas Meeting presentation Meeting minutes and action items 	20%
5	Progress Review Meeting (PRM)	<ul style="list-style-type: none"> Meeting agendas Meeting presentation Meeting minutes and action items Preliminary Report 	35%
6	Final Review Meeting (FRM) <i>Decision to pursue or terminate the development program</i>	<ul style="list-style-type: none"> Meeting agendas Meeting presentation Meeting minutes and action items Detail Report 	45%
Subtotal #2 (Phase 2)			\$ _____
PHASE 3			
7	Kick-off meeting (KOM) & Critical Design Review (CDR)	<ul style="list-style-type: none"> Meeting agendas Meeting presentation Meeting minutes and action items 	10%
8	Progress Review Meeting (PRM)	<ul style="list-style-type: none"> Meeting agendas Meeting presentation Meeting minutes and action items Preliminary Report 	10%
9	Fabrication of a functional prototype ¹	<ul style="list-style-type: none"> Labor only 	25%
10	Delivery of the prototype	<ul style="list-style-type: none"> DDP (Valcartier, Qc, Canada), including custom duty, handling and delivery 	30%
11	Training	<ul style="list-style-type: none"> 1 day of training 1 day of trial in the field user manual 	10%
12	Final Review Meeting (FRM)	<ul style="list-style-type: none"> Meeting agendas Meeting presentation Meeting minutes and action items Final Report 	15%
Subtotal #3 (Phase 3)			\$ _____
Estimated direct costs for materials, supplies and equipment incurred for the fabrication of the prototype in Milestone 9			\$ _____
Subtotal #4 (Materials, supplies and equipment)			\$ _____

¹ Direct costs for materials, supplies and equipment incurred for the fabrication of the prototype is not included at this milestone since they will be reimbursed in accordance with section 2.3 of Annex B - Basis of Payment and Schedule of Milestones.

2. Hourly rates

For the Work describe in section 4.4 of Annex A – Statement of Work

- (a) Submit firm all-inclusive rates as requested in the *Table 3* below for the provision of on-demand services.
- (b) Rates submitted must include supervision, tools and equipment usually required for the performance of the type of work covered by the contract.
- (c) No minimum number of consecutive hours of work will be guaranteed by DRDC. Labour will be paid only for the hours worked.
- (d) The level of effort is provided for the purpose of determining the evaluated price of each bid. It is not to be considered as a contractual guarantee. Its inclusion in this table 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.

Table 3 – On-demand service call for Repair, Modification and Improvement (RMI)					
Resource	Level of effort	Firm all-inclusive rates			Cumulative total
	Estimated average annual effort of level	From date of acceptance of the deliverables to March 31, 2025	From April 1, 2025 to March 31, 2026	From April 1, 2026 to March 31, 2027	$(e) = (a \times b) + (a \times c) + (a \times d)$
	(a)	(b)	(c)	(d)	(e)
Technician/Specialist	50 hours	\$ _____	\$ _____	\$ _____	\$ _____
Subtotal #5 (On-demand service call)					\$ _____
Total Bid Price					\$ _____

3. Calculation of the Total Bid Price

The Total Bid Price will be calculated as follows:

Total Bid Price = Subtotal #1 + Subtotal #2 + Subtotal #3 + Subtotal #4+ Subtotal #5

Price Breakdown

Without limitation, Bidders should include and detail the following elements in their firm, all-inclusive prices indicated in *Table 1* et *Table 2* above, as applicable:

- (a) **Labour:** For each individual and (or) labour category to be assigned to the Work, indicate:
 - i) the hourly rate, inclusive of overhead and profit; and
 - ii) the estimated number of hours.
- (b) **Equipment:** Specify each item required to complete the Work and provide the pricing basis of each one, Canadian customs duty and excise taxes included, as applicable.
- (c) **Materials and Supplies:** Identify each category of materials and supplies required to complete the Work and provide the pricing basis.
- (d) **Travel and Living Expenses:** Indicate the number of trips and the number of days for each trip, the cost, destination and purpose of each journey, together with the basis of these costs which must not exceed the limits of the Treasury Board (TB) Travel Directive. With respect to the TB Directive, only 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.
- (e) **Subcontract:** Identify any proposed subcontractor and provide for each one the same price breakdown information as contained in this article.
- (f) **Other Direct Charges:** Identify any other direct charges anticipated, such as long distance communications and rentals, and provide the pricing basis.
- (g) **Applicable Taxes:** Identify any Applicable Taxes separately.

Solicitation No. - N° de l'invitation
W7701-227468/B
Client Ref. No. - N° de réf. du client
W7701-227468

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-1-44099

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

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.

4.1.1.1.1 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.

The experience of the Bidder's suppliers will not be considered.

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.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

The Bidder must submit all-inclusive prices for the Work, which must not exceed the maximum funding available for the contract resulting from the bid solicitation (Applicable Taxes excluded, as appropriate).

Bidders must adhere to the rates set out in the column titled Percentage of Subtotal at *Table 1* and *Table 2* of the Financial Bid Presentation Sheet.

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

4.1.2.2 Evaluation of Price - Bid

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

Bidders must provide Delivered Duty Paid (DDP) prices, *Defense Research and Development Canada – Valcartier Research Center, Building 53, 2459 Route de la Bravoure, Québec, Qc, G3J1X5, Canada*, according to Incoterms 2010 for shipments from commercial contractor. Bids will be evaluated on a DDP basis.

4.2 Basis of Selection - Highest Rated Within Budget

4.2.1 To be declared responsive, each bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all mandatory evaluation criteria;
- (c) obtain the minimum rating for each point rated technical criteria;
- (d) obtain the required minimum of 25 points overall for the point rated technical criteria which are subject to point rating.

The rating is performed on a scale of 60 points, as indicated in *Attachment 1 to Part 4 of the Bid solicitation*.

4.2.2 Bids not meeting (a) or (b) or (c) or (d) will be declared non-responsive;

4.2.3 Responsive bids will be ranked according to their overall technical score, which is obtained by the sum of the scores for all point rated technical criterion (maximum 60 points). Bids will be ranked starting from the bid with the highest overall score down to the lowest overall score resulting in a Responsive Bid List.

4.2.4 The first four (4) responsive bids with the highest number of points will be recommended for award of a contract, provided that the total evaluated price for each bid does not exceed the maximum funding for this requirement.

In the event where there are multiple responsive bids that have the same overall technical score, the bid with the highest number of points for the combined rated Managerial Criteria (RT2 and RT3) will be ranked first. In the unlikely event where there are still multiple responsive bids that have the same overall score and the same combined rated Managerial Criteria, the bid with the lowest evaluated Total Bid Price will be ranked first.

If less than four (4) bids are responsive, contracts may be awarded based on the number of responsive bids and the bid solicitation may be issued again since Canada's intention is to have more than one supplier meet this requirement. The Contractors who obtained a contract during this solicitation cannot submit a bid again.

ATTACHMENT 1 TO PART 4 OF THE BID SOLICITATION

MANDATORY AND POINT RATED EVALUATION CRITERIA – PHASE 1

1. Mandatory Technical (MT) Criteria

In their bids, Bidders must demonstrate that they meet the following mandatory criteria. These criteria are deemed mandatory by DRDC as the minimum necessary competence and capability for undertaking the work related to the SOW. 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.

Table 4 - Mandatory Technical (MT) Criteria		
Evaluation Criteria		Ratings
MT1	<p><u>Corporate Experience</u></p> <p>The Bidder must provide three (3) reference corporate projects:</p> <ul style="list-style-type: none">(a) For a total value of \$CAD 100,000.00 or more (including applicable taxes) for all three (3) projects together;(b) Project occurred within the last ten (10) years prior to the Bid closing date of this Request for Proposal, whether completed or under way for over twelve (12) months.(c) Project in development, integration, and demonstration of concepts, architecture, and solutions for sensor and sensing technologies. The individual projects are not required to cover all these activities, but all three (3) projects together must cover all the above-stated activities. <p>Note: If more than three (3) reference projects are provided, only the three most recent ones will be evaluated. To demonstrate compliance with this criterion, Bidders should submit their reference projects in accordance with the Bidder Response Table in <i>Appendix A to Attachment 1 to Part 4</i>.</p>	Pass or Fail

2. Point-Rated Technical (RT) Criteria

Bids meeting all the mandatory criteria will be evaluated and scored as specified in *Table 6 - List of Evaluation Criteria and Associated Ratings*.

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

The Bidder must achieve the minimum score requirement as indicated in *Table 6*. Bids which fail to obtain the required minimum number of points specified will be declared non-responsive.

Bids will be evaluated according to the point-rated criteria as specified in Section 2.1 of this document: "Evaluation Criteria and Benchmark Statements".

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 each point-rated (RT) criterion 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 *RT1 - Understanding of the context, scope and objectives of the work* criterion is 10 points. If a Bid receives a "Very Good" for this criterion in the evaluation process, the score attributed will be:

75% of 10 points = 7.5 points (score)

Table 6 identifies:

- (a) The maximum and minimum point rating assigned to each criterion;
- (b) The maximum point rating possible for the overall score;
- (c) The minimum point rating required for the overall score.

Solicitation No. - N° de l'invitation
W7701-227468/B
Client Ref. No. - N° de réf. du client
W7701-227468

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-1-44099

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

Table 6 – List of Evaluation Criteria and Associated Ratings		
Evaluation Criteria	Minimum Rating	Maximum Rating
Technical Criteria		
RT1 – Understanding of the Context, Scope and Objectives of the Work	5	10
Technical Score	5	10
Managerial Criteria		
RT2 – Work Plan	10	20
RT3 – Team Expertise and Experience	10	20
RT4 – Employment Equity	0	10
Managerial Score	20	50
Overall Score	25	60

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

The Bidder should complete the following *Table 7* by indicating where in its Bid the information is found demonstrating how it meets the evaluation criteria in order to assist in the assessment of the Bid.

Table 7 – 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	

Point-Rated Technical (RT) Criteria	
Technical Criteria	
RT1	<p>Understanding of the Context, Scope and Objectives of the Work</p> <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 they define the scope of the work and contribute to its overall objective.</p> <p><u>Excellent:</u> Demonstrated understanding of the context, scope and objectives is complete, in depth and thorough; <u>AND</u> Discussion not limited to the content of the SOW; <u>AND</u> The Bidder uses his own words; <u>AND</u> 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> <p><u>Very good:</u> Demonstrated understanding of the context, scope and objectives is complete and has acceptable depth; <u>AND</u> Discussion is a mix of own words and content of the SOW; <u>AND</u> Bidder uses his own words; <u>AND</u> Complete discussion of technical and scientific problems, but limited to direct problems only.</p> <p><u>Adequate:</u> Demonstrated understanding of the context, scope and objectives is acceptable with limited depth; <u>AND</u> Discussion is only a variation on the content of the SOW; <u>AND</u> Bidder mixes his own words and SOW wording; <u>AND</u> Limited discussion of technical and scientific problems, but limited to direct problems only.</p> <p><u>Limited:</u> Demonstrated understanding of the context, the scope and the objectives is limited in scope and depth; <u>AND</u> Discussion limited to the content of the SOW; <u>AND</u> Bidder only uses SOW wording; <u>AND</u> No discussion of direct technical and scientific problems.</p> <p><u>Weak:</u> Not enough evidence in the proposal to assess acceptable understanding of the context, the scope and the objectives; <u>AND</u> Discussion limited to the content of the SOW; <u>AND</u> Bidder only uses SOW wording; <u>AND</u> No discussion of direct technical and scientific problems.</p>

Managerial Criteria

RT2 Work Plan

This criterion evaluates how the Bid identifies a work plan for the realization of the SOW that includes description of tasks and activities, estimated time and resources to complete all tasks and the linkages between them.

The Bidder should present a work plan to deliver the proposed solution.

Include the description of the following elements: tasks and activities, milestones, the estimated time and resources to complete these tasks, and the linkages between the tasks and the technical risks or challenges with contingency plans to overcome them.

For planning purposes, the Bidder should use Gantt chart and use a project timeline from month 0 to month 24.

Excellent:

The Bid provides a coherent and comprehensive work plan with all elements covered; **AND** Descriptions of the tasks and activities, and estimation of time and resources are detailed and substantiated, and the work plan instills confidence that the project will achieve successful completion; **AND**

The linkages between the tasks are clearly identified.

Very good:

The Bid provides a credible work plan with all elements covered; **AND** Descriptions of the tasks and activities, and estimation of time and resources, are detailed and the likelihood of achieving successful completion of the proposed solution is credible; **AND** The linkages between the tasks are identified.

Adequate:

The Bid provides an adequate work plan; **AND** The description of the tasks and activities, and the estimated time and resources to complete these tasks, are identified but incomplete and doubts remain regarding the likelihood of the work plan to deliver the proposed solution.

Limited:

The Bid provides an incomplete work plan as more than one of the elements are missing or are improperly addressed; **OR**

The Bid shows significant gaps in time and/or resources and the likelihood of achieving successful completion of the solution is marginal.

Weak:

No work plan is proposed

RT3	<p>Team Expertise and Experience</p> <p>This criterion will assess the capability of the Bidder's proposed team to carry out the work described in the SOW.</p> <p>The bid should, as a minimum, describe in detail the following elements of the team:</p> <p>Project Manager or Scientific lead: The Bidder should identify his Project Manager or Scientific Lead and outline his/her qualifications.</p> <p>The proposed Project Manager or Scientific Lead should have led the delivery of a minimum of 3 projects AND have a minimum of 18 months of demonstrated consecutive Project Management or R&D work.</p> <p>The demonstrated experience should be directly related to the development, integration, and demonstration of concepts, architecture, and/ solutions for sensor and sensing technologies. For allowing complete evaluation of experience, examples of relevant information are as follows:</p> <ul style="list-style-type: none"> • Topic of the project or the experience; • Description of the nature of the project; • Name of client, including name and telephone number of a point of contact for reference verification; • Exact dates of the project or the experience (month and year of start/end); • Tasks conducted by the resource during the project or the R&D work. <p>Technical and Scientific Team: The Bidder must also identify the key members of the project's technical and scientific team and describe their qualifications and experience and how they relate to the SOW. The bidder should provide:</p> <ul style="list-style-type: none"> • Evidence that the proposed team has a combined experience and expertise in optical design, spectrophotometer design and electro-optical system, remote sensing; • Summary that describes qualification, experience of each member of the team. Detailed resumes must be provided in an Appendix to the bid for all resources, including the project manager; • An organizational chart that illustrates the proposed team structure, including a description of the role and responsibilities of each member of the team; • A list of research publication (book chapter, published or submitted paper in a journal or conference proceedings subject to peer review or PhD and Master Thesis with complete reference) along with the level of involvement of the proposed resource in the research publication. <p>Sub-Contractors: If sub-contracting is used, the same requirements apply to the resources of the prime and the sub-contractor(s).</p> <p>Excellent: The Project Manager or Scientific Lead is identified; AND There is full and complete information concerning the expertise of the key team members and any external partners and/or sub-contractors in carrying out R&D projects; AND The technical and scientific team hold a minimum of 120 months of combined experience (employee or consultant) specialised in optical design, spectrophotometer design and electro-optical system, remote sensing; AND The roles and responsibilities of the key team members are fully identified and explained; AND</p>
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	<p>The resumes of all key team members are available.</p> <p><u>Very good:</u> The Project Manager or Scientific Lead is identified; <u>AND</u> There is sufficient information concerning the expertise of the key team members and any external partners and/or sub-contractors in carrying out R&D projects; <u>AND</u> The technical and scientific team holds a minimum of 84 months of combined experience (employee or consultant) specialised in optical design, spectrophotometer design and electro-optical system, remote sensing; <u>AND</u> The roles and responsibilities of the key team members are identified; <u>AND</u> The resumes of all key team members are available.</p> <p><u>Adequate:</u> The Project Manager or Scientific lead is identified; <u>AND</u> There is sufficient information concerning the expertise of the key team members and any external partners; <u>AND</u> The technical and scientific team holds a minimum of 60 months of combined experience (employee or consultant) specialised in optical design, spectrophotometer design and electro-optical system, remote sensing; <u>AND</u> The roles and responsibilities of the key team members are identified; <u>AND</u> The resumes of all key team members are available.</p> <p><u>Limited:</u> There is minimal or incomplete information concerning the expertise of the key team members or any external partners and/or sub-contractors.</p> <p><u>Weak:</u> There is no information regarding the expertise of the key team members or any associated external partners.</p>	
RT4	<p>Employment Equity</p> <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 project team for the realization of the Phase 1 of 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</p>	<p>10 points: 4 qualified resources or more</p> <p>5 points: 2 to 3 qualified resources</p> <p>0 point: Any other situation</p>

	<p>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>This project aims to encourage the participation of resources designated by the <u>Employment Equity Act</u> who hold positions in the project 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 <u>Employment Equity Act</u> who hold positions among the ones on the project team of the SOW by providing the team member information in the <i>Annex D, 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 D will be considered for the evaluation of this criterion.</p>	
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APPENDIX A TO ATTACHMENT 1 TO PART 4

BIDDER RESPONSE TABLE

Bidder Response Table MT1 – Corporate experience <i>The Bidder should replicate the table for each corporate reference project.</i>		
Description of the reference corporate project		(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 in development, integration, and demonstration of concepts, architecture, and/or solutions for sensor and sensing technologies. The individual contracts are not required to cover all these activities, but all three (3) contracts together must cover all the above-stated activities.</p> <p>Provide a summary of the scope, the list of categories of resources provided and the main responsibilities as part of the project.</p>		
Indicate the start and end dates for the project (mm/yyyy to mm/yyyy).		
Indicate the total value invoiced (Canadian dollars, including applicable taxes).		

The information provided for each corporate reference project 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 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/canada/esdc-labour/s website) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

SACC Manual clause [A3005T](#) (2010-08-16) Status and Availability of Resources

5.2.3.2 Education and Experience

SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

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)

Solicitation No. - N° de l'invitation
W7701-227468/B
Client Ref. No. - N° de réf. du client
W7701-227468

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-1-44099

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Financial Capability

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

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 Work Authorization

Despite any other condition of the Contract, the Contractor is only authorized to perform the Work required to complete Task 4.1 of the Contract at a cost not to exceed \$_____ *(insert the amount at contract award)*. Upon completion of each task (Task 4.1 and Task 4.2), the Work will be reviewed before the Contractor is authorized to commence Work on any subsequent tasks. Depending on the results of the review and evaluation of the Work, Canada will decide at its discretion whether to continue with the Work.

If Canada decides to continue with any subsequent tasks, the Contracting Authority will advise the Contractor in writing to commence work in accordance with the Statement of Work in Annex A. The Contractor must immediately comply with the notice.

If Canada decides not to proceed with any subsequent tasks, the Contracting Authority will advise the Contractor in writing of the decision and the Contract will be considered completed at no further costs to Canada. In no event will the Contractor be paid for any cost incurred for unauthorized work.

7.1.2 Task Authorization

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

7.1.2.1 Task Authorization Process

7.1.2.1.1 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:

- (a) the task number;
- (b) a detailed Statement of Work (SOW) for the task, outlining the activities to be performed and the deliverables (such as reports) to be submitted;
- (c) the required start and completion dates (if any);

- (d) a schedule of milestone completion dates for major work activities, deliverables and payments;
- (e) whether the work performance will require on-site activities at a given location;
- (f) the work site;

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

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

7.1.2.1.2 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 & Schedule of Milestones* 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 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).
- (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.

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

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

7.1.2.1.3 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 C.

7.1.2.2 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.

7.1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations

[B9031C](#) (2011-05-16), Canada's Obligation - Portion of the Work - Task Authorizations

7.1.2.4 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 (2021-12-02), 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.

7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

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

7.4.2 Delivery Date

All the deliverables must be received on or before the dates specified at section 5. DELIVERABLES of Annex "A" of the Contract.

7.4.3 Delivery Points

Delivery of the requirement will be made to delivery point specified at section 12. 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

7.7.1.1 For the Work described in section 4.1 of Annex A – Statement of Work (Firm Portion)

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$_____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

For the firm price portion of the Work only, 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.

7.7.1.2 For the Work described in section 4.2 of Annex A – Statement of Work (TA Portion)

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in Annex B, to a limitation of expenditure of \$_____ (*insert the amount at task award*). Customs duties are included and Applicable Taxes are extra.

7.7.1.3 For the Work described in section 4.3 of Annex A – Statement of Work (TA Portion)

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in Annex B, to a limitation of expenditure of \$_____ (*insert the amount at task award*). Customs duties are included and Applicable Taxes are extra.

7.7.1.4 For the Work described in section 4.4 of Annex A – Statement of Work (TA Portion)

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 **\$1,000,000.00** 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

For the Work describe in sections 4.1 to 4.3 of Annex A – Statement of Work

Canada will not pay any travel and living expenses associated with performing the Work at sections 4.1 to 4.3 of Annex A – Statement of Work.

For the Work describe in section 4.4 of Annex A – Statement of Work

The Contractor will be reimbursed its authorized travel and living expenses associated with the performance of the Work at section 4.4 of Annex A – Statement of Work, in which case the travel expenses will be paid in accordance with section 2.5 of Annex B.

7.7.4 Method of Payment

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

7.7.4.2 For the Work described in section 4.1 of Annex A – Statement of Work (Firm Portion)

7.7.4.2.1 Milestone Payment

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

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

7.7.4.2.2 Schedule of Milestone

The schedule of milestones according to which payments will be made under the contract is detailed at Annex B.

7.7.4.3 For the Work described in section 4.2 to 4.4 of Annex A – Statement of Work (TA Portion):

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

7.7.4.3.1 Single Payment (For a Firm Price TA, for a TA subject to a Limitation of Expenditure or a Ceiling Price)

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

- (a) an accurate and complete claim for payment using [PWGSC-TPSGC 1111](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf), 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.

7.7.4.3.2 Milestone Payments (For a Firm Price TA)

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

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

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

- (a) Canada will make progress payments in accordance with the payment provisions of the Task Authorization and the Contract, no more than once a month, for costs incurred in the performance of the Work up to 90 percent of the amount claimed and approved by Canada if:
 - (i) an accurate and complete claim for payment using form [PWGSC-TPSGC 1111](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf), 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

[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 & Schedule of Milestones;
- (f) Annex C, DND 626 Task Authorization Form;
- (g) Annex D, Certification Form - Inclusion of Resources Designated by the Employment Equity Act;
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) 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 *(To be determined at Contract award)*

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

OR

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

7.14 Insurance

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

7.15 SACC Manual clause

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

7.16 Identification Badge

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

7.17 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, Building 53, 2459 Route de la Bravoure, Québec, Qc, G3J1X5, Canada*, according to Incoterms 2010 for shipments from commercial contractor.

7.18 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.

7.19 Inclusion of Resources Designated by the Employment Equity Act

In the event of changes in the project team, a resource designated by the Employment Equity Act identified in Annex D, 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.

7.20 Dispute Resolution

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

ANNEX A

STATEMENT OF WORK

1. GENERAL

1.1 Title

Hyperspectral UV Sensor Design and Development

1.2 Purpose

Defence Research and Development Canada (DRDC), Valcartier Research Center (VRC) is looking to improve their research capability by the development of a Hyperspectral Imaging (HSI) Ultraviolet (UV) sensor.

The objective is to develop a HSI UV sensor to collect spectral signature of military platform, counter measure and threats. The system must exploit the largest possible UV band with a selectable spectral resolution to collect all the potential emitted or reflected photons. The proposed design must provide the potential of a fast cadence (frame per second) to be able to observe fast phenomenon (explosion, fire, flares, etc.)

1.3 Background

DRDC, VRC oversees collecting spectral signature of military platforms. DRDC works for decades developing sensors and methodologies to collect spectral signature in the infrared (MWIR and LWIR). The evolution of the technology and the variety of threats support the extension of DRDC capability of signature collection in the UV and visible bands.

2. ACRONYMS

CDR	Critical Design Review
DRDC	Defence Research and Development Canada
FRM	Final Review Meeting
HSI	Hyperspectral Imaging
HW	Hardware
KOM	Kick-Off Meeting
LWIR	LongWave InfraRed
MWIR	MidWave Infrared
PDR	Preliminary Design Review
PRM	Progress Review Meeting
SOW	Statement of Work
SW	Software
RMI	Repair, Modification and Improvement
TA	Task Authorization
UV	Ultraviolet
VRC	Valcartier Research Center

3. APPLICABLE DOCUMENTS & REFERENCES

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

4. TASKS

The nature of the Work to be performed by the Contractor is broken down into four (4) tasks. These tasks are described below and explain in general the type of work to be executed by the Contractor. This hybrid-type contract contains a firm part (Task 4.1) and a set of tasks to be carried out on an "as and when requested" basis (Task 4.2, 4.3 and 4.4). For task 4.2 to 4.4, the Contractor may be tasked to perform one or a combination of the different tasks and subtasks. For each TA given under this Contract, a detailed description of the work to be done will be provided to the Contractor.

The Contractor is only authorized to perform the Work required to complete Task 4.1. No work can begin on Task 4.2, Task 4.3 and Task 4.4 unless authorized beforehand by the Contracting Authority, as specified in section 7.1.1 of the Contract.

FIRM PART OF THE WORK

4.1 Phase 1 - HSI UV Sensor Preliminary Design

During Phase 1, the Contractor must prepare and hold a Kick-Off Meeting (KOM) and Progress Review Meetings (PRM) as per section 9.1 and 9.2 respectively. The Contractor must conduct preliminary optical, mechanical, electrical and system design of a HSI UV sensor. Preliminary performance for the front optics, the spectrometer and potential detector must be evaluated by the Contractor. The design must identify critical path and critical component to meet the technical requirement listed in Appendix 1 to Annex A

At the end of Phase 1, the Contractor must prepare and hold a Final Review Meeting (FRM) as per section 9.3 in order to provide a detail report on the design and the performance expected of the proposed design. The report must also include the effort and cost associated with developing one (1) prototype.

Each Contractor's design will be evaluated based on mandatory and point-rated technical evaluation requirements defined in Appendix 2 to Annex A. The necessary documentation to support compliance with the mandatory and point-rated technical evaluation requirements defined in Appendix 2 to Annex A should be provided during this FRM. The basis of selection will be the design that received the highest number of points with the evaluated price within the maximum funding available for tasks 4.2, 4.3 and 4.4. Only one design may be recommended for Phase 2 and Phase 3.

PART OF THE WORK TO BE PERFORMED ON AN "AS AND WHEN REQUESTED" BASIS USING TASK AUTHORIZATIONS

4.2 Phase 2 - Detailed Design and Final Performance Modeling following Phase 1, if conclusive

The Contractor's obligations include, but are not limited to, the following:

- 4.2.1 Prepare and hold a Kick-Off Meeting (See section 9.1);
- 4.2.2 Conduct a Preliminary Design Review (See section 9.1.1);
- 4.2.3 Prepare and hold a Progress Review Meeting (See section 9.2);
- 4.2.4 Prepare and hold a Finale Review Meeting (See section 9.3);
- 4.2.5 Conduct detailed and final optical design;
- 4.2.6 Conduct detailed and final mechanical design;
- 4.2.7 Conduct detailed and final electrical design;
- 4.2.8 Conduct detailed and final system design;
- 4.2.9 Preliminary performance evaluation of the designed HSI UV sensor;
- 4.2.10 Prepare and write Task 4.2 detail report.

4.3 Phase 3 - Fabrication, Evaluation, Testing of a prototype of the HSI UV sensor following Phase 2, if conclusive

The Contractor's obligations include, but are not limited to, the following:

- 4.3.1 Prepare and hold a Kick-Off Meeting (See section 9.1);
- 4.3.2 Conduct a Critical Design Review (See section 9.1.2);
- 4.3.3 Prepare and hold a Progress Review Meeting (See section 9.2);
- 4.3.4 Prepare and hold a Finale Review Meeting See section 9.3);
- 4.3.5 Produce a prototype of the HSI UV sensor as specified in Phase 2.
- 4.3.6 Evaluate the final performance;
- 4.3.7 Perform testing to ensure the system will perform in normal field condition and survive environmental conditions (transportation, vibration, temperature variation, moisture/light rain, etc.);
- 4.3.8 Deliver a functional prototype of the HSI UV sensor with all the hardware and software to operate and the transportation boxes (as described in Appendix 1 to Annex A);
- 4.3.9 Provide a user manual;
- 4.3.10 Provide training on the HSI UV sensor to the Technical Authority and other scientist:
 - 1 day of training
 - 1 day of trial in the field
- 4.3.11 Prepare and write Task 4.3 final report;

4.4 On-demand service call for Repair, Modification and Improvement (RMI)

4.4.1 The contractor must provide on-demand RMI services at the request of the Technical Authority within the following time limit:

Monday to Friday (except statutory holidays) from 7:30 am to 4:00 pm within ten (10) business days of the request by the Technical Authority.

4.4.2 Before starting any repair, improvement or modification, the Contractor must provide a free estimate (written or verbal, depending on the situation) within 15% of the total cost of the work to be made and obtain authorization from the Technical Authority prior to performing the repair;

4.4.3 Repair work considered inadequate or as a result of the Contractor's negligence will be performed by the Contractor at no additional cost to DRDC;

4.4.4 At the request of the Technical Authority, any defective parts must be given to him/her for inspection. The Contractor must then dispose of said parts outside DRDC property;

4.4.5 All RMI will be coordinated by the DRDC Technical Authority, who will act as the intermediary between the Contractor and the end users of the devices;

4.4.6 Labour on all RMI will be guaranteed for a three-month period.

5. DELIVERABLES

This section reviews and describes the contract deliverables and meetings required as well as the program milestones. The table below contains the list of meetings and associated contract deliverables.

Deliverable number	Task reference	Description	Due Date	Quantity and format*
FIRM PART				
5.1	4.1	Meeting agendas	2 weeks before each meeting	Electronic format copy
5.2		Meeting presentation	1 week before each meeting	Electronic format copy
5.3		Meeting minutes and action items	1 week after each meeting	Electronic format copy
5.4		A preliminary report including, but not limited to: a) the status of the preliminary design and the expected performance of the proposed design.	1 week after each meeting	Electronic format copy
5.5		A detail report including, but not limited to: a) the preliminary design and the expected performance of the proposed design; b) the effort and cost associated with the development of a prototype (preliminary design).	Within 3 months after Contract award	Electronic format copy
TASK AUTHORIZATIONS PART				
5.6	4.2.1; 4.2.2; 4.2.3;	Meeting agendas	2 weeks before each meeting	Electronic format copy
5.7	4.2.5; 4.3.1; 4.3.2;	Meeting presentation	1 week before each meeting	Electronic format copy
5.8	4.3.3; 4.3.5	Meeting minutes and action items	1 week after each meeting	Electronic format copy

Solicitation No. - N° de l'invitation
W7701-227468/B
Client Ref. No. - N° de réf. du client
W7701-227468

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-1-44099

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

5.9	4.2.4 4.3.4	A preliminary report including, but not limited to: a) the status of the final design and its expected performance.	1 week after each meeting	Electronic format copy
5.10	4.2.10	A detail report including, but not limited to: a) the final design and its expected performance; b) the effort and refined cost associated with the development of a prototype (final design).	Within 6 months after task award for Phase 2	Electronic format copy
5.11	4.3.8	A functional prototype of the HSI UV sensor including, but not limited to: a) the hardware (HW) and software (SW); b) the transportation boxes.	Within 12 months after task award for Phase 3	One (1)
5.12	4.3.9	User manuel	Within 2 weeks after delivery of 5.11	Electronic format copy
5.13	4.3.10	Training	Within 2 weeks after delivery of 5.11	One (1) day training + One (1) day trial in the field
5.14	4.3.11	A final report including, but not limited to: a) Phase 2 detail report b) test report	Within 1 month after delivery of 5.11	Electronic format copy
5.15	4.4	The applicable deliverables for the RMI can be, but are not limited to: a) A report detailing all the work performed by the contractor; b) The new or modified system parts; c) A free estimate (written or verbal, depending on the situation) within 15% of the total cost of the work.	N/A	Electronic format copy or Hard paper copy

* The electronic format means that each file needs to be formatted in accordance with DRDC standard. The standard can be obtained through the Technical Authority

6. LANGUAGE OF WORK

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

7. LOCATION OF WORK

The work must be performed at the contractor facilities.

8. TRAVEL

For the Work describe in sections 4.1 to 4.3

Canada will not pay any travel or living expenses associated with performing the Work at sections 4.1 to 4.3.

For the Work describe in section 4.4

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work at section 4.4, in which case the travel expenses will be paid in accordance with the [National Joint Council Travel Directives](#).

If applicable, the TA will specify travel requirements.

9. MEETINGS

The following meetings will be scheduled by the Contractor and will be held by teleconference. However, if appropriate and upon mutual agreement, these meetings could be held at the contractor facilities and/or DRDC, VRC.

9.1 Kick-Off Meeting (KOM)

Within one (1) month after contract award for Phase 1 and within two (2) weeks after each TA's issuance (or a date mutually agreeable to by the Technical Authority and the Contractor) for Phase 2 and Phase 3, the Contractor must prepare and hold a KOM, at which time the following activities (but not limited to) will take place:

- Review contract deliverables;
- Review the technical requirements;
- Review the work schedule;
- Review risk assessment and mitigation plan;
- Review reporting requirements; and
- Meet the personnel assigned to the work.

9.1.1 Preliminary Design Review (PDR)

During KOM of the Phase 2, the following activities (but not limited to) will take place:

- Review the proposed design;
- Discussion about improvement; and

9.1.2 Critical Design Review (CDR)

During KOM of the Phase 3, the following activities (but not limited to) will take place:

- Review the proposed design;
- Discussion about improvement; and

9.2 Progress Review Meeting (PRM)

Every month or at Technical Authority request, the Contractor must prepare and hold a PRM in order to monitor the work progress, discuss and take decisions.

Present the following (but not limited to) in details:

- The current percentage of completion and accomplishments;
- Discuss relevant results achieved;
- Project management issues;
- Preliminary Report; and
- Other items as deemed appropriate.

The PRM's are intended to provide an opportunity for the Contractor, the Technical Authority, the Contracting Authority and other invited attendees to review and discuss the accomplishment and the risk associated with the completion of the task.

9.3 Finale Review Meeting (FRM)

The Contractor must prepare and hold a FRM to present and recap the accomplished work during each phase.

At the end of Phase 1 and Phase 2, this meeting will serve as the basis for the decision whether or not to undertake the subsequent task planned to the contract.

Present the following (but not limited to) in details:

- Program objectives;
- Description of the chosen approaches;
- Work progress and achievements;
- Final solution;
- Lessons learned;
- Recommendations;
- Final report; and
- Other items as deemed appropriate.

Within two (2) weeks after the FRM, provide a final report which must contain the following:

- Introduction and background;
- Description of the different iteration and final solution;
- Results and analysis of each control tests;
- Discussions and recommendation; and
- Conclusions.

Solicitation No. - N° de l'invitation
W7701-227468/B
Client Ref. No. - N° de réf. du client
W7701-227468

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-1-44099

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

10. GOVERNMENT SUPPLIED MATERIAL (GSM)

None

11. GOVERNMENT FURNISHED EQUIPMENT (GFE)

None

12. DELIVERY LOCATION

Defense Research and Development Canada – Valcartier Research Center
Building 53
2459 Route de la Bravoure
Québec, Qc
G3J1X5
Canada

APPENDIX 1 TO ANNEX A

1. SYSTEM DEFINITION

The system is a combination of hardware and software that will provide DRDC with the capability to perform calibrated spectral UV measurement of a variety of military target.

2. SYSTEM FUNCTIONAL DIAGRAM

Figure 1 contains a block diagram of the system discussed in this document. Each block represents a portion of the system. The system instrument can be divided in four main sub-systems:

- The instrument optical head containing the spectrophotometer;
- The tripod;
- The control electronics and power supply; and
- Acquisition computer and software.

The system optical head sub-system can be divided in the following modules:

- The telescopes;
- The spectrophotometer;
- The bore sighting visual camera;
- The detectors;
- The shutters (or filter holders) ;
- The calibration module;
- The enclosure.

The control electronics include the electronics and firmware necessary to control the optical head. It also includes the power supply.

The acquisition computer and software comprises:

- The computer hardware;
- The software:
 - Control software;
 - Acquisition software;
 - Post processing software; and
 - Visualisation software.

The system should be furnished with a set of transport cases to facilitate its transport.

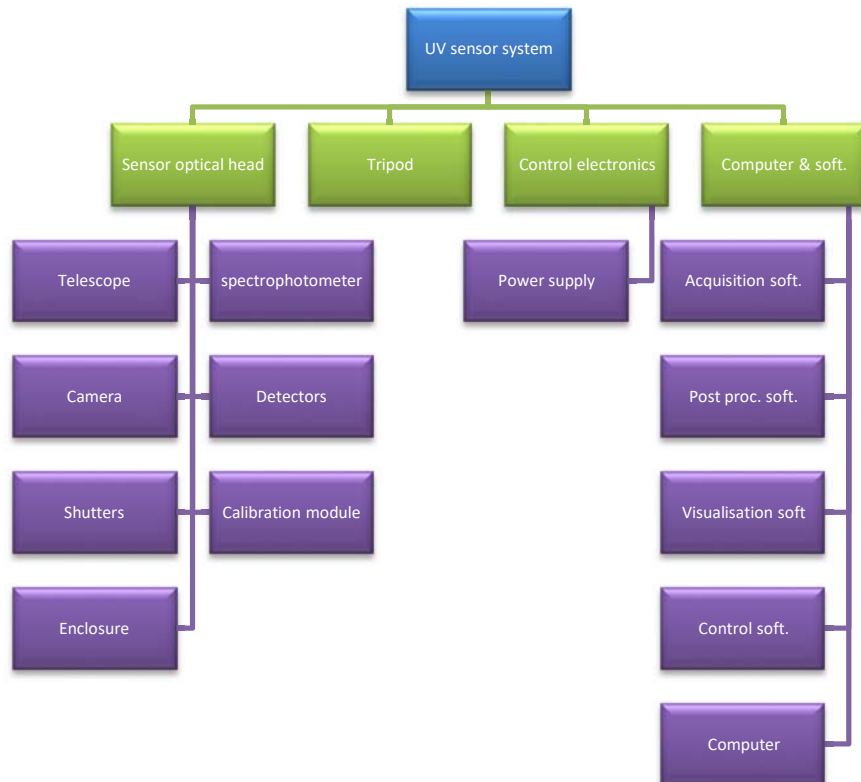


Figure 1. Block diagram of the system

3. CHARACTERISTICS

The system shall meet the following operating, performance and physical requirements:

1. The system spectral range coverage shall be 250-400 nm (200-400 nm is desired).
2. The system shall not include any hydroscopic material.
3. The detector electrical gain shall be computer controlled.
4. The system shall support multiple spectral resolution.
5. The system shall support multiple input optics (telescope)
6. Each acquired data files housekeeping shall include the time of acquisition and position reference in the instrument.
7. The field of regard of the system shall be covered by a bore sight visible camera.
8. The instrument shall be equipped with internal calibration sources. The calibration sources shall be controlled end user selectable.
9. The system should include modular input optics and output optics/detector to support future enhancement of the system.
10. The system should use existing up-to-date commercial of the shelf (COTS) technologies/modules in order to maximize the performance/cost ratio and long terms support.
11. The system shall be compatible for outdoor operation on a COTS tripod.
12. The system shall be powered by 110- 220 V AC (50-60Hz) or 28 V DC.
13. The system's acquisition software shall support, but not limited to, the following functions:
 - Set detector amplifier gain;
 - Start / stop acquisitions;
 - Control the number of scans to acquire / coadd;
 - Record the calibration sources and control the set point of the calibration source;
 - Control the selection mechanism and shutter;
 - Acquire raw data;
 - Save the raw data on the computer hard disk in real time;
 - Display in real time the user selected raw data or corrected spectrum; and
 - Display the spectral band integration value of each acquired measurements at their proper spatial location over the visual images.
14. The system's post processing and visualization software shall support the following functions:
 - (a) Data visualization:
 - Visualization of raw data;
 - Visualization of spectrums;
 - Visualization of integrated values of the measurements distributed over their respective FOR spatial location;
 - Visualization of housekeeping data associated with the data;
 - Visualization of trend lines (evolution in time) of selected housekeeping data or integrated values.
 - (b) Data processing:
 - Compute radiometric calibration coefficients;
 - Convert the raw data to calibrated spectral radiance;

-
- MATLAB data access library;
 - Export to ASCII XY.

15. The system transportation cases shall be built so that there is no movement between the packed item and the packing material.
16. The transportation case shall be capable of protecting the hardware under normal commercial transportation conditions.
17. The system shall use GPS time for time stamp with an accuracy of 1 millisecond.

Spectroradiometric characteristics:

Spectral range (minimum / desirable):

- 250-400 nm / 200-400 nm

Scanning velocity (minimum / desirable):

- 50 hz / 80 hz (full image per second)

Spectral resolution (minimum / desirable):

- Selectable, with 10 nm / 1 nm

Physical and electrical characteristics:

Power source:

- 110 or 220 V AC, 50-60 Hz

Operating conditions:

- - 25°C to +50°C, non-condensing humidity

APPENDIX 2 TO ANNEX A

MANDATORY AND POINT RATED EVALUATION REQUIREMENTS – PHASE 2

1. Mandatory Technical (MT) Requirements

At the end of Phase 1, the Contractor must demonstrate that they meet the following mandatory requirements and have provided 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 requirement should be addressed separately.

Failure to meet any of the mandatory requirements will render the design non-compliant to continue the Work in Phase 2.

Mandatory Technical (MT) Requirements			
Evaluation Requirements (Preliminary Design Requirements)		Ratings	Contractor's Specifications <i>(should indicate the reference to the technical documentation of the proposed design or indicate the exact information)</i>
MT1	The Contractor must present their technical approach for the Optical Design . In order to demonstrate its compliance with this requirement, the Contractor must provide the following information: (a) Spectrometer module (b) Detector module (c) Telescope module	Pass or Fail	
MT2	The Contractor must present their technical approach for the Mechanical Design . In order to demonstrate its compliance with this requirement, the Contractor must provide the following information: (a) System weight (b) System volume (c) Reliability and Maintainability (d) Design and construction (e) Modular design (f) Enclosures	Pass or Fail	
MT3	The Contractor must present their technical approach for the Electrical and System Design . In order to demonstrate its compliance with this requirement, the Contractor must provide the following information: (a) Detector integration (b) System integration (c) Data collection strategy	Pass or Fail	

2. Point-Rated Technical (RT) Requirements

Designs meeting all of the mandatory requirements will be evaluated and scored as specified in *Table 8 - List of Evaluation Requirements and Associated Ratings*.

The Contractor must demonstrate that they meet the following point-rated technical requirements and have provided the necessary documentation to support compliance.

The Contractor must achieve the minimum score requirement as indicated in *Table 8*. Failure to obtain the required minimum number of points specified will be declared non-responsive.

Each point-rated technical requirement should be addressed separately.

The requirements are grouped under the following divisions: Technical, and Management.

Requirement RT4 is a point-rated technical requirement 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 *RT4 - Understanding of the project* requirement is 10 points. If a Contractor receives a "Very Good" for this requirement in the evaluation process, the score attributed will be:

75% of 10 points = 7.5 points (score)

Solicitation No. - N° de l'invitation
W7701-227468/B
Client Ref. No. - N° de réf. du client
W7701-227468

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-1-44099

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

Table 8 – List of Evaluation Requirements and Associated Ratings		
Evaluation Requirements	Minimum Rating	Maximum Rating
Technical Requirements		
RT1 – Front optics	10	20
RT2 – Spectrometer	15	50
RT3 – Potential detector	5	10
Technical Score	30	80
Management Requirement		
RT4 – Understanding of the Project	10	20
Management Score	10	20
Overall Score	40	100

2.1 Cross-References to Evaluation Requirements in the documentation (Optional)

The Contractor should complete the following *Table 9* by indicating where in its documentation the information is found demonstrating how they meet the evaluation requirements, in order to assist in the assessment of the proposed design.

Table 9 – Cross-References to Evaluation Requirements in the documentation	
Evaluation Requirement	Section(s) in the Contractor's documentation where the requirement is addressed.
RT1	
RT2	
RT3	
RT4	

Point-Rated Technical (RT) Requirements				
Technical Requirements (Preliminary Performance Requirements)		Evaluation Scale	Min	Max
RT1	Front optics		5	20
1.1	Front optics transmission	10 points: 90% or more; 5 points: 70% to less than 90%; 0 point: less than 70%.	5	10
1.2	Modularity (Front optics can be swapped)	10 points: Yes 0 point: No	0	10
RT2	Spectrometer		15	50
2.1	Sensitivity band	10 points: 200-400 nm or more; 5 points: 250-400 nm to less than 200-400 nm; 0 point: less than 250-400 nm.	5	10
2.2	Proposed design provide an option to extend the spectral band	5 points: More than 200-400 nm; 0 point: 200-400 nm or less.	0	5
2.3	Spectral cadence	10 points: 80 Hz or more; 5 points: 50 Hz to less than 80 Hz; 0 point: less than 50 Hz.	5	10
2.4	Proposed design provide an option with a refresh rate	5 points: 100 Hz or more; 0 point: less than 100 Hz.	0	5
2.5	Spectral resolution	10 points: 1 nm or more; 5 points: 10 nm to less than 1 nm; 0 point: less than 10 nm.	5	10
2.6	Proposed design provide an option to improve spectral resolution	5 points: More than 2 nm; 0 point: 2 nm or less.	0	5
2.7	Proposed design provide imaging capabilities	5 points: Yes 0 point: No	0	5
RT3	Potential detector		5	10
3.1	Potential detector option	10 points: More than 4; 5 points: 2 or 3 options; 0 point: 1 option.	5	10

Management Requirement	
RT4	<p>Understanding of the Project</p> <p>This requirement will assess the Contractor's understanding of the project.</p> <p>In order to demonstrate its compliance with this requirement, the Contractor must provide the following information:</p> <ul style="list-style-type: none">- Discussion on the overall approach;- Degree of understanding the objectives of the project;- The significant advantage expected of the proposed design over its competitors and the uniqueness of the solution. <p><u>Excellent:</u> Discussion not limited to the content of the SOW; <u>AND</u> Contractor uses his own words; <u>AND</u> Demonstrated understanding of the project and objectives is complete, in depth and thorough; <u>AND</u> The Contractor 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; <u>AND</u> The documentation explains and provides detailed and convincing justification as to why the proposed solution will offer exceptional potential compared to its competitors.</p> <p><u>Very good:</u> Discussion is a mix of own words and content of the SOW; <u>AND</u> Contractor uses his own words; <u>AND</u> Demonstrated understanding of the project and objectives is complete and has acceptable depth; <u>AND</u> Complete discussion of technical and scientific problems, but limited to direct problems only; <u>AND</u> The documentation explains and provides detailed justification as to why the proposed solution will offer significant potential compared to its competitors.</p> <p><u>Adequate:</u> Discussion is only a variation on the content of the SOW; <u>AND</u> Contractor mixes his own words and SOW wording; <u>AND</u> Demonstrated understanding of the project and objectives is acceptable with limited depth; <u>AND</u> Limited discussion of technical and scientific problems, but limited to direct problems only; <u>AND</u> The documentation explains and provides justification as to why the proposed solution will offer good potential compared to its competitors.</p> <p><u>Limited:</u> Discussion limited to the content of the SOW; <u>AND</u> Contractor only uses SOW wording; <u>AND</u> Demonstrated understanding of the project and objectives is limited in scope and depth; <u>AND</u> No discussion of direct technical and scientific problems; <u>AND</u> The documentation provides limited justification as to why the proposed solution will offer potential to existing solutions, <u>OR</u></p>

Solicitation No. - N° de l'invitation
W7701-227468/B
Client Ref. No. - N° de réf. du client
W7701-227468

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-1-44099

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

	<p>The documentation provides complete justification but the proposed solution offers only marginal potential to existing solutions.</p> <p><u>Weak:</u> Discussion limited to the content of the SOW; <u>AND</u> Contractor only uses SOW wording; <u>AND</u> Not enough evidence in the proposal to assess acceptable understanding of the project and objectives; <u>AND</u> No discussion of direct technical and scientific problems; <u>AND</u> The documentation does not explain or provide justification as to why the proposed solution will offer potential compared to existing solutions; <u>OR</u> The documentation provides justification but the proposed solution does not offer potential to existing solutions.</p>
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ANNEX B

BASIS OF PAYMENT & SCHEDULE OF MILESTONES

(To be completed by Canada at contract award)

1. FIRM PORTION OF THE WORK

1.1 Task 4.1 (Phase 1)

The schedule of milestones for which payments will be made for Task 4.1 in accordance with the Contract is as follows:

Milestone number	Milestone name	Milestone deliverables	All inclusive Firm price	Delivery date
PHASE 1				
1	Kick-off meeting (KOM)	<ul style="list-style-type: none"> Meeting agendas Meeting presentation Meeting minutes and action items 	\$ _____	Within one (1) month after Contract award
2	Progress Review Meeting (PRM)	<ul style="list-style-type: none"> Meeting agendas Meeting presentation Meeting minutes and action items Preliminary Report 	\$ _____	Contract award date + 2 months
3	Final Review Meeting (FRM) <i>Decision to pursue or terminate the development program</i>	<ul style="list-style-type: none"> Meeting agendas Meeting presentation Meeting minutes and action items Detail Report 	\$ _____	Contract award date + 3 months

Total firm price (Phase 1)	\$ _____ (Applicable Taxes excluded) <i>(insert the amount at contract award)</i>
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2. TASK AUTHORIZATION PORTION OF THE WORK

2.1 Task 4.2 (Phase 2)

The schedule of milestones for which payments will be made for Task 4.2 in accordance with the Contract is as follows:

Milestone number	Milestone name	Milestone deliverables	Price	Delivery date
PHASE 2				
4	Kick-off meeting (KOM) & Preliminary Design Review (PDR)	<ul style="list-style-type: none">• Meeting agendas• Meeting presentation• Meeting minutes and action items	\$ _____	Within one (1) month after task award for Phase 2
5	Progress Review Meeting (PRM)	<ul style="list-style-type: none">• Meeting agendas• Meeting presentation• Meeting minutes and action items• Preliminary Report	\$ _____	Task award date + 3 months
6	Final Review Meeting (FRM) <i>Decision to pursue or terminate the development program</i>	<ul style="list-style-type: none">• Meeting agendas• Meeting presentation• Meeting minutes and action items• Detail Report	\$ _____	Task award date + 6 months

2.2 Task 4.3 (Phase 3)

The schedule of milestones for which payments will be made for Task 4.3 in accordance with the Contract is as follows:

Milestone number	Milestone name	Milestone deliverables	Price	Delivery date
PHASE 3				
7	Kick-off meeting (KOM) & Critical Design Review (CDR)	<ul style="list-style-type: none"> Meeting agendas Meeting presentation Meeting minutes and action items 	\$ _____	Within one (1) month after task award for Phase 3
8	Progress Review Meeting (PRM)	<ul style="list-style-type: none"> Meeting agendas Meeting presentation Meeting minutes and action items Preliminary Report 	\$ _____	Task award date + 3 months
9	Fabrication of functional prototype ¹	<ul style="list-style-type: none"> Labor only 	\$ _____	Task award date + 12 months
10	Delivery of the prototype	<ul style="list-style-type: none"> DDP (Valcartier, Qc, Canada), including custom duty, handling and delivery 	\$ _____	Task award date + 12 months
11	Training	<ul style="list-style-type: none"> 1 day of training 1 day of trial in the field user manual 	\$ _____	Task award date + 12 months
12	Final Review Meeting (FRM)	<ul style="list-style-type: none"> Meeting agendas Meeting presentation Meeting minutes and action items Final Report 	\$ _____	Task award date + 13 months

Limitation of Expenditure - Estimated Total of Task 4.2 and 4.3	\$775,000.00 (Applicable Taxes excluded)
------------------------------------------------------------------------	-------------------------------------------------

2.3 EQUIPMENT, MATERIALS AND SUPPLIES: at laid down cost² without markup.

Limitation of Expenditure - Estimated Total of Equipment, Materials and Supplies	\$200,000.00 (Applicable Taxes excluded)
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¹ Direct costs for materials, supplies and equipment incurred for the fabrication of the prototype is not included at this milestone since they will be reimbursed in accordance with section 2.3 of Annex B - Basis of Payment and Schedule of Milestones.

² 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**)

2.4 Task 4.4

LABOUR: The Contractor will be paid at firm, all-inclusive, hourly rates, including labor cost, benefits, general and administrative expenses and profit (excluding taxes).

Resource	Firm all-inclusive rates		
	From date of acceptance of the deliverables to March 31, 2025	From April 1, 2025 to March 31, 2026	From April 1, 2026 to March 31, 2027
Technician/Specialist	\$ _____	\$ _____	\$ _____

Limitation of Expenditure - Estimated Total of Task 4.4	\$20,000.00 (Applicable Taxes excluded)
----------------------------------------------------------------	------------------------------------------------

2.5 TRAVEL AND LIVING EXPENSES

- (a) Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work at sections 4.1 to 4.3 of Annex A – Statement of Work.
- (b) For the on-demand services call mentioned at section 4.4 of Annex A – Statement of Work, 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.

Limitation of Expenditure - Estimated Total of Travel and Living Expenses	\$5,000.00 (Applicable Taxes excluded)
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2.6 LIMITATION OF EXPENDITURE

Limitation of Expenditure - Cumulative Total of All Task Authorizations	\$1,000,000.00 (Applicable Taxes excluded)
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With the exception of the firm rate(s) and price(s), the amounts shown in the various items specified above are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Technical Authority and provided that the estimated cost does not exceed the aforementioned Limitation of Expenditure.

Solicitation No. - N° de l'invitation
W7701-227468/B
Client Ref. No. - N° de réf. du client
W7701-227468

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-1-44099

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

ANNEX C

DND 626 TASK AUTHORIZATION FORM

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

Solicitation No. - N° de l'invitation
W7701-227468/B
Client Ref. No. - N° de réf. du client
W7701-227468

Amd. No. - N° de la modif.
File No. - N° du dossier
QCL-1-44099

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

ANNEX D

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 project 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 information it contains is for government use only.
- (b) Among the three (3) resource categories in the project 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 - Project team	Group
1	Project Manager/Scientific Lead	
	Name:	
2	Technical Team	
	Name:	
	Name:	
	Name:	
	Name:	
	Name:	
	Name:	
	Name:	
3	Scientific Team	
	Name:	
	Name:	
	Name:	
	Name:	
	Name:	
	Name:	
	Name:	

- (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 forms 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.

1. 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.

Annex C

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	TO THE CONTRACTOR 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. 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. À L'ENTREPRENEUR 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. 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.	
Delivery location – Expédiez à		
Delivery/Completion date – Date de livraison/d'achèvement	<div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <div>Date</div> <div>for the Department of National Defence pour le ministère de la Défense nationale</div> </div>	
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p> <div style="border-top: 1px solid black; margin-top: 20px; padding-top: 5px;"> <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <div>for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</div> <div></div> </div> </div>		

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

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

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

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

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

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

Services

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

Cost

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

GST/HST

The GST/HST cost as appropriate.

Total

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

Applicable only to PWGSC contracts

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

Note:

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

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

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

Augmentation/Réduction

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

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

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.