



**REQUEST FOR PROPOSAL  
DEMAND DE PROPOSITION**

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

A. Saleh  
D Mar P 3-4-2-2  
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**Proposal To: National Defence Canada**

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

**Proposition à : Défense nationale  
Canada**

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

**THIS DOCUMENT CONTAINS A  
SECURITY REQUIREMENT / CE  
DOCUMENT CONTIENT DES  
EXIGENCES RELATIVES À LA  
SÉCURITÉ**

**Solicitation Closes /  
L'invitation prend fin:**

At / à : 14:00 EST / HNE

On / le : 27 February 2023

<b>Title / Titre:</b> NAVAL MINE COUNTERMEASURES SOFTWARE SYSTEMS RENEWAL	<b>Solicitation No / No de l'invitation:</b> W8482-230406/A
<b>Date of Solicitation / Date de l'invitation:</b> 10 February 2023	
<b>Address Enquiries to – Adresser toutes questions à:</b> A. Saleh Directorate of Maritime Procurement 3-4-2-2 (D Mar P 3-4-2-2) <a href="mailto:DMarP3BidSubmission-DOMar3Soumissiondesoffres@forces.gc.ca">DMarP3BidSubmission-DOMar3Soumissiondesoffres@forces.gc.ca</a>	
<b>Telephone No. / N° de téléphone:</b>	<b>FAX No / No de fax:</b>
<b>Destination:</b> NDHQ – National Defence Headquarters 101 Colonel By Dr. Ottawa ON K1A 0K2	

**Instructions:**

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

**Instructions:**

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

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

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Solicitation No. - N° de l'invitation  
W8482-230406/A  
Client Ref. No. - N° de réf. du client  
W8482-230406

Amd. No. - N° de la modif.  
File No. - N° du dossier  
2183G-10041-N002766-611-W8482230406

Buyer ID - Id de l'acheteur  
8715100  
CCC No./N° CCC - FMS No./N° VME

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, Non-Disclosure Agreement, DND 626 Task Authorization Form, Technical Evaluation and the Contract Security Program Application for Registration (AFR) form.

### 1.2 Summary

**1.2.1** This bid solicitation is being issued to satisfy the requirement of the Department of National Defence's (DND) Directorate General Maritime Equipment Program Management (DGMEPM) for the Navel Mine Countermeasures (NMCM) Software Systems Renewal for Task Based Professional Services: one (1) Senior Engineer, one (1) Senior Software Specialist, one (1) Intermediate Engineer, and one (1) Intermediate Risk Analyst.

The period of any resulting contract will be for five (5) years from Contract award to 31 March 2028 and will include up to two (2) additional two (2) year option periods.

The Contractor must provide support to NMCM software systems, which includes:

- a. The provision of support/upgrades for Commercial Off-The-Shelf (COTS) software packages;
- b. The development and support of new software packages;
- c. The development and support of interfaces between software packages;
- d. The development and support of user interfaces with software packages;
- e. Maintaining databases;
- f. The application of NMCM software packages;
- g. The production of NMCM reports;
- h. Laboratory Virtual Instrument Engineering Workbench (LabVIEW) programming;
- i. Neptune programming;
- j. Total Mine Simulation System;
- k. The instrumentation design and maintenance;

- 
- l. Support of required computer hardware;
  - m. The development and support of deployable hardware and software systems for use by NMCM units;
  - n. Launch and recovery systems support;
  - o. Automated Target Recognition behaviour analysis into Neptune;
  - p. Diver Signature Integrated Measurement System support;
  - q. Autonomous Vehicle support and programming;
  - r. Acquire, investigate, evaluate, test and/or maintain hardware for NMCM units;
  - s. Creating, modifying, and/or supporting software for unmanned systems such as Robot Operating System (ROS) and Neptune;
  - t. Assessing and managing risks;
  - u. Ongoing support to NMCM efforts at Defence Research and Development Canada (Atlantic);
  - v. Supporting Route Survey activities based on Halifax and Esquimalt's requirements;
  - w. Supporting NMCM activities associated with Minor Coastal Defence Vessels and other DND vessels as required;
  - x. Supporting NMCM activities being conducted by the Fleet Diving Units (FDUs) as required;
  - y. Supporting DND staff in DGMEPM with NMCM capabilities as required; and
  - z. Supporting The Royal Canadian Navy (RCN) in unmanned system development and operations as required.

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

**1.2.3** The requirement is subject to a preference for Canadian services.

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

**1.2.5** 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 (Annex G).

### **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 or by telephone.

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The *2003* (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Modifications of the 2003 (2022-03-29) Standard Instructions:

- a) Section 02, Procurement Business Number, is deleted in its entirety;
- b) Section 08, Delete sub-section 2;
- c) Section 20, Delete sub-section 2.

### 2.2 Submission of Bids

- a. Due to the nature of this solicitation, bids submitted by facsimile will not be accepted. Bids must NOT be sent directly to the Contracting Authority. Bids sent directly to the Contracting Authority will not be considered.
- b. Bids must be submitted only to D MAR P 3 Bid Receiving positional mailbox: [DMarP3BidSubmission-DOMar3Soumissiondesoffres@forces.gc.ca](mailto:DMarP3BidSubmission-DOMar3Soumissiondesoffres@forces.gc.ca) by the date and time indicated on page 1 of the bid solicitation and must be pursuant with subparagraph c.
- c. Individual e-mails exceeding five megabytes, or those including other factors such as embedded macros and/or links, may be rejected by the DND e-mail system and/or firewall(s) without notice to the Bidder or DND Point of Contact. Larger bids may be submitted through more than one e-mail. The DND point of Contact will confirm receipt of documents. It is the responsibility of the Bidder to ensure that the entire submission has been received. Bidders must not assume that all documents have been received unless the DND Point of Contact confirms receipt of each document. In order to minimize the potential for the technical issues, bidders are requested to allow sufficient time before the closing time and date to confirm receipt. Bid documents received after the closing time and date will not be accepted.

### 2.3 Former Public Servant

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

#### Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian

Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

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

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

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

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

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

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

#### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

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.

## 2.4 Enquiries - Bid Solicitation

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

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

## 2.5 Applicable Laws

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

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

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

The Department of National Defence has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising under Crown Procurement Contracts](#): Where statutes, regulations or prior obligations of the Crown to a third party or parties preclude Contractor ownership of the Foreground IP.

## 2.7 Bid Challenge and Recourse Mechanisms

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

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## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid (One soft copy via email)

Section II: Financial Bid (One soft copy via email)

Section III: Certifications (One soft copy via email)

Section IV: Additional Information (One soft copy via email)

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

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

- a. the first page of the Request For Proposal signed by the Bidder or an authorized representative of the Bidder
- b. use a numbering system that corresponds to the bid solicitation.

#### **3.1.1 Format of the Bid**

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

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

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

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

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

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To

avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

## **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B. The total amount of Applicable Taxes must be shown separately, if applicable.

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

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

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

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

### **3.1.3 Exchange Rate Fluctuation**

*SACC Manual* clause [C3011T](#) (2013-11-06) Exchange Rate Fluctuation.

### **3.1.4 SACC Manual Clause**

## **Section III: Certifications**

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

## **Section IV: Additional Information**

### **3.1.5 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures**

**3.1.5.1** As indicated in Part 6 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country

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

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## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine if there are two (2) or more bids with a valid Canadian content certification with the bids coming from two or more Bidders that are not affiliated within the meaning used in the *Competition Act*, R.S.C., 1985, c. C-34. In that event, only those bids with a valid certification will be eligible to be awarded a contract; otherwise, all bids will be eligible. If at any point in the evaluation process it is found, whether by determination of invalidity of certifications, determination that bids are non-responsive or withdrawal of bids by Bidders, that there are no longer two (2) or more responsive bids with a valid certification, then all responsive bids will be eligible to be awarded a contract. Canada may conduct the validation of Canadian content certifications at any time in the evaluation process including doing so concurrently with other steps.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

Mandatory technical evaluation criteria as described in Annex F.

#### 4.1.2 Financial Evaluation

##### 4.1.2.1 Mandatory Financial Criteria

The total price for **evaluation purposes only**, will be established in accordance with Annex B Basis of Payment. Rates for Option Years will be negotiated if and when exercised. The Bidder must provide all inclusive rates in the chart under the Annex B Basis of Payment for each position identified.

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

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price-Canadian/Foreign Bidders.

### 4.2 Basis of Selection

#### 4.2.1 Mandatory Technical Criteria

SACC Manual Clause [A0031T](#) (2010-08-16) Basis of Selection – Mandatory Technical Criteria.

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

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

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

#### 5.1.2 Additional Certifications Required with the Bid

##### 5.1.2.1 SACC Manual clause. [A3066T](#) (2018-12-06) Canadian Content Certification.

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the services offered are Canadian services, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the services offered being treated as non-Canadian services.

The Bidder certifies that:

(  ) the services offered are Canadian services as defined in paragraph 4 of clause [A3050T](#).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#), Example 2, of the Supply Manual.

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

### 5.2 Certifications Precedent to Contract Award and Additional Information

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

## 5.2.1 Integrity Provisions – Required Documentation

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

## 5.2.2 Security Requirements – Required Documentation

In accordance with the [requirements of the Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>), the Bidder must provide a completed Annex I Contract Security Program Application for Registration (AFR) form, to be given further consideration in the procurement process.

Bidders are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, bidders who do not provide all the required information at bid closing will be given the opportunity to complete any missing information from the AFR form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extension granted by the Contracting Authority in its discretion), or if Canada requires further information from the Bidder in connection with assessing the request for security clearance (i.e., information not required by the AFR form), the Bidder will be required to submit that information within the time period established by the Contracting Authority, which will not be less than 48 hours. If, at any time, the Bidder fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

## 5.2.3 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of [the Employment and Social Development Canada \(ESDC\) – Labour's website](#).

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](#) (Annex G), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed Annex G Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture

## 5.2.4 Additional Certifications Precedent to Contract Award

### 5.2.4.1 Canadian Content Certification

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

### 5.2.4.2 Insurance - No Specific Requirement

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

**5.2.4.3 Status and Availability of Resources**

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

**5.2.4.4 Education and Experience**

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

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

### **6.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. Before access to sensitive information is provided to the Bidder, the following conditions must be met:
  - (a) the Bidder's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's security capabilities must be met as indicated in Part 7 - Resulting Contract Clauses.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **6.2 Financial Capability**

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

### **6.3 Controlled Goods Requirement**

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

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

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

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

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

### **7.1 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

#### **7.1.2 Task Authorization**

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

##### **7.1.2.1 Task Authorization Process:**

1. The Technical Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form" specified in Annex D.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### **7.1.2.2 Task Authorization Limit**

Any task authorization to be issued must be authorized by the Procurement Authority before issuance.

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

1. In this clause,  
  
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and  
  
"Minimum Contract Value" means \$25,000.00.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### **7.1.2.4 Task Authorization - Reporting**

The contractor must maintain a record of all DND 626, Task Authorization Forms and must provide once per fiscal year as minimum. Additional as requested. A copy by email of the progress of tasks will be provided to the Procurement Authority.

#### **7.1.2.5 Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by the Procurement Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Procurement 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**

SACC Manual clause [2035](#) (2022-01-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

#### **7.2.2 Supplemental General Conditions**

SACC Manual clause [4007](#) (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

SACC Manual Clause [4002](#) (210-08-16) Software Development or Modification Services, apply to and form part of the Contract.

### **7.3 Security Requirements**

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

1. The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of NATO SECRET, and obtain approved Document Safeguarding and Production Capabilities at the level of NATO SECRET, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. This contract includes access to Controlled Goods. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada (PWGSC).

3. The Contractor personnel requiring access to CLASSIFIED information, assets or sensitive site(s) must be citizens of Canada and must EACH hold a valid personnel security screening at the level of NATO SECRET or SECRET, as required, granted or approved by the CSP, PWGSC.
4. The Contractor personnel requiring access to NATO CLASSIFIED information, assets or sensitive site(s) must be permanent residents of Canada or citizens of a NATO member country and EACH hold a valid personnel security screening at the level of NATO SECRET, granted or approved by the appropriate delegated NATO Security Authority.
5. The Contractor MUST NOT utilize its facilities to process, produce, or store CLASSIFIED information or assets until the CSP, PWGSC has issued written approval.
6. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce, or store any sensitive CLASSIFIED information until the CSP, PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of NATO SECRET.
7. The winning bidder/contractor must submit the completed FOCI package including the associated documentation as prescribed in the FOCI Guidelines by the due date identified in the email sent by the FOCI Office.
8. The winning bidder/contractor MUST NOT store NATO Classified information or assets until they are in possession of a FOCI determination letter specific to this contract.
9. The winning bidder/contractor must implement the risk mitigation measures identified and approved by the FOCI Office prior to accessing any NATO Classified information and assets.
10. The winning bidder/contractor must maintain the risk mitigation measures throughout the duration of the contract, including any contract extension(s), if applicable.
11. The winning bidder/contractor may not be able to maintain their organization and personnel clearances if the FOCI evaluation determines that no risk mitigation measures are possible. Under such circumstances, the security requirements of the contract will not be met.
12. The winning bidder/contractor's organization security clearance may be suspended if the winning bidder/contractor does not implement risk mitigation measures required by the CSP.
13. The winning bidder/contractor must inform the FOCI Office immediately of any changes to the organization's corporate or ownership structure as well as any changes in foreign income or foreign debt from what was reported in the initial FOCI assessment. The winning bidder/contractor may be subject to a FOCI re-assessment.
14. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
15. The Contractor must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - (b) Contract Security Manual (Latest Edition).

### **7.3.2 Contractor's Sites or Premises Requiring Safeguarding Measures**

**7.3.2.1** Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up to date the information related to the Contractor's and proposed individuals' sites or premises for the following addresses:

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Street Number / Street Name, Unit / Suite / Apartment Number  
 City, Province, Territory / State  
 Postal Code / Zip Code  
 Country

**7.3.2.2** The Company Security Officer must ensure through the Contract Security Program that the Contractor and individuals hold a valid security clearance at the required level.

## **7.4 Term of Contract**

### **7.4.1 Period of the Contract**

The period of the Contract is from Contract award to 31 March 2028 inclusive.

### **7.4.2 Option to Extend the Contract**

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

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

## **7.5 Authorities**

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Public Works and Government Services Canada

Acquisitions Branch

Directorate: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

### **7.5.2 Technical Authority**

The Technical Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Solicitation No. - N° de l'invitation  
W8482-230406/A  
Client Ref. No. - N° de réf. du client  
W8482-230406

Amd. No. - N° de la modif.  
File No. - N° du dossier  
2183G-10041-N002766-611-W8482230406

Buyer ID - Id de l'acheteur  
8715100  
CCC No./N° CCC - FMS No./N° VME

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

In its absence, the Technical Authority 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 Procurement Authority

The Procurement Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 7.5.4 Contractor's Representative

The name and contact information is to be provided in the resulting contract.

### 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.

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## 7.7 Payment

### 7.7.1 Basis of Payment– Firm Hourly - Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization, the Contractor will be paid firm hourly rates as detailed in the Basis of Payment at Annex B, as specified in the authorized Task Authorization. Customs duties are included and Applicable Taxes are extra.

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

### 7.7.2 Travel

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

All travel must have the prior authorization of the Technical Authority. All payments are subject to government audit.

**Total Estimated Cost of Authorized Travel:** \$25,000.00/year

### 7.7.3 Other Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost with 0% mark-up, upon submission of an itemized statement supported by receipt vouchers. Shipping expenses are paid at actual cost with a 0% mark-up.

**Total Estimated Cost of Other Direct Expenses:** \$10,000.00/year

### 7.7.4 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 \$\_\_\_\_\_. Customs duties 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.

#### **7.7.5 Monthly Payments**

SACC Manual clause [H1008C](#) (2008-05-12) Monthly Payments.

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

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

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

#### **7.7.7 Discretionary Audit**

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

#### **7.8 Invoicing Instructions**

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

**7.8.2** Invoices must be distributed as follows:

- a) The original and one copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b) One copy must be forwarded to the Procurement Authority identified under the section entitled "Authorities" of the Contract.

#### **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

SACC Manual clause [A3060C](#) (2008-05-12) Canadian Content Certification.

### 7.10 Applicable Laws

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

### 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 [4007](#) (2022-12-01) Canada to Own Intellectual Property Rights in Foreground Information .
- (c) The general conditions [2035](#) (2022-02-12) General Conditions - Higher Complexity - Services
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, DND 622 Task Authorization Form;
- (h) Annex E, Electronic Payment Instructions;
- (i) Annex F, Technical Evaluation;
- (j) Annex G, Federal Contractors Program for Employment Equity;
- (k) Annex H, Non-Disclosure Agreement;
- (l) Annex I, the Contract Security Program Application for Registration (AFR) form; and
- (m) The Contractor's bid dated \_\_\_\_\_.

### 7.12 Defence Contract

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

### 7.13 Insurance Requirements

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

### 7.14 Controlled Goods Program

SACC Manual clause [A9131C](#) (2022-11-19), Controlled Goods Program.

### 7.15 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.

- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[\*Dispute Resolution\*](#)".

#### **7.16 SACC Manual clause**

SACC Manual clause [\*C3011T\*](#) (2013-11-06) Exchange Rate Fluctuation.

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

SACC Manual Clause [\*A0222T\*](#) (2014-06-26), Evaluation of Price-Canadian/Foreign Bidders.

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

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

## ANNEX A

### STATEMENT OF WORK (SOW)

#### 1.0 Purpose

1.1 The purpose of this SOW is to define the scope and work, the Department of Defence (DND) requirements and the deliverables and that apply to the Navel Mine Countermeasures (NMCM) Software Systems support services.

#### 2.0 Abbreviations

Abbreviation	Description
ATR	Automated Target Recognition
AUV	Autonomous Underwater Vehicle
COTS	Commercial Off The Shelf
DND	Department of National Defence
DRDC(A)	Defence Research and Development Canada Atlantic
DSIMS	Diver Signature Integrated Measurement System
EOD	Explosive Ordnance Disposal
FDU	Fleet Diving Units
GIS	Geographic Information System
INS	Integrated Navigation System
IP	Intellectual Property
MIDAS	Quality Positioning Systems
MCDVs	Maritime Coastal Defence Vessels
MCM	Mine Counter Measure
NATO	North Atlantic Treaty Organization
NDA	Non-Disclosure Agreement
NMCM	Naval Mine Countermeasures
QPS	Quality Positioning Systems
REMUS	Remote Environmental Monitoring UnitS
ROS	Robot Operating System
ROV	Remotely Operated Vehicle
RSDAF	Route Survey Data Analysis Facility
SOW	Statement of Work
TA	Technical Authority
TIES	Technical Investigations and Engineering Studies
TMSS	Total Mine Simulation System
UMS	Unmanned Maritime Systems
LabVIEW	Laboratory Virtual Instrument Engineering Workbench

#### 3.0 Background

3.1 DND supports a NMCM capability; this capability requires the support of a number of software packages. DND owns the IP for some software packages. These are being used by DRDC(A), by the Route Survey Offices in Halifax and Esquimalt, by the Kingston Class MCDVs and by the Fleet Diving Units (FDU)s. There are additional software packages which are required; some of which are available COTS, while others may require development.

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## 4.0 Requirement

4.1 The requirement is for the provision of Services, Maintenance, and Technical Investigation and Engineering Support on an "as and when requested" basis via DND 626 Task Authorization by one (1) Senior Engineer, one (1) Senior Software Specialist, one (1) Intermediate Engineer, and one (1) Intermediate Risk Analyst

4.2 The Contractor must provide support to NMCM software systems, which includes:

- a. The provision of support/upgrades for COTS software packages;
- b. The development and support of new software packages;
- c. The development and support of interfaces between software packages;
- d. The development and support of user interfaces with software packages;
- e. Maintaining databases;
- f. The application of NMCM software packages;
- g. The production of NMCM reports;
- h. LabVIEW programming;
- i. Neptune programming;
- j. TMSS;
- k. The instrumentation design and maintenance;
- l. Support of required computer hardware;
- m. The development and support of deployable hardware and software systems for use by NMCM units;
- n. Launch and recovery systems support;
- o. ATR behaviour analysis into Neptune;
- p. DSIMS support;
- q. Autonomous Vehicle support and programming;
- r. Acquire, investigate, evaluate, test and/or maintain hardware for NMCM units;
- s. Creating, modifying, and/or supporting software for unmanned systems such as ROS and Neptune;
- t. Assessing and managing risks;
- u. Ongoing support to NMCM efforts at DRDC(A);
- v. Supporting Route Survey activities based on Halifax and Esquimalt's requirements;
- w. Supporting NMCM activities associated with MCDVs and other DND vessels as required;
- x. Supporting NMCM activities being conducted by the FDUs as required;
- y. Supporting DND staff in Director General Maritime Equipment Program Management with NMCM capabilities as required; and
- z. Supporting RCN in unmanned system development and operations as required.

## 5.0 Scope of Work

5.1 The Contractor must provide support in the form of services, maintenance, and TIES to DND NMCM software systems. In providing these services, the Contractor must summarize, recommend and prepare responses to any or all those activities identified below, which are associated with NMCM software systems. The activities may include, but are not limited to the following:

- a. Must supply software packages as required. Examples could include:
  - 1) Sonar performance predicting or modelling, such as ESPRESSO;
  - 2) Intelligence databases such as MIDAS (a reference tool for mines);
  - 3) Mine Warfare databases such as RSDAF Mine Warfare Pilots;
  - 4) NMCM planning and evaluation tools such as MCM-EXPERT/DARE;
  - 5) Vehicle track planner for use by MCM units;
  - 6) Neptune for ATR assessment; and

- 7) Data analysis tools to be used by NMCM units, such as SeeTrack, SonarWiz, Sonar Pro, Global Mapper, etc., for use by MCM units.
- b. Must provide support/upgrades for COTS software packages;
  - c. Must develop and support new software packages;
  - d. Must develop and support interfaces between software packages;
  - e. Must develop and support user interfaces with software packages;
  - f. Must maintain intelligence databases and mine warfare databases, including data such as bottom type data and contact history data used as planning and evaluation tools;
  - g. Must Apply NMCM reports; examples could include using Sonar Performance Prediction or modelling software to produce P(y) curves;
  - h. Must produce NMCM reports; example could include using Planning and Evaluation tools to produce Risk Reports;
  - i. Must develop and support hardware and software systems to be used by deployed MCM units; and
  - j. Must perform risk assessment/ safety cases in support of safety management of whole ship and sub systems (ex. torpedo systems).

## 6.0 Estimated Level of Effort

6.1 The estimated levels of effort are as indicated in Table 1 below:

**Table 1: Estimated Level of Effort (Hours)**

Required Occupational Categories	Estimated LOE	Estimated LOE	Estimated LOE
	Initial 60 Months	Option 1 24 months	Option 2 24 months
<b>Senior Engineer</b>	<b>4000</b>	<b>1600</b>	<b>1600</b>
<b>Senior Software Specialist</b>	<b>4000</b>	<b>1600</b>	<b>1600</b>
<b>Intermediate Engineer</b>	<b>4000</b>	<b>1600</b>	<b>1600</b>
<b>Intermediate Risk Analyst</b>	<b>2000</b>	<b>800</b>	<b>800</b>

6.2 These levels of efforts are only estimations and are not to be considered as a contractual guarantee from Canada.

## 7.0 Contractor Management of the Contract

7.1 The Contractor must actively participate in the overall management of all related activities and must be directly responsible for the effective supervision and coordination of the efforts of its personnel so as to minimize the management effort required of DND.

7.2 The TA must be able to contact the Contractor during core business hours (0900-1500). The Contractor must return any call from the TA within 24 hours.

7.3 The Contractor must be responsible for the pickup and delivery to the TA of all correspondence, data, tasks, etc.

7.4 The Contractor must be responsible for all work produced under the Contract, including completeness, accuracy and adherence to all relevant safety and environmental regulations.

## 8.0 Task Estimate Submission

8.1 For each DND task authorization, the Contractor must submit a task estimate containing a breakdown of all applicable elements of cost in accordance with the task SOW, including material, hours by category, and travel plans for each instance.

## 9.0 Deliverables

9.1 Deliverables under this SOW must be in the form of services provided to the TA in accordance with the work described in part 4.0 of this SOW and of any products generated while performing that work. In addition to the hardware and software work carried out by the Senior Engineer, Senior Software Specialist, Intermediate Engineer, and the Intermediate Risk Analyst, the deliverables must be documented in professional reports, investigation studies, recommendations for correction of system problems, automated range reports, generation of codes, automated analysis and data search, OS-patches, memoranda, letters and forms. These may include, but are not limited to the following:

- a. CF408A Material Authorization Change Requests;
- b. CF565 Publication Production Requests;
- c. CF1251 Equipment Support List Change Notice;
- d. CF1303 Disposal Certificates;
- e. DRMIS Material Identification Request (MIR);
- f. DND626 Task Authorization;
- g. DND654 Request for Data Verification;
- h. DND746 Equipment Identification and Documentation Databases;
- i. DND752 Equipment Identification and Documentation Databases – Input Form;
- j. DND1023 Engineering Drawing-Work Orders;
- k. DND 1507 Message Forms;
- l. DND1594 Orders to Manufacture;
- m. Round Trip Memorandum;
- n. Other Memoranda;
- o. RACsheets; and
- p. Letters.

9.2 The Contractor must prepare monthly progress reports of the work performed, as directed by the TA, in a Contractor format acceptable to the TA, to be included with each Progress Claim. As a minimum each progress report must document the following information during the reporting period:

- I. All significant activities performed by each occupational category under each task during the period covered by the Progress Claim;
- II. Status and percentage complete of all action items originating from each task, as well as a list of outstanding activities;
- III. A description of any problems encountered which are likely to require attention by the TA;
- IV. Any recommendation relating to the conduct of the work;
- V. Total number of days charged against each task for each occupational category during the covered period;
- VI. Total number of days charged against each task for each occupational category since task award; and
- VII. Travel costs incurred under each task, including all applicable receipts.

9.3 All correspondence either initiated by the Contractor personnel or by Canada must be submitted to the DND TA. Correspondence is defined as records of conversation or decisions as well as any written correspondence in any format. In addition to the requirements of Monthly Reports the Contractor personnel must report by email to the TA any special circumstance or events affecting the provision of the required services. The Contractor must be responsible for the pickup and delivery to the TA of all correspondence, data, tasking, etc, on an as and when requested basis.

9.4 All tasks must have a deliverable; its content and format will be identified in the task SOW.

9.5 Unless otherwise specified by the TA, one (1) hard copy by mail and one (1) soft copy by email of these deliverables must be provided to the TA. Soft copy deliverables must be provided in a format compatible with Microsoft Office 2013, either on CD-ROM, or DVD.

9.6 As a minimum Quality Assurance requirement the Contractor is responsible for performing or having performed all inspections and tests necessary to substantiate that the services and/or material provided conform to the specifications and requirements of this SOW and any tasking issued. The schedule of deliverables must be in accordance with the priorities established by the TA.

## **10.0 Meetings**

10.1 Contractor personnel must make the necessary preparations and participate in meetings as and when requested by the TA.

10.2 All meetings must be conducted at facilities to be provided by DND, unless otherwise requested by the TA; in the latter case, the meeting must be conducted at the Contractor's facility, where the Contractor must provide the facilities, equipment, etc required, at no cost to Canada.

10.3 If required by the TA, the Contractor personnel must prepare minutes of discussions and/or record of decisions of the meetings and must provide them to the TA for review and approval no later than five (5) working days after each meeting.

## **11.0 Location of Work**

11.1 The Work accomplished as a result of this SOW will be carried out at the Contractor's facility.

## **12.0 Travel and Living**

12.1 The Contractor will be reimbursed actual costs for authorized travel and living expenses incurred in the performance of the Work. All travel must be preapproved through a signed "DND 626 Task Authorization Form" (Annex D). All payments are subject to government audit and will be in accordance with Treasury Board Travel Directives.

## **13.0 Other Direct Expenses**

13.1 The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost with 0% mark-up, upon submission of an itemized statement supported by receipt vouchers. Shipping expenses are paid at actual cost with a 0% mark-up.

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## APPENDIX 1 TO ANNEX A

### LIST OF NAVAL MINE COUNTERMEASURES (NMCM) HARDWARE AND SOFTWARE SYSTEMS

#### 1.0 Hardware

1.1 The following hardware systems involved are, but not limited to:

- a. ROVs
- b. AUVs
- c. Hand held Sonars
- d. Side Scan Sonars
- e. Acoustic Positioning Systems
- f. Miscellaneous equipment as required

#### 2.0 Software

2.1 The following software packages involved are, but not limited to:

- a. SeeByte SeeTrack (Military): software that provides users with the capability to rapidly plan a mission, gather data and integrate it into one layered image of the underwater space. Used by EOD and Clearance Divers.  
Intellectual property owned by: Manufacturer (SeeByte)  
License notes: DND/DRDC
- b. SeaByte Neptune: Software that provides a payload control architecture, goal based mission planning, and real-time autonomy engine for UMS to plan and execute well known patterns of behavior. Neptune expedites and optimizes single-vehicle and multi-vehicle operations. Neptune can be run through SeeTrack and can be easily adapted for specific user needs. It is a mission-planning, monitoring, post-processing and reporting tool.  
Intellectual property owned by: Manufacturer (SeeByte)  
License notes: DRDC
- c. ROS: is a flexible framework for writing robot software. It is a collection of tools, libraries, and conventions that aim to simplify the task of creating complex and robust robot behavior across a wide variety of robotic platforms. It aids in collaborative robotics software development.  
Intellectual property owned by: Open Source  
License notes: Neptune is built using ROS architecture
- d. LabVIEW: software is a system-design platform and development environment for a visual programming language from National Instruments.  
Intellectual property owned by: Manufacturer (National Instruments)  
License notes: DND/DRDC
- e. TMSS: MCM Tactical software tool for planning tools enable the user to assess, analyse and plan for the threat.  
Intellectual property owned by: Manufacturer (QinetiQ)  
License notes: DND
- f. Espresso: software for sonar performance prediction or modelling.  
Intellectual property owned by: NATO  
License notes: N/A

- 
- g. MIDAS: The Midas Platform is an open-source toolkit that enables the creation of tailored, web-enabled data storage. Midas Platform addresses the growing challenge of large data by providing a flexible, intelligent data storage system that integrates multimedia server technology with other open-source data analysis and visualization tools to enable data-intensive applications that easily interface with existing workflows.  
Intellectual property owned by: DND
  - h. MCM-EXPERT/DARE: A NMCM software planning and evaluation tools such as for Vehicle tracking for use by MCM units.  
Intellectual property owned by: NATO  
License notes: N/A
  - i. SonarWiz for Sidescan: Industry leading real-time seafloor mapping software.  
Intellectual property owned by: Manufacturer (Chesapeake Technology)  
License notes: DND
  - j. SonarPro: Real-time seafloor mapping software for use with Klein sonars.  
Intellectual property owned by: Manufacturer (Klein)  
License notes: Software for Klein Towfish; DND
  - k. Global Mapper: GIS software that handles vector, raster, and elevation data, and provides viewing, conversion, and other general GIS features.  
Intellectual property owned by: Manufacturer (Blue Marble Geographics)  
License notes: DND
  - l. Starfish Scanline: Data acquisition and logging software package for StarFish Seabed Imaging Systems  
Intellectual property owned by: Manufacturer (Tritech)  
License notes: Software for Starfish towfish; DND
  - m. WinFrog: A complete INS. The core program provides real-time position and navigation information, and can simultaneously collect data from up to 25 types of devices, including other GPSs and sounders. It also allows defining multiple vehicles, each having its own devices, names, offsets, tracks and shapes. Data output can be through industry standard NMEA or customized formats. It consists of several modules which allow for user customization.  
Intellectual property owned by: Manufacturer (Fugro Pelagos)  
License notes: DND
  - n. LYNN Hawk Portable: Real-time data filtered through this unit (embedded software).  
Intellectual property owned by: Manufacturer (LYNN)  
License notes: DND
  - o. Vehicle Track Planner: plug-in for SeeTrack.  
Intellectual property owned by: DRDC
  - p. Fledermaus: interactive 4D geo-spatial processing and analysis tool.  
Intellectual property owned by: Manufacturer (QPS)  
License notes: DND
  - q. VLBV 950 ROV Software Suite ROV suite of software required to operate the VLB 950 ROV. It includes Seanet Pro, Port Manager, Firmware Manager, SPS Programmer and Vehicle Data Manager)

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File No. - N° du dossier

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Intellectual property owned by: Manufacturer (Teledyne-Seabotix)

License notes: DND

**ANNEX B**

**BASIS OF PAYMENT**

**1.1 Initial Contract Period:**

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

**Initial Contract - Year 1 (Date of Contract Award – 31 March 2024)**

Category	Name of Resource	Estimated Hours	Hourly Rate	Total	Total with Tax (%)
Senior Software Specialist		800	\$ ____	\$ ____	\$ ____
Senior Engineer		800	\$ ____	\$ ____	\$ ____
Intermediate Engineer		800	\$ ____	\$ ____	\$ ____
Intermediate Risk Analyst		400	\$ ____	\$ ____	\$ ____

**Initial Contract - Year 2 (01 April 2024 – 31 March 2025)**

Category	Name of Resource	Estimated Hours	Hourly Rate	Total	Total with Tax (%)
Senior Software Specialist		800	\$ ____	\$ ____	\$ ____
Senior Engineer		800	\$ ____	\$ ____	\$ ____
Intermediate Engineer		800	\$ ____	\$ ____	\$ ____
Intermediate Risk Analyst		400	\$ ____	\$ ____	\$ ____

**Initial Contract - Year 3 (01 April 2025 – 31 March 2026)**

Category	Name of Resource	Estimated Hours	Hourly Rate	Total	Total with Tax (%)
Senior Software Specialist		800	\$ ____	\$ ____	\$ ____
Senior Engineer		800	\$ ____	\$ ____	\$ ____
Intermediate Engineer		800	\$ ____	\$ ____	\$ ____
Intermediate Risk Analyst		400	\$ ____	\$ ____	\$ ____

**Initial Contract - Year 4 (01 April 2026 – 31 March 2027)**

Category	Name of Resource	Estimated Hours	Hourly Rate	Total	Total with Tax (%)
Senior Software Specialist		800	\$ ____	\$ ____	\$ ____
Senior Engineer		800	\$ ____	\$ ____	\$ ____
Intermediate Engineer		800	\$ ____	\$ ____	\$ ____
Intermediate Risk Analyst		400	\$ ____	\$ ____	\$ ____

**Initial Contract - Year 5 (01 April 2027 – 31 March 2028)**

Category	Name of Resource	Estimated Hours	Hourly Rate	Total	Total with Tax (%)
Senior Software Specialist		800	\$ ____	\$ ____	\$ ____
Senior Engineer		800	\$ ____	\$ ____	\$ ____
Intermediate Engineer		800	\$ ____	\$ ____	\$ ____
Intermediate Risk Analyst		400	\$ ____	\$ ____	\$ ____

**Total Estimated Cost: \$ \_\_\_\_\_ (Applicable Taxes Extra)**  
**Total Estimated Cost: \$ \_\_\_\_\_ (Applicable Taxes Included)**

**1.1.1 Travel and Living Expenses**

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

All travel must have the prior authorization of the Procurement Authority and Technical Authority via a DND 626 Task Authorization. All payments are subject to government audit.

Estimated Yearly Cost: \$25,000.00 (Applicable Taxes Extra)

**1.1.2 Other Direct Expenses**

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost with 0% mark-up, upon submission of an itemized statement supported by receipt vouchers. Shipping expenses are paid at actual cost with a 0% mark-up.

Estimated Yearly Cost: \$10,000.00 (Applicable Taxes Extra)  
**Total Estimated Yearly Cost: \$35,000 (Applicable Taxes Extra)**

**Total Estimated Cost – Limitation of Expenditure: \$ \_\_\_\_\_ (Applicable Taxes Extra)**  
**Total Estimated Cost – Limitation of Expenditure: \$ \_\_\_\_\_ (Applicable Taxes Included)**

## 1.2 Option to Extend the Contract – Option Period 1

During Option Period 1 of the Contract, the Contractor will be paid the following firm hourly rates to perform all the Work in relation to the Contract.

### Option Period 1 - Year 1 (01 April 2028 – 31 March 2029)

Category	Name of Resource	Estimated Hours	Hourly Rate	Total	Total with Tax (%)
Senior Software Specialist		800	To Be Negotiated	To Be Negotiated	To Be Negotiated
Senior Engineer		800	To Be Negotiated	To Be Negotiated	To Be Negotiated
Intermediate Engineer		800	To Be Negotiated	To Be Negotiated	To Be Negotiated
Intermediate Risk Analyst		200	To Be Negotiated	To Be Negotiated	To Be Negotiated

### Option Period 1 - Year 2 (01 April 2029 – 31 March 2030)

Category	Name of Resource	Estimated Hours	Hourly Rate	Total	Total with Tax (%)
Senior Software Specialist		800	To Be Negotiated	To Be Negotiated	To Be Negotiated
Senior Engineer		800	To Be Negotiated	To Be Negotiated	To Be Negotiated
Intermediate Engineer		800	To Be Negotiated	To Be Negotiated	To Be Negotiated
Intermediate Risk Analyst		400	To Be Negotiated	To Be Negotiated	To Be Negotiated

**Note 1:** Rates for Option Years will be negotiated if and when exercised.

**Total Estimated Cost: \$ \_\_\_\_\_ (Applicable Taxes Extra)**  
**Total Estimated Cost: \$ \_\_\_\_\_ (Applicable Taxes Included)**

#### 1.2.1 Travel and Living Expenses

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

All travel must have the prior authorization of the Procurement Authority and Technical Authority via a DND 626 'Task Authorization'. All payments are subject to government audit.

Estimated Yearly Cost: \$25,000.00 (Applicable Taxes Extra)

#### 1.2.2 Other Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost with 0% mark-up, upon submission

of an itemized statement supported by receipt vouchers. Shipping expenses are paid at actual cost with a 0% mark-up.

Estimated Yearly Cost: \$10,000.00 (Applicable Taxes Extra)  
**Total Estimated Yearly Cost: \$35,000.00 (Applicable Taxes Extra)**

**Total Estimated Cost – Limitation of Expenditure: \$ \_\_\_\_\_ (Applicable Taxes Extra)**  
**Total Estimated Cost – Limitation of Expenditure: \$ \_\_\_\_\_ (Applicable Taxes Included)**

### 1.2 Option to Extend the Contract – Option Period 2

During Option Period 2 of the Contract, the Contractor will be paid the following firm hourly rates to perform all the Work in relation to the Contract.

#### Option Period 2 - Year 1 (01 April 2030 – 31 March 2031)

Category	Name of Resource	Estimated Hours	Hourly Rate	Total	Total with Tax (%)
Senior Software Specialist		800	To Be Negotiated	To Be Negotiated	To Be Negotiated
Senior Engineer		800	To Be Negotiated	To Be Negotiated	To Be Negotiated
Intermediate Engineer		800	To Be Negotiated	To Be Negotiated	To Be Negotiated
Intermediate Risk Analyst		400	To Be Negotiated	To Be Negotiated	To Be Negotiated

#### Option Period 2 - Year 2 (01 April 2031 – 31 March 2032)

Category	Name of Resource	Estimated Hours	Hourly Rate	Total	Total with Tax (%)
Senior Software Specialist		800	To Be Negotiated	To Be Negotiated	To Be Negotiated
Senior Engineer		800	To Be Negotiated	To Be Negotiated	To Be Negotiated
Intermediate Engineer		800	To Be Negotiated	To Be Negotiated	To Be Negotiated
Intermediate Risk Analyst		400	To Be Negotiated	To Be Negotiated	To Be Negotiated

**Note 1:** Rates for Option Years will be negotiated if and when exercised.

**Total Estimated Cost: \$ \_\_\_\_\_ (Applicable Taxes Extra)**  
**Total Estimated Cost: \$ \_\_\_\_\_ (Applicable Taxes Included)**

#### 1.2.1 Travel and Living Expenses

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

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All travel must have the prior authorization of the Procurement Authority and Technical Authority via a "DND 626 'Task Authorization From" (Annex D). All payments are subject to government audit.  
Estimated Yearly Cost: \$25,000.00 (Applicable Taxes Extra)

### 1.2.2 Other Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost with 0% mark-up, upon submission of an itemized statement supported by receipt vouchers. Shipping expenses are paid at actual cost with a 0% mark-up.

Estimated Yearly Cost: \$10,000.00 (Applicable Taxes Extra)

**Total Estimated Yearly Cost: \$35,000 (Applicable Taxes Extra)**

**Total Estimated Cost – Limitation of Expenditure: \$\_\_\_\_\_ (Applicable Taxes Extra)**

**Total Estimated Cost – Limitation of Expenditure: \$\_\_\_\_\_ (Applicable Taxes Included)**

**ANNEX C**

**SECURITY REQUIREMENTS CHECK LIST**

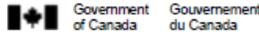
 Government of Canada / Gouvernement du Canada	Contract Number / Numéro du contrat W8482-230406
	Security Classification / Classification de sécurité UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine DND		2. Branch or Directorate / Direction générale ou Direction DGMEPM
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work - Brève description du travail Naval Mine Countermeasures (NMCM) Software Systems Maintenance and TIES		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required - Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciales sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input checked="" type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input checked="" type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input checked="" type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input checked="" type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

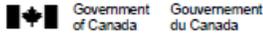
Security Classification / Classification de sécurité UNCLASSIFIED
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Security Classification / Classification de sécurité UNCLASSIFIED

<b>PART A (continued) / PARTIE A (suite)</b>	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity. Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)</b>	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis <input type="checkbox"/> RELIABILITY STATUS / COTE DE FIABILITÉ <input type="checkbox"/> TOP SECRET - SIGINT / TRÈS SECRET - SIGINT <input type="checkbox"/> SITE ACCESS / ACCÈS AUX EMPLACEMENTS <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL <input checked="" type="checkbox"/> SECRET / SECRET <input checked="" type="checkbox"/> NATO SECRET / NATO SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET Special comments: Commentaires spéciaux : _____ NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)</b>	
<b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>PRODUCTION</b>	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui



Contract Number / Numéro du contrat W8482-230406
Security Classification / Classification de sécurité UNCLASSIFIED

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉE			NATO				COMSEC					
	A	B	C	Confidential Confidentiel	Secret Très Secret	Top Secret	NATO Restricted NATO Diffusion Restreinte	NATO Confidential	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret
											A	B	C			
Information / Assets Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

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

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

Security Classification / Classification de sécurité UNCLASSIFIED
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Amd. No. - N° de la modif.  
 File No. - N° du dossier  
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Buyer ID - Id de l'acheteur  
 8715100  
 CCC No./N° CCC - FMS No./N° VME

**ANNEX D**

**DND 626 TASK AUTHORIZATION FORM**



**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 ORIGINAL	Increase/Decrease - Augmentation/Réduction	Previous value - Valeur précédente \$0.00
To - À Delivery location - Espaces a ADM (Maf) OGA EPM	<p><b>TO THE CONTRACTOR</b></p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery/Completion date - Date de livraison/achèvement	Date	for the Department of National Defence pour le ministère de la Défense nationale
Contract item no. / N° d'article du contrat	Services	Cost / Prix
		GST/HST TPS/TVH
		<b>Total</b>
<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'ÀUX 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>		
<p>for the Department of Public Works and Government Services pour le ministère des Travaux publics et des Services gouvernementaux</p>		

DND 626 (01-05)

Design: Forms Management 553-1020  
 Correction: Gestion des formulaires 553-1020

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 OND person who has delegated Authority for signing OND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PMA 1(A)). 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/UNT 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/costing 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 OND 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 OND indicated on an amended OND 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 OND 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 OND sole approval of the OND 626 and a percentage for OND to approve amendments to the original OND 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 OR Authority for tasks within the OND threshold and by both OND and PWGSC for those tasks over the OND threshold.

Instructions pour compléter le formulaire  
DND 626 - Autorisation des tâches

**N° du contrat**  
Inscrivez le numéro de contrat de TPSGC en entier.

**N° de la tâche**  
Inscrivez le numéro de tâche séquentiel.

**N° de l'amodification**  
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.

**Exécuté à**  
Endroit où le travail sera effectué, si celui-ci diffère du lieu habituel 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 MON auquel on a délégué le pouvoir d'autorisation en ce qui a trait à la signature du formulaire OND 626 (niveau d'autorisation basé sur la valeur de la tâche et le signataire autorisé équivalent mentionnés dans le PMA 1(A)). Note : la personne qui signe cette affiche 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**  
Décrivez brièvement le besoin (joignez RT) 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 modalités sont prévues, énumérez ici celles/elles qui s'appliqueront à la soumission pour la tâche à accomplir (prix, acompte fondé sur les étapes marquées, 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 négociées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales attachées au contrat sur le formulaire OND 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 MON, formulaire OND 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 OND 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. Un inscrit dans le formulaire OND 626 un plafond précis où ne pourra être approuvé que par le MON et un pourcentage selon lequel le MON pourra approuver des modifications au formulaire OND 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.

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

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

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## **ANNEX E 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):

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

**ANNEX F**

**TECHNICAL EVALUATION**

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

The Bidder must provide complete details as to where, when (month and year) and how (through which activities / responsibilities) the stated qualifications / experiences were obtained. Experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment as opposed to an educational setting.

Bids which fail to meet the mandatory evaluation criteria will be declared non-responsive. Each mandatory evaluation criterion should be addressed separately. The Bidder may propose the same individual for more than one mandatory criterion, provided that there is at least one individual that meets the minimum required qualification for each service category.

1.0 Mandatory Criteria For The Bidder

<b>Mandatory Criteria For The Bidder</b>		<b>Referenced Section / Page in Bidder's Proposal / résumé</b>								
M1	<p>M 1.1 This requirement is for the provision of Technical Investigation and Engineering Services (TIES) services, on an "as and when requested" basis for one (1) Senior Engineer, one (1) Senior Software Specialist, one (1) Intermediate Engineer and one (1) Intermediate Risk Analyst.</p> <p>The bidder must submit a detailed resume for each proposed resource demonstrating that the minimum mandatory requirements are met (educational and work experience) for each resource category:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Senior Engineer</td> <td style="padding: 5px;">Undergraduate Degree + 10 years' experience OR Master's Degree + 8 years' experience OR PhD Degree + 6 years' experience</td> </tr> <tr> <td style="padding: 5px;">Senior Software Specialist</td> <td style="padding: 5px;">Undergraduate Degree + 10 years' experience OR Master's Degree + 8 years' experience OR PhD Degree + 6 years' experience</td> </tr> <tr> <td style="padding: 5px;">Intermediate Engineer</td> <td style="padding: 5px;">Undergraduate Degree + 4 years' experience OR Master's Degree + 2 years' experience OR PhD Degree + 1 years' experience</td> </tr> <tr> <td style="padding: 5px;">Intermediate Risk Analyst</td> <td style="padding: 5px;">Undergraduate Degree + 4 years' experience OR Master's Degree + 2 years' experience OR PhD Degree + 1 years' experience</td> </tr> </table> <p>M1.2 At least one (1) candidate must possess certification from a provincial association of Professional Engineers (P. Eng).</p>	Senior Engineer	Undergraduate Degree + 10 years' experience OR Master's Degree + 8 years' experience OR PhD Degree + 6 years' experience	Senior Software Specialist	Undergraduate Degree + 10 years' experience OR Master's Degree + 8 years' experience OR PhD Degree + 6 years' experience	Intermediate Engineer	Undergraduate Degree + 4 years' experience OR Master's Degree + 2 years' experience OR PhD Degree + 1 years' experience	Intermediate Risk Analyst	Undergraduate Degree + 4 years' experience OR Master's Degree + 2 years' experience OR PhD Degree + 1 years' experience	
Senior Engineer	Undergraduate Degree + 10 years' experience OR Master's Degree + 8 years' experience OR PhD Degree + 6 years' experience									
Senior Software Specialist	Undergraduate Degree + 10 years' experience OR Master's Degree + 8 years' experience OR PhD Degree + 6 years' experience									
Intermediate Engineer	Undergraduate Degree + 4 years' experience OR Master's Degree + 2 years' experience OR PhD Degree + 1 years' experience									
Intermediate Risk Analyst	Undergraduate Degree + 4 years' experience OR Master's Degree + 2 years' experience OR PhD Degree + 1 years' experience									

M2	At least one (1) candidate has a minimum of twenty-four (24) months of demonstrated experience within the last five (5) years using the software packages Total Mine Simulation System (TMSS), and Remora.	
M3	At least one (1) candidate has a minimum of twenty-four (24) months of demonstrated experience within the last five (5) years working with the system Ship Acoustic Range Analysis System (SARAS).	
M4	At least one (1) candidate has a minimum of twelve (12) months of demonstrated experience within the last five (5) years demonstrated experience with source codes used by Canadian Naval Influence Ranges for conducting Degaussing and Acoustic ranging activities.	
M5	At least one (1) candidate has a minimum of twenty-four (24) months of demonstrated experience in digital data processing techniques within the last five (5) years and have familiarity with compilers for Laboratory Virtual Instrument Engineering Workbench (LabVIEW) and Windows 7 environments.	
M6	At least one (1) candidate must provide a written example involving engineering or scientific applications for at least 3000 lines of original code in at least one of the Operating System environments.	
M7	At least one (1) candidate has a minimum of twenty-four (24) months of demonstrated experience within the last five (5) years of in-service life cycle and equipment support management experience with each of the following:  (a) Data Acquisition Hardware, (Digital Signal Processing (DSP), Digital Audio Tape (DAT), etc.), (b) Instrumentation, (hydrophones, Global Positioning System (GPS), accelerometers, data processing equipment, etc.), and (c) Ship Signature Analysis Systems.	
M8	At least one (1) candidate must possess a minimum of twelve (12) months of demonstrated experience within the last five (5) years in intranet hardware, internet protocol software and hardware and provide a written example of hands-on experience.	
M9	At least one (1) candidate must possess a minimum of thirty-six (36) months of demonstrated experience as administrator and developer of Windows 7 within the last five (5) years and provide a written example to demonstrate hands-on experience.	
M10	At least one (1) candidate must possess a minimum of thirty-six (36) months within the last five (5) years of demonstrated experience with programming current computer hardware including multicore architecture and provide a written example to demonstrate its hands-on experience.	
M11	At least one (1) candidate must have a cumulative three (3) years' experience within the last five (5) years with current Royal Canadian Navy (RCN) hardware and software (SeaBotix software, Remote Environmental Monitoring UnitS (REMUS) 100, Klein 3000, Klein 5000, Starfish, and GPS Receivers).	
M12	At least one (1) candidate must have a cumulative three (3) years' experience within the last five (5) years with current RCN hardware and software (SonarPro, Scanline, GPS protocols, Global Mapper, WinFrog, and mapping/geo-reference basics).	

M13	At least one (1) candidate must possess a minimum of twelve (12) months of demonstrated experience within the last five (5) years operational and programming experience with SeeByte NEPTUNE, and Robot Operating System (ROS).	
M14	At least one (1) candidate must have a formal background in risk analysis and/or a minimum of twenty-four (24) months of demonstrated experience within the last five (5) years in this area.	
M15	At least one candidate must possess a minimum of twenty-four (24) months of demonstrated experience within the last five (5) years in programming with C++ or related languages.	
M16	<p>The proposed resource must have a minimum of twelve (12) months experience (working knowledge and is familiar with) in the use of the following computer applications/systems within the past 60 months:</p> <ul style="list-style-type: none"> <li>(1) Sonar Performance Predicting or Modelling, such as ESPRESSO;</li> <li>(2) Intelligence Databases, such as MIDAS, a reference tool for mines;</li> <li>(3) Mine Warfare Databases, such as RSDAF Mine Warfare Pilots;</li> <li>(4) NMCM planning and evaluation tools such as MCM-EXPERT/DARE;</li> <li>(5) Vehicle track planner to be used by Mine Counter Measure units; and</li> <li>(6) Data analysis tool to be used by Mine Counter Measure units, such as SeeTrack, SonarWizMap, Sonar Pro, etc.</li> </ul>	

**ANNEX G to PART 5 OF THE BID SOLICITATION****FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION**

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

**OR**

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

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

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

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## ANNEX H

### ACCESS AND NON-DISCLOSURE AGREEMENT

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

I agree that if I have been given access to the DND Enterprise Resource Planning (ERP) application known as the Defence Resource Management Information System (DRMIS), also sometimes referred to as either one of its parent applications, the Financial Management Accounting System (FMAS) or the Materiel Acquisition and Support Information System (MASIS), I will restrict my use of and access to the system only to the DRMIS data and associated data tables which are required to carry out the work under the contract, and which reside in the DRMIS modules listed in the Schedule of DRMIS roles of this this agreement. I agree that I will not access any information or data from DRMIS that is not specifically required to perform the work under the contract.

I agree that modifications to the Schedule of DRMIS roles may be made unilaterally by Canada and that the modifications shall be effective on the date determined by Canada provided that notice of the modifications has been provided to the prime contractor \_\_\_\_\_ at least five (5) days prior to the effective date.

I acknowledge that Canada has the right to monitor and record all activities associated with the use of DND computer systems.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above or any information from the DRMIS system to any person other than a person employed by my employer or Canada who has a need to know for purposes of carrying out the work under the contract. I undertake to safeguard the same and take all necessary and appropriate measures required by my employer, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I agree that any information provided to my employer by or on behalf of Canada must be used solely for the purpose of the work under the contract and will remain the property of Canada or a third party, as the case may be.

In addition to any remedies against me at law, I have been advised by my employer that, if it is demonstrated that I have breached this agreement, I may be prevented for a period of time from working on any bid in certain future competitive procurements by Canada.

I agree that the obligations of this agreement will survive the completion of the Contract Serial No.: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## ANNEX I

### CONTRACT SECURITY PROGRAM APPLICATION FOR REGISTRATION FORM

#### Instructions for completing the Application for Registration (AFR)

##### Privacy notice for Canadian entities registering in the CSP

Part of the information collected in this form includes personal information which is collected under the authority of subsection 7(1) of the *Financial Administration Act* and is mandatory in accordance with Treasury Board's *Policy on Government Security and Standard on Security Screening* for the purposes of security assessment and registration in the Contract Security Program (CSP) of Public Services and Procurement Canada (PSPC). The personal information will be used to assess your eligibility to hold a security status or security clearance and for your organization to be registered in the Contract Security Program. The information provided may be disclosed to the Royal Canadian Mounted Police and Canadian Security Intelligence Service to conduct the requisite checks and / or investigation in accordance with the *Policy on Government Security and Standard on Security Screening*. Additionally, the information may be disclosed to and used by other federal institutions that may require this information as part of their functions or investigation under Canadian Law or to the industrial security programs of foreign governments (with which Canada has bilateral security instruments) for foreign assurances.

Personal information is protected, used and disclosed in accordance with the Privacy Act and is described in the Info Source under the Personal Information Bank PWGSC PPU 015 ([Access to information and privacy - PSPC \(tpsgc-pwgsc.gc.ca\)](https://www.pwgsc.gc.ca)) and the TBS standard personal information bank Personal Security Screening PSU 917 ([Standard personal information banks - Canada.ca](https://www.pwgsc.gc.ca)). Under the *Privacy Act*, you have the right to access and correct your personal information, if erroneous or incomplete. The personal information from paper sources that accompanies an organization registration is retained for two years after the last administrative action, and then destroyed. The personal information from paper sources that accompanies a foreign ownership, control, or influence assessments is kept for two years, and then destroyed if there are no changes to the organization that are reported to the foreign ownership, control, or influence evaluation office during this period. The personal information from paper sources that accompanies the personnel security screening process or foreign assurance process will be retained for a minimum period of two years after the last administrative action, and then destroyed. The Contract Security Program's retention period and disposal standards of personal information in electronic format may vary from the above retention period.

If you have concerns or require clarification about this privacy notice, you can contact PSPC's Access to Information and Privacy Directorate by email at <mailto:tpsgc.vieprivee-privacy.pwgsc@tpsgc-pwgsc.gc.ca>. If you are not satisfied with the response to your privacy concern or if you want to file a complaint about the handling of your personal information, you may wish to contact the Office of the Privacy Commissioner of Canada.

##### General Instructions:

- This form is used for registering Canadian legal entities ONLY. The CSP does not register foreign based organizations. ALL Foreign based firms must contact the International Industrial Security Directorate (IISD) for more information on the security screening process. Canadian subsidiaries of foreign based firms may be eligible to register with the CSP.
- This form and all supporting documentation requested must be provided in English or French
- In any instance where this form does not allow enough space for a complete answer, please include additional pages or rows to the table as required.

For organizations that do not yet have a clearance, refusal to provide required information, the provision of a false statement, misleading information, concealment or failure to disclose of any material fact on this application will result in the CSP not granting, or upgrading, a security clearance.

In the case of already cleared organizations; a denial or revocation of your organization's existing security clearance may occur and any personnel reliability statuses and/or personnel security clearances issued to your organization will be administratively closed out along with the organization's clearance with the Contract Security Program. This will immediately prohibit your eligibility to perform work on contracts requiring organization security clearances.

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## Section A - Business Information

- Legal name of the organization refers to the legal name of the organization as it is organized & existing within the country of jurisdiction. In the case of Canadian legal entities, this would be the legal name that is registered with federal, provincial or territorial authorities.
- Business or Trade name refers to the name which a business trades under for commercial purposes, although its registered, legal name, used for contracts and other formal situations, may be another name.
- Type of Organization - All required documentation in relation to the type of organization must be provided
  - Corporation refers to an entity having authority under the law to act as a single person distinct from the shareholders who own it and having rights to issue stock and exist indefinitely.

Provide the following information to substantiate this "Type of Organization" selection:

- Stock exchange identifier (if applicable);
- Certificate of incorporation, compliance, continuance, current articles of incorporation, etc.
- Ownership structure chart is mandatory
  - Partnership refers to an association or relationship between two or more individuals, corporations, trusts, or partnerships that join together to carry on a trade or business.

Provide the following information to substantiate this "Type of Organization" selection:

- Evidence of legal status, ie. partnership agreement;
- Provincial partnership name registration (if applicable);
- Ownership structure chart
  - Sole proprietor refers to the owner of a business who acts alone and has no partners.

Provide the provincial registration documentation (if applicable) ie. master business license, provincial name registration document

- Other (universities, financial institutions, unincorporated organizations, Assembly of First Nations, etc.)

Provide the following information to substantiate this "Type of Organization" selection:

- Evidence of legal status such as acts, charters, bands, etc.
- Ownership structure chart and management structure chart
- Principal place of business must be where the business is physically located and operating in Canada. Virtual locations, mail boxes, receiving offices, coworking spaces, representative agent's office, etc. will not be accepted.
- Self-identify as a diverse supplier: Public Services and Procurement Canada (PSPC) defines a diverse supplier as "a business owned or led by Canadians from underrepresented groups, such as women, Indigenous Peoples, persons with disabilities and visible minorities.

## Section B - Security Officers

Identify the individual(s) you intend to nominate or are already appointed as your organization's company security officer and alternate company security officer(s). For Document Safeguarding Capability at other locations, please ensure to indicate address (site) the ACSO is located at. Add additional rows or provide a separate page as required. Employee has the same meaning as that used by the Canada Revenue Agency.

- Email address must be able to accept various types of correspondence from the CSP
- Security officers must meet all of the following criteria:
  - an employee of the organization;
  - physically located in Canada;
  - a Canadian citizen\*; and
  - security screened at the same level as the organization (in some cases alternates may require a different level).

\*Canadian citizenship is required due to the oversight responsibility entrusted to a security officer and some contractual requirements in relation to national security. This requirement may be waived on a case by case basis for Permanent Residents.

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### Section C - Officers

- Your organization must list all the names and position titles for its officers, management, leadership team, executives, managing partners, authorized signatories, members, etc. that are responsible for the day to day operations of its business. A management structure chart must be provided to demonstrate the reporting structure. Add additional rows to the section if required.
- For the purposes of the Contract Security Program, the term "Country of Primary Residence/National Domicile" refers to the particular country for a person's true, fixed, principal and permanent home, to which that person intends to return and remain even though currently residing elsewhere.
- Citizenship refers to the status of being a citizen. A citizen is a person who, by either birth or naturalization, is a member of a state or nation, entitled to enjoy all the civil rights and protections of that state or nation and owing allegiance to its government.

### Section D - Board of Directors

- List all members of your organization's board of directors. Indicate all board titles including the chairperson if there is one. Add additional rows to the section or on a separate page if required.
- For the purposes of the Contract Security Program, the term "Country of Primary Residence/National Domicile" refers to the particular country for a person's true, fixed, principal and permanent home, to which that person intends to return and remain even though currently residing elsewhere.
- Citizenship refers to the status of being a citizen. A citizen is a person who, by either birth or naturalization, is a member of a state or nation, entitled to enjoy all the civil rights and protections of that state or nation and owing allegiance to its government.

### Section E - Ownership Information

- For the purposes of the CSP, the following interpretations are applicable:
  - Direct (or registered) ownership are all owners who hold legal title to a property or asset in that owner's name.
  - Ownership refers to either (1) voting rights attached to the corporation's outstanding voting shares or (2) outstanding shares measured by fair market value.
  - Parent company refers to a company which owns and/or controls controlling interest (e.g., voting stock) of other firms or companies, usually known as subsidiaries, which may give it control of the operation of the subsidiaries.

### Section F - Justification (this section is to be completed by organizations that are undergoing a renewal ONLY - not bidding)

- Your organization is to provide a list of active federal contracts, subcontracts, leases, supply arrangements (SA), standing offers (SO), purchase orders that have security requirements. Indicate the contract number (lease, SA, SO, sub-contract, etc.), contracting authority or prime contractor and the security level requirement.

### Section G - Certification and Consent

- Only an officer identified in Section C may complete this section.

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8715100

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W8482-230406

2183G-10041-N002766-611-W8482230406

**APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities**

**NOTE:**

The provision of false, misleading information, or concealment and/or failure to disclose of any material fact on this application will result in a denial or revocation of your organization security clearance and registration with the Contract Security Program which will immediately prohibit your eligibility to perform on contracts requiring organization security clearances. An incomplete form **will not** be processed.

**SECTION A - BUSINESS INFORMATION**

1. Legal name of the organization	
2. Business or trade name (if different from legal name)	
3. Type of organization - <b>Indicate the type of organization and provide the required validation documentation (select one only)</b>  Sole proprietor Partnership Corporation Public  Other (specify)	
4. Provide a brief description of your organization's general business activities.	
5. Procurement Business Number (PBN) (if applicable)	6. Self-identify as a diverse supplier (provide profile)
7. Business civic address (head office)	
8. Principal place of business (if not at head office)	
9. Mailing address (if different from business civic address)	
10. Organization website (if applicable)	
11. Telephone number	12. Facsimile number
13. Number of employees in your organization or corporate entity	14. Number of employees requiring access to protected/ classified information/assets/sites

**SECTION B – SECURITY OFFICERS**

Please identify all security officers for your organization. For document safeguarding capability identify the site number for each ACSO and the corresponding address for each site below.

Add additional rows or attachments as needed if there is not enough space allotted

Position title	Site #	Surname	Given name	E-mail (where the CSP will send correspondence)
Company security officer (CSO)				
Alternate company security officer (ACSO)				
ACSO (if applicable)				
ACSO (if applicable)				
ACSO (if applicable)				

**For Document Safeguarding Capability ONLY:**

00 – Address will be principal place of business	
01 – Site address:	
02 – Site address:	

**SECTION C – OFFICERS (managing partners, key leadership, signatories, etc.)**

Add additional rows or attachments as needed and include management structure chart demonstrating reporting structures

Position title - within your organization	Surname	Given name	Citizenship(s)	Country of primary residence/National domicile

**SECTION D – LIST OF BOARD OF DIRECTORS**

Add additional rows or attachments as needed

Position Title on the Board	Surname	Given name	Citizenship(s)	Country of primary residence/National domicile

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**SECTION E - OWNERSHIP INFORMATION - PLEASE COMPLETE FOR EACH LEVEL OF OWNERSHIP**

**Please complete for each level of ownership**

Identify all entities, individuals, public or private corporations that have an ownership stake in your organization being registered. Indicate if the entity has a valid Facility Security Clearance from Public Services and Procurement Canada's Contract Security Program or any other country. For publicly traded corporations, identify stock exchange. If there are more than three levels of ownership; please submit on an additional page to include all levels of ownership from direct to ultimate.

**Note: The organization structure chart with percentages of ownership must be included with your submission**

**SECTION E-1 - OWNERSHIP LEVEL 1 (direct ownership) if more than three - please provide on additional sheet**

Ownership - Level 1 (Direct Parent)			
Name of organization or individual			
Address			
Type of entity (e.g. private or public corporation, state-owned)		s	
Stock exchange identifier (if applicable)			
Facility security clearance (FSC) yes/no			
Percentage of ownership			
Country of jurisdiction or citizenship			

**SECTION E-2 - OWNERSHIP LEVEL 2**

If there is any additional ownership for the names listed in the previous section (E-1) please provide the information below. If not, please indicate N/A (not applicable).

Ownership of entries listed in E-1 (Level 2)

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Name of direct owner from E-1			
Name of organization or individual			
Address			
Type of entity (e.g. private or public corporation, state-owned)			
Stock exchange identifier (if applicable)			
Facility security clearance (FSC) yes/no			
Percentage of ownership			
Country of jurisdiction or citizenship			

**SECTION E-3 - OWNERSHIP LEVEL 3**

If there is any additional ownership for the names listed in the previous section (E-2) please provide the information below. If not, please indicate N/A (not applicable).

Ownership of entries listed in E-2 (Level 3)			
Name of intermediary ownership from E-2			
Name of organization or individual			
Address			
Type of entity (e.g. private or public corporation, state-owned)			
Stock exchange identifier (if applicable)			
Facility security clearance (FSC) yes/no			
Percentage of ownership			
Country of jurisdiction or citizenship			

**SECTION F - JUSTIFICATION (FOR RENEWING ORGANIZATIONS)**

Add additional rows or attachments as needed

Please provide all current procurement rationales that have security requirements - i.e. contracts, leases, RFP, RFI, ITQ, supply arrangements, standing offers, etc.

Contract, lease, SA, SO, etc. number	Client / contracting authority	Security Type & level	Expiry date (dd-mm- yyyy)

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**SECTION G - CERTIFICATION AND CONSENT (ONLY AN OFFICER IDENTIFIED IN SECTION C MAY COMPLETE THIS SECTION)**

I, the undersigned, as the Officer authorized by the organization, have read the Privacy Notice to this application and do hereby certify that the information contained in this application is true, complete and correct. I acknowledge and agree to comply with the responsibilities outlined in the Public Services and Procurement Canada's Contract Security Manual and consent to the collection, use and disclosure of my personal information for the purposes as described above. **I agree to notify the Contract Security Program of any changes to the organization including but not limited to: change of address, phone number, contact information, change in security officers, officers and directors, board members, partners, management / leadership team and ownership.**

Surname	Given name
Position title	Telephone number (include extension number if any)
Facsimile number	Email address
Signature	Date (dd-mm-yyyy)

**FOR USE BY THE PSPC'S CONTRACT SECURITY PROGRAM**

Recommendations	
Recommended by e-signature	Approved by e-signature