



National Defence

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

Défense nationale

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

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:

Director Services Contracting 4 (D Svcs C 4)
Attention: Ethan MacGowan
By e-mail to:
DSvcsC4ContractingDCSvcs4Contrats@forces.gc.ca

Proposal To: National Defence Canada

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

Proposition à: Défense nationale Canada

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

Comments – Commentaires

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT.

CE DOCUMENT CONTIENT UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ.

Solicitation Closes – L'invitation prend fin

At: – à:

02:00 PM Eastern Standard Time (EST)

On: – le : 2 May 2023

Title – Titre Data Management Specialist	Solicitation No. – N° de l'invitation W6369-23-X040
Date of Solicitation – Date de l'invitation 21 March 2023	
Address Enquiries to: – Adresser toutes questions à: Ethan MacGowan by e-mail to ethan.macgowan2@forces.gc.ca	
Telephone No. – N° de téléphone	FAX No. – N° de fax
Destination National Defence Headquarters 101 Colonel By Drive Ottawa, Ontario 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 _____	

Request for Proposal (RFP) Non-Supply Arrangement

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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.

1.2 Summary

- 1.2.1 This bid solicitation is being issued to satisfy the requirement of Department of National Defence (the "**Client**") for the provision for the provision of data management services for SAR and AIS services, on an "as and when requested" basis, in the National Capital Region (NCR). It is intended to result in the award of one contract, for three years plus two one year irrevocable option allowing Canada to extend the term of the contract.
- 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.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

- i. Section 02, Procurement Business Number, is deleted in its entirety;
- ii. Section 05, Submission of bids, subsection 2, paragraph d., is deleted in its entirety and replaced with the following:
 - d. send its bid only to the Department of National Defence location specified on page 1 of the bid solicitation or to the address specified in the bid solicitation.
- iii. In section 05, Submission of bids, subsection 3 is deleted in its entirety and replaced with the following:
- iv. In section 05, Submission of bids, subsection 4 is amended as follows:

Delete: 60 days

Insert: 180 calendar days
- v. Section 06, Late bids, is deleted in its entirety.
- vi. Section 07, Delayed bids, is deleted in its entirety and replaced with the following:

07 Delayed bids

It is the Bidder's responsibility to ensure that its entire submission has been received. Misrouting or other e-mail delivery issues resulting in the late submission of bids are not acceptable reasons for the bid to be accepted by the Department of National Defence.
- vii. In section 08, Transmission by facsimile or by epost Connect, subsections 1.a and 2 are deleted in their entirety.
- viii. Section 20, Further information, is deleted in its entirety.

2.2 Submission of Bids

Individual e-mails that may include certain scripts, formats, embedded macros and/or links, or those that exceed five (5) megabytes may be rejected by Canada's e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority. Larger bids may be submitted through more than one e-mail. Canada will confirm receipt of documents. It is the Bidder's responsibility to ensure that their entire submission has been received. Bidders should not assume that all documents have been received unless Canada confirms receipt of each document. In order to minimize the potential for technical issues, bidders are requested to allow sufficient time before the closing date and time to confirm receipt. Bid documents submitted after the closing time and date will not be accepted.

2.3 Former Public Servant

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

2.3.1 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:

- i. An individual;
- ii. An individual who has incorporated;
- iii. A partnership made of former public servants; or
- iv. 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.

2.3.2 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:

- i. Name of former public servant; and
- ii. 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](#).

2.3.3 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:

Name of former public servant;

- i. Conditions of the lump sum payment incentive;
- ii. Date of termination of employment;
- iii. Amount of lump sum payment;
- iv. Rate of pay on which lump sum payment is based;
- v. Period of lump sum payment including start date, end date and number of weeks; and
- vi. Number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to

the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 5 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 Bid Challenge and Recourse Mechanisms

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

- i. Section I: Technical Bid: one (1) soft copy in PDF format by e-mail;
- ii. Section II: Financial Bid: one (1) soft copy in PDF format by e-mail;
- iii. Section III: Certifications: one (1) soft copy in PDF format by e-mail; and
- iv. Section IV: Additional information: one (1) soft copy in PDF format by e-mail.

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

If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided

through CPC Connect service, the wording of the electronic copy provided through CPC Connect service will have priority over the wording of the other copies.

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 hard copy of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper.
- (b) use a numbering system that corresponds to the bid solicitation.

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

- 1) Include all environmental certification(s) relevant to your organization (e.g., ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g., Forest Stewardship Council (FSC), ENERGYSTAR, etc.)
- 3) Unless otherwise noted, bidders are encouraged to submit bids electronically. If hard copies are required, bidders should:
 - a. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably managed forest and containing minimum 30% recycled content; and
 - b. use an environmentally preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of Cerlox, duo tangs or binders.

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 and describe their approach in a thorough, concise and clear manner for carrying out the work.

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

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3.

3.1.2 Electronic Payment of Invoices – Bid

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

If Attachment 2 to Part 3, 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 SACC Manual Clauses

Section III: Certifications

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

Section IV: Additional Information

- i. In Section IV of their bid, bidders should provide:
- ii. A completed, signed, and dated Page 1 of this solicitation;
- iii. The name of the contact person (provide also this person's title, mailing address, phone number, and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
- iv. For Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information;
- v. For Part 2, article 2.5, Applicable Laws, of the bid solicitation: the province or territory if different than specified;
 - a. the name of the individual;
 - b. the date of birth of the individual; and
 - c. if available, information confirming the individual meets the security requirement as indicated in Part 7 - Resulting Contract Clauses; and
- vi. For Part 6, article 6.1, Security Requirement, of the bid solicitation, for each individual who will require access to classified or protected information, assets, or sensitive work sites:
- vii. Any other information submitted in the bid not already detailed.

3.1.4 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures

- 3.1.4.1** 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

- 3.1.4.2** 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.

ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE

The Bidder must complete this pricing schedule and include it in its financial bid.

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

The firm rates specified below includes all expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid, including the total estimated cost of any travel and living expenses that may need to be incurred for the Work described in Annex A, Statement of Work of the bid solicitation.

Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.

All prices and costs must be submitted in Canadian Dollars, Applicable Taxes excluded, FOB destination, freight charges included, Canadian customs duties and excise taxes included.

Pricing Schedule

Category	Estimated Level of Services (Days)	All Inclusive Fixed Daily Rate
Initial Contract Period: from date of contract to three years later [date to be specified in the resulting contract]		
Data Management Specialist	720	\$ [redacted]
Extended Contract Period 1 (If Option is Exercised): from the end of the Initial Contract Period to one year later [dates to be specified in the resulting contract]		
Data Management Specialist	240	\$ [redacted]
Extended Contract Period 2 (If Option is Exercised): from the end of Extended Contract Period 1 to one year later [dates to be specified in the resulting contract]		
Data Management Specialist	240	\$ [redacted]

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xxxxx.XXXXX-XXXXXX

Buyer ID - Id de l'acheteur

XXXXX

CCC No./N° CCC - FMS No./N° VME

ATTACHMENT 2 TO PART 3 ELECTRONIC PAYMENT INSTRUMENTS

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

() Direct Deposit (Domestic and International).

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.

4.1.1 Technical Evaluation

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

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

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

1. To be declared responsive, a bid must:
 - a) Comply with all the requirements of the bid solicitation; and
 - b) Meet all mandatory criteria; and
 - c) Obtain the required minimum of 40 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 74 points.
2. Bids not meeting (i) or (ii) or (iii) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

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

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	78.56	80.89
Overall Rating		1st	2nd	3rd

Should two (2) or more responsive bids achieve an identical highest combined rating of technical merit and price, the bid with the lowest overall price will be recommended for award of a contract.

ATTACHMENT 1 TO PART 4 - EVALUATION CRITERIA

1. Mandatory Technical Criteria

For the purpose of personnel qualifications, experience gained through formal education will not be considered as experience. All requirements for experience must be obtained in a work environment as opposed to an educational setting. Co-op terms are considered experience provided that they are related to the required activities defined in each criterion.

The Bidder must demonstrate in its bid how the experience was gained or knowledge was attained, supported by resumes and any necessary supporting documentation. The Bidder should provide complete details as to where, when and how (through which activities and responsibilities) the stated qualifications and experience was obtained. In their proposals, bidders must demonstrate they meet the following mandatory criteria by providing complete details of the experience, including name and description of client organization, scope, timeframe (from-to dates month/year), and description of the roles and responsibilities. In the case where the timelines of two or more projects or activities overlap, the duration of time common to each project or experience will not be counted more than once. Failure to meet any of the mandatory criteria will render the bid non-compliant and it will be given no further consideration.

For education requirements, the individual must have obtained Academic Certification (Degree, etc.) from a recognized* Canadian university, college or high school, or the equivalent as established by a recognized* Canadian academic credentials assessment service, if obtained outside Canada.

*The list of recognized organizations can be found under the [Canadian Information Centre for International Credentials web site](http://www.cicic.ca/2/home.canada). (<http://www.cicic.ca/2/home.canada>)

Name of Proposed Resource:			
NO.	MANDATORY CRITERION	Bidder Instructions	Bidder Response
1.1 Data Management Specialist			
M.1	<p>The Bidder must demonstrate that the proposed resource has a minimum of two (2) years' experience, acquired within the last five (5) years prior to solicitation closing date, in performing satellite data ordering and management.</p> <p>The following definitions apply to the evaluation of bids: *Data ordering and management consists of ordering, de-conflicting orders, receiving, verifying and archiving satellite imagery and other data using software (e.g., Excel) and/or scripts (e.g., created using a scripting language).</p>	<p>The necessary documentation to support the bid in meeting this criterion must include a detailed résumé for the proposed resource, providing completed details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained.</p>	

2. Point Rated Technical Criteria

In their proposals, Bidders should demonstrate they meet the following rated criteria by providing complete details of the experience, including name and description of client organization, scope, timeframe (from-to dates month/year), and description of the roles and responsibilities.

NO.	RATED CRITERION	SCORING METHOD	Max Score	Bidder Instructions	Bidder Response
	2.1 Data Management Specialist				
R.1	<p>The bidder should demonstrate that the proposed resource has experience in preparing and submitting satellite data orders using acquisition planning tools* to develop a data acquisition plan.</p> <p>The following definitions apply to the evaluation of bids: *Acquisition planning tools are custom tools specific to one or more satellites, or commercial-off-the-shelf (COTS) software tools, that provide end users a means for planning and acquiring satellite imagery. The output of the acquisition planning tool is a data acquisition plan which is submitted to the appropriate entity (e.g., the Canadian Space Agency) to be used to instruct the satellite when, where and under what system configuration to acquire the satellite imagery.</p>	<p>2+ to 3 years = 2 points 3+ to 4 years = 4 points 4+ to 5 years = 6 points 5+ years = 8 points</p> <p>An additional four (4) points will be awarded if any of the experience is recent (within the last two (2) years).</p> <p>An additional four (4) points will be awarded if the recent experience (within the last two (2) years) is preparing and submitting SAR data orders using acquisition planning tools.</p> <p>An additional two (2) points will be awarded if the experience (within the last five (5) years) is preparing and submitting SAR data orders for RADARSAT-2 using the RADARSAT-2 Acquisition Planning Tool (APT).</p> <p>An additional two (2) points if the recent experience (within the last two (2) years) includes using the RADARSAT Constellation Mission (RCM) Order Handling System (OHS) as an OHS Product Recipient, or an additional four (4) points if the experience is as an OHS Order Client.</p>	22	<p>The necessary documentation to support the bid in meeting this criterion should include a detailed résumé for the proposed resource, providing completed details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained.</p>	

NO.	RATED CRITERION	SCORING METHOD	Max Score	Bidder Instructions	Bidder Response
R.2	<p>The bidder should demonstrate that the proposed resource has experience de-conflicting satellite data orders*.</p> <p>The following definitions apply to the evaluation of bids: *A conflicting satellite data order means more than one (1) order (from different people) has been submitted for the same place and time, when only one order for this area and time can be collected. As such, the people involved are required to go through a de-confliction process.</p>	<p>Up to 1 year = 2 points 1+ to 2 years = 4 points 2+ to 3 years = 6 points 3+ years = 8 points</p> <p>An additional two (2) points will be awarded if any of the experience is recent (within the last three (3) years);</p> <p>An additional two (2) points will be awarded if the recent experience (within the last four (4) years) includes using the Enhanced Management of Orders and Conflicts (EMOC) system.</p>	12	<p>The necessary documentation to support the bid in meeting this criterion should include a detailed résumé for the proposed resource, providing completed details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained.</p>	

NO.	RATED CRITERION	SCORING METHOD	Max Score	Bidder Instructions	Bidder Response
R.3	<p>The bidder should demonstrate that the proposed resource has experience managing data, including the following tasks:</p> <ol style="list-style-type: none"> 1. Archiving and retrieving data; and, 2. Maintaining a database or equivalent log that provides descriptive details on data products ordered and received. 	<p>Up to 1 year = 2 points 1+ to 2 years = 4 points 2+ to 3 years = 6 points 3+ years = 8 points</p> <p>An additional two (2) points will be awarded if any of the experience is recent (within the last two (2) years).</p> <p>An additional two (2) points will be awarded if the recent experience (within the last two (2) years) for data archiving and retrieval includes using the Canadian Satellite Imagery Acquisition Planning System (CSIAPS).</p> <p>An additional two (2) points will be awarded if the recent experience (within the last two (2) years) for data retrieval includes using the Earth Observation Data Management System (EODMS).</p> <p>An additional three (3) points will be awarded if the recent experience (within the last four (4) years) includes writing software and/or software scripts to automate components of the data management process flow.</p> <p>An additional three (3) points will be awarded if the recent experience (within the last three (3) years) includes Cloud-hosted environment.</p>	20	<p>The necessary documentation to support the bid in meeting this criterion should include a detailed résumé for the proposed resource, providing completed details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained.</p>	

NO.	RATED CRITERION	SCORING METHOD	Max Score	Bidder Instructions	Bidder Response
R.4	The bidder should demonstrate that the proposed resource has experience in a Windows operating system (OS) environment, and with Microsoft Office products including Outlook email and Excel spreadsheets.	Up to 1 year = 2 points 1+ to 2 years = 4 points 2+ to 3 years = 6 points 3+ years = 8 points An additional two (2) points will be awarded if at least one year of experience is recent (within the last two (2) years) as of bid date close.	10	The necessary documentation to support the bid in meeting this criterion should include a detailed résumé for the proposed resource, providing completed details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained.	
R.5	The bidder should demonstrate that the proposed resource has experience displaying and manipulating (e.g., rotating, zooming) satellite imagery using a software image processing system such as (but not limited to) ERDAS Imagine, ENVI+IDL or Image Analyst Pro.	Up to 1 year = 2 points 1+ to 2 years = 4 points 2+ to 3 years = 6 points 3+ years = 8 points An additional two (2) points will be awarded if at least one year of experience is recent (within the last two (2) years) as of bid date close.	10	The necessary documentation to support the bid in meeting this criterion should include a detailed résumé for the proposed resource, providing completed details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained.	
Maximum Points Available:			74		
Minimum Score Required:			40		

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Security Requirements – Required Documentation

In accordance with the [requirements of the Contract Security Program](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 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.

5.2.4 Additional Certifications Precedent to Contract Award

5.2.4.1 Status and Availability of Resources

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

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

5.2.4.2 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

Solicitation No. - N° de l'invitation

6369-23-X040

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

XXXXX-XXXXXX

Amd. No. - N° de la modif.

File No. - N° du dossier

xxxxx.XXXXX-XXXXXX

Buyer ID - Id de l'acheteur

XXXXX

CCC No./N° CCC - FMS No./N° VME

ATTACHMENT 1 TO PART 5 – CONTRACT SECURITY PROGRAM (CSP) APPLICATION FOR REGISTRATION (AFR) FORM

Bidders representing Canadian-based organizations are to complete the following AFR Form as part of their bid submission. If the AFR Form is not included as part of the bid submission, the Contracting Authority may request a copy prior to contract award:

[Contract security program \(CSP\) - Application for registration \(AFR\) \(pwgsc.gc.ca\)](http://pwgsc.gc.ca)

ATTACHMENT 2 TO PART 5 – CONTRACT SECURITY PROGRAM (CSP) INITIAL INTERNATIONAL SECURITY SCREENING (IISS) FORM

Bidders representing foreign-based organizations are to complete the following IISS Form as part of their bid submission. If the IISS Form is not included as part of the bid submission, the Contracting Authority may request a copy prior to contract award:

Purpose

The purpose of this form is to initiate the security screening process for foreign suppliers who will need access to Canadian Protected/Classified information/assets/sites under a Government of Canada contract or Multinational Program processed by the Canadian Contract Security Program (CSP). 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. Additionally, the information may be disclosed to and used by other Government of Canada institutions that may require this information as part of their functions or investigation under Canadian Law or for security assurances from foreign data protection authorities or industrial security programs of foreign governments.

The role of the Designated Security Authority for Canada (Canadian DSA) is performed by the International Industrial Security Directorate under the Contract Security Program and is the Canadian authority for confirming compliance with the Canadian national and international security requirements involving foreign suppliers.

Instructions for completing this form

General

- This form and the additional documentation required 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 and/or table rows as required.
- Refusal to provide the information, the provision of false statement, misleading information, or concealment and/or failure to disclose of any material fact on this screening form will result in a denial or revocation of eligibility to perform on contracts or multinational programs requiring access to Canadian Protected/Classified information/assets/sites.

Section A - Business Information

- You must provide all required documentation (outlined below) in relation to the type of company or corporate entity. Company or corporate entity's organization chart is mandatory for all types of entity.
- **Legal name of the company or corporate entity** refers to the legal name of the company or corporate entity as it is registered with the relevant foreign government 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.
- **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 additional information to substantiate this type of company or corporate entity selection:
 - Stock exchange identifier (if applicable); and
 - Certificate of Incorporation, compliance, continuance, etc.
- **Partnership** refers to a voluntary contract between two or more competent persons to place their money, effects, labor, and skill, or some or all of them, in lawful commerce or business, with the understanding that there shall be a proportional sharing of the profits and losses between them. Provide the following additional information to substantiate this type of company or corporate entity selection:
 - Evidence of legal status (e.g. partnership documentation).
- **Sole proprietor** refers to the owner of a business who acts alone and has no partners. Provide the following additional information to substantiate this type of company or corporate entity selection:
 - Government registration documentation; and
 - Other (e.g. Master Business License).

- **State-owned entity** refers to a state-owned enterprise or government-owned enterprise where the government or state has significant control over this business entity through full, majority, or significant minority ownership. Provide the following additional information to substantiate this type of company or corporate entity selection:
 - National Law, Act or policies defining the entity; and
 - Evidence of legal status.
- **Other** (e.g. letters of patent, universities, financial institutions, unincorporated companies). Provide the following information to substantiate this type of company or corporate entity selection:
 - Evidence of legal status;
 - National laws and Acts; and/or
 - Charters.
- If the company or corporate entity is already registered in an industrial security program from the National Security Authority (NSA) or Designated Security Authority (DSA) of the relevant country, indicate the security level of its facility clearance and its date of validity.
- Indicate the name of the national Data Protection Authority (DPA) responsible for the protection of personal information in the country where the company or corporate entity is located and indicate the title of the legislation defining this authority.

Section B – Company Security Officer (CSO)

- Identify the individual that will be nominated as the company or corporate entity's Security Officer (hereinafter referred to as Company Security Officer (CSO)) who will be responsible for ensuring compliance with the security requirements of the Government of Canada contract or multinational program.
- The CSO **must** be:
 - an employee of the company or corporate entity; and
 - be security assessed at the same level as the company or corporate entity.
- The CSO must notify the Contract Security Program of any structure changes of the ownership for the company or corporate entity, including changes of the membership of its Board of Directors and the change of the nominated CSO.
- **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 political community, owing allegiance to the community and being entitled to enjoy all the civil rights and protections.
- 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.

Section C – List of Board of Directors

- List all members of the company's Board of Directors. Applicants are to add additional rows to the section if required.
- **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 political community, owing allegiance to the community and being entitled to enjoy all the civil rights and protections.
- 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.

Section D - Ownership Information

- For the purposes of the Contract Security Program, the following interpretations are applicable:
 - **Direct (or registered)** owners are 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 or corporate entity** refers to a company or corporate entity 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 E - Certification and Consent

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

IMPORTANT NOTE: The provision of false, misleading information, or concealment and/or failure to disclose of any material fact on this screening form will prohibit your eligibility to perform on contracts or multinational programs requiring access to Canadian Protected/Classified information/assets/sites. An incomplete form will not be processed by the Contract Security Program and will be returned to you.

SECTION A - BUSINESS INFORMATION		
Complete Section A and provide the required documentation identified in the instructions above.		
1. Legal name of the company or corporate entity		
2. Business or trade name (if different from legal name)		
3. Type of company or corporate entity (Indicate the type of organization and provide the required validation documentation) (select one only)		
<input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (Private or Public) <input type="checkbox"/> State-owned entity <input type="checkbox"/> Other, specify:		
4. Provide a brief description of your company or corporate entity's general business activities		
5. Business (Head office) civic address		
6. Mailing address (if different from business civic address)		
7. Company or corporate website (if applicable)		
8. Business Identifier Number if applicable (e.g. CAGE/NCAGE code)	9. Telephone number (include country code and extension number if any)	10. Facsimile number if applicable (include country code)
11. Number of employees in your company or corporate entity		12. Number of employees who require access to Canadian Protected/Classified information/assets/sites

13. Indicate the valid facility security level of the company or corporate entity granted by the relevant National Security Authority or Designated Security Authority (indicate NIL if none)	14. Provide the date of the validity of the facility clearance (if applicable)
15. Name of the relevant national Data Protection Authority (DPA) responsible for the protection of personal information in the country (indicate NIL if none)	16. Title of the legislation defining the Data Protection Authority (DPA) (if applicable)

SECTION B – COMPANY SECURITY OFFICER

Complete Section B.

Position title	Surname	Given name(s)	Citizenship(s)	Country of primary residence/National domicile
Email address for the company security officer:				

SECTION C – LIST OF MEMBERS OF THE BOARD OF DIRECTORS (INDICATE N/A IF NOT APPLICABLE)

Complete Section C. Add additional rows or attachment as required

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

SECTION D – OWNERSHIP INFORMATION

Complete Section D for each level of ownership

Identify all entities, individuals, public or private corporations that have an ownership stake in the organization listed in Section 1. For publicly traded corporations, identify stock exchange. An ownership relation chart with percentages of ownership must be included.

SECTION D-1 – OWNERSHIP LEVEL 1 (DIRECT OWNERSHIP)

Identify all individual owners or direct organizations ownership related to the company or corporate entity identified in Section 1.

Name of organization or individual	Address	Type of entity (e.g. private or public corporation, state-owned)	Stock exchange (public or private)	Percentage of ownership	Country of jurisdiction or citizenship

SECTION D-2 – OWNERSHIP LEVEL 2

If there is any additional ownership for the names listed in the previous section (D-1), provide the information below. If none, please indicate N/A (not applicable).

Name of organization or individual	Address	Type of entity (e.g. private or public corporation, state-owned)	Stock exchange (public or private)	Percentage of ownership	Country of jurisdiction or citizenship

Solicitation No. - N° de l'invitation
 6369-23-X040
 Client Ref. No. - N° de réf. du client
 XXXXX-XXXXXX

Amd. No. - N° de la modif.
 File No. - N° du dossier
 xxxxx.XXXXX-XXXXXX

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

SECTION D-3 – OWNERSHIP LEVEL 3					
If there is any additional ownership for the names listed in the previous section (D-2) please provide the information below. If none, please indicate N/A (not applicable).					
Name of organization or individual	Address	Type of entity (e.g. private or public corporation, state-owned)	Stock exchange (public or private)	Percentage of ownership	Country of jurisdiction or citizenship

SECTION E – CERTIFICATION AND CONSENT (only an individual identified in Section C may complete this section)	
I, the undersigned, as the individual authorized by the organization identified in Section 1, have read the purpose and instructions of this screening form and do hereby certify that the information contained in this screening form 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 the information provided in this screening form for the purposes as described above. I agree to notify the Contract Security Program of any changes to the organization such as change of address, contact phone numbers, email address, change in company management structure, ownership, company security officer and the members of the Board of Directors.	
Surname	Given name(s)
Position title	Telephone number (include country code and extension number if any)
Facsimile number if applicable (include country code)	Email address
Signature	Date

FOR USE BY THE PSPC'S CONTRACT SECURITY PROGRAM		
Recommendations		
Recommendation by analyst (Name)	Signature	Date
Approval (Name)	Signature	Date

PART 6 - SECURITY

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.

PART 7 - RESULTING CONTRACT CLAUSES

7.1 Statement of Work

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

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

[2035](#) (2022-12-01), General Conditions - Higher Complexity - Services, apply to and form part of the Contract, with the following modification:

- a) In section 01, Interpretation, the definition of "Canada", "Crown", "His Majesty" or "the Government" is amended as follows:

Delete: Minister of Public Works and Government Services
Insert: Minister of National Defence

- b) In section 22, Confidentiality, subsection 5 is amended as follows:

Delete: Public Works and Government Services (PWGSC)

Insert: Department of National Defence (DND)

7.3 Security Requirements

The following security requirements apply and form part of the Contract:

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), and obtain approved Document Safeguarding Capability at the level of PROTECTED A, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to PROTECTED information, assets, or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. The Contractor MUST NOT utilize its facilities to process, produce, or store PROTECTED information or assets until the CSP, PWGSC has issued written approval.
4. Processing of PROTECTED materiel electronically at the Contractor site is NOT permitted under this Contract.
5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
6. 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).

7.3.1 Contractor's Sites or Premises Requiring Safeguarding Measures

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:

[Location(s) to be detailed in the resulting contract]

The Company Security Officer must ensure through the [Contract Security Program \(http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html\)](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) 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 date of Contract award to three years later.

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 (2) additional 1 year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Ethan MacGowan
Title: Procurement Officer, Student
Organisation: Department of National Defence, Director Services Contracting 4 (D Svcs C 4)
Address: National Defence Headquarters
101 Colonel By Drive
Ottawa, Ontario
K1A 0K2

E-mail address: Ethan.MacGowan2@forces.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Contract is: **[to be specified in the resulting contract]**

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

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

The Project 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 Project Authority; however, the Project 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 Contractor's Representative

The Contractor's Representative for the Contract is: **[to be specified in the resulting contract]**

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

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xxxxx.XXXXX-XXXXXX

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

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment

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

During the extended period of the Contract, the Contractor will be paid the firm price of \$ _____ (*insert amount at contract award*) to perform all the Work in relation to the contract extension.

7.7.2 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed \$[amount to be detailed in the resulting contract]. Customs duties are included and Applicable Taxes are extra.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- i. when it is 75% committed; or
 - ii. four months before the contract expiry date; or
 - iii. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work;
- whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
2. all such documents have been verified by Canada;
3. the Work performed has been accepted by Canada.

7.7.4 Electronic Payment of Invoices - Contract

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

[List to be updated in the resulting contract]

- (i) Direct Deposit (Domestic and International)

7.7.5 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

7.8 Invoicing Instructions

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

Each invoice must be supported by:

- i. A copy of time sheets to support the time claimed;
- ii. A copy of the release document and any other documents as specified in the Contract;
- iii. A copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- iv. A copy of the monthly progress report;
- v. A description of the Work delivered; and
- vi. A breakdown of the cost elements.

Invoices must be distributed as follows:

- i. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

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 Certifications – Contract

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

7.9.3 SACC Manual Clauses

SACC Manual clause [4007](#) (2022-12-01) Canada to own intellectual property rights in Foreground Information

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 Article of Agreement;
- (b) General Conditions 2035 (2022-12-01), Higher Complexity - Services;
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) Annex "C", Security Requirements Check List;
- (f) Annex "D", Non-Disclosure Agreement; and
- (g) the Contractor's bid dated _____, (*insert date of bid*)

7.12 Defence Contract

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

7.13 Foreign Nationals (Canadian Contractor)

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

7.13 Foreign Nationals (Foreign Contractor)

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

7.14 Insurance

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

7.15 Non-Disclosure Agreement

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex "D", and provide it to the Contracting Authority before they are given access to information by or on behalf of Canada in connection with the Work.

7.16 Dispute Resolution

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

ANNEX "A", STATEMENT OF WORK

1. TITLE

Satellite Order Desk and Data Management Services in support of space-based Synthetic Aperture Radar (SAR) and Automatic Identification System (AIS) R&D activities.

2. BACKGROUND

Defence Research and Development Canada (DRDC) Ottawa Research Centre (ORC) has a requirement for the provision of data management services for SAR and AIS services, in the National Capital Region (NCR).

DRDC ORC conducts Research and Development (R&D) in support of the DND/Canadian Armed Forces (CAF), with an emphasis on the development of exploitation tools for RADARSAT-2 (RS2) and RADARSAT Constellation Mission (RCM) data for geospatial intelligence (GEOINT), terrain analysis, and Intelligence Preparation of the Operational Environment (IPOE) applications. In this context, it is necessary to deal with large volumes of space-based data, including but not limited to SAR and AIS data, that needs to be ordered and managed, which includes:

- i. Data acquisition planning and deconfliction;
- ii. Data ordering; and
- iii. Data retrieval and archiving.

3. ACRONYMS

AIS	Automatic Identification System
APT	Acquisition Planning Tool
CAF	Canadian Armed Forces
CBS	Catalogue Browse System
CD	Compact Disc
CS	Computer Scientist
CSI	Commercial Satellite Imagery
CSIAPS	Commercial Satellite Imagery Acquisition Planning System
DMR	Data Management Request
DND	Department of National Defence
DRDC	Defence Research and Development Canada
DS	Defence Scientist
DVD	Digital Video Disc
DWAN	Defence Wide Area Network
ECN	Enterprise Cloud Network
EODMS	Earth Observation Data Management System
EULA	End-User License Agreement
FAQ	Frequently Asked Question
GEOINT	Geospatial Intelligence
GC	Government of Canada
GFE	Government Furnished Equipment
GSM	Government Supplied Material
GSOC	DND Geospatial Satellite Order Centre
IA Pro	Image Analyst Pro
IP	Intellectual Property
IPOE	Intelligence Preparation of the Operational Environment
IT	Information Technology
MS	Microsoft
MSSIS	Maritime Safety and Security Information System

MURF	Multi-User Request Form
NCR	National Capital Region
NMM	Non-Medical Masks
NMSO	National Master Standing Offer
OHS	Order Handling System
ORC	Ottawa Research Centre
OS	Operating System
PS	Professional Services
R&D	Research and Development
RCM	RADARSAT Constellation Mission
RS2	RADARSAT-2
SAR	Synthetic Aperture Radar
SOW	Statement of Work
TBS	Treasury Board of Canada Secretariat
VPN	Virtual Private Network
VTC	Video Teleconference

4. OBJECTIVE

The objective of this resource category is to ensure that the SAR and AIS data are planned, ordered, deconflicted with competing orders, retrieved and archived as required. This results in SAR and AIS (and others, including Electro-Optical/Infrared, EO/IR, and Radio Frequency, RF) data sets that are accessible via local computer networks and DRDC/DND Cloud, to the ORC Defence Scientists (DS's) and Computer Scientists (CS's), in support of DRDC technical R&D activities.

The Data Management Specialist will provide data acquisition planning, ordering, retrieving and archiving support for SAR and AIS (and other) data sources and collections.

5. TASKS

The Contractor must complete any of the tasks described below, as specified by the Technical Authority.

1. Receive and respond to Data Management Requests (DMRs) from DRDC ORC scientific staff pertaining primarily to RCM data order requests, but including EO/IR, AIS and RF data;
2. Prepare SAR data orders using acquisition planning DRDC-provided tools such as the Order Handling System (OHS) for RCM and the Acquisition Planning Tool (APT) for RS2. Use other applicable SAR data source mission planning tools as required (e.g., DRDC's Commercial Satellite Imagery (CSI) Acquisition Planning System, CSIAPS) to develop a data acquisition plan as outlined in the DMR. Use DRDC software and tools, as developed by DRDC and its contractors, provided by the Technical Authority as Government Supplied Material (GSM) or Government Furnished Equipment (GFE);
3. Submit SAR data orders to the appropriate entity (e.g., RCM orders are submitted to the DND Geospatial Satellite Order Centre, GSOC);
4. Address any conflicts (i.e., two customers trying to use the satellite at the exact same time) that arise with other customers or with planned satellite outages, by working with government or commercial representatives. Submit deconflicted orders to the appropriate entity. Work with DRDC scientific staff to replan acquisitions if required, to make up for acquisitions lost to other customers;
5. Retrieve data from repositories such as the Earth Observation Data Management System (EODMS) and the Catalogue Browse System (CBS);
6. Copy, or use GFE provided tools/scripts to copy data to appropriate locations on the shared DRDC network, for access and use by CS/DS personnel;

-
7. Maintain a database log of SAR and other CSI data orders submitted and received;
 8. Submit orders for other CSI data and civilian remote sensing imagery data, such as that from TerraSAR-X or WorldView-3, using National Master Standing Offer (NMSO) contracts and working through the GSOC;
 9. Inform the CS/DS via email that their data orders have arrived and where the data resides on the shared network;
 10. Prepare and archive Multi-User Request Forms (MURFs) and other End-User License Agreement (EULA) forms, for data sharing, as and when required/specified;
 11. Manage and archive emails containing various data types;
 12. Prepare reports (see Section 6) in support of all Tasks and Responsibilities; and
 13. Update and maintain a SAR and AIS Data Management Operations Manual or Frequently Asked Question (FAQ) "Cheat Sheet" that describes info noteworthy to the CS/DS (i.e., procedures, step-by-step instructions, high level info):
 - a. SAR data sources include, but are not limited to: RCM, Sentinel-1, TerraSAR-X/TanDEM-X, and follow-on missions. The primary SAR data source is RCM, constituting the vast majority of DMRs.
 - b. AIS data sources include, but are not limited to: exactEarth, Maritime Safety and Security Information System (MSSIS), ORBCOMM, Transport Canada and partner missions.

Most Tasks are performed from a Windows Operating System (OS), but some may be performed from a Linux OS.

6. DELIVERABLES

All deliverables, must be provided to the Technical Authority for their review and final approval. An initial draft of each deliverable must be forwarded to the Technical Authority for their review and comment.

All reports are to be delivered electronically, including email, DRDC's SharePoint, or another acceptable method specified in writing (by email) by the Technical Authority.

Deliverables may include, but are not limited to the following:

1. Monthly Report and Quarterly Report
2. Data Management Request and Collection Plan Status Report
3. Operations Manual and FAQ "Cheat Sheet"
4. Final Report

6.1. MONTHLY REPORT AND QUARTERLY REPORT

The Monthly Report and Quarterly Report may be prepared following the contractor's format, but should be composed of either a PowerPoint deck or Word file.

The Monthly Report and Quarterly Report must include tables, plots, and descriptions relevant to the work carried out during time period covered by the Report. At a minimum, the Monthly Report and Quarterly Report must include the following content:

REQUIRED REPORT ITEM	REPORT ITEM DETAILS
SUMMARY	A summary of significant elements of the report.
SUPPORT REPORT	<ol style="list-style-type: none"> 1. An updated summary for each month since contract award, of hours of support required, hours of support provided, and hours of support not provided. 2. For the most recent month, the Support Report must: <ol style="list-style-type: none"> a. identify the resource providing the SAR and AIS Data Management Services for each day during the month; b. identify the total hours of required support for the month (Number of Working Days in the Month less Statutory Holidays* x 7.5 hours per day); c. identify the total hours of actual support provided during the month; d. identify the total hours of required support not provided during the month; and e. allocate the total hours of actual coverage provided to each of the roles undertaken by the Contractor in Data Planning and Acquisition, and Data Archiving and Management. <p>* as observed by DRDC during the month.</p>
RISK UPDATE	<ol style="list-style-type: none"> 1. Identification of new risks related to the provision of the SAR and AIS Data Management Services, including a criticality associated with each risk; and, 2. An updated status and criticality of previously identified risks.
ISSUE UPDATE	<ol style="list-style-type: none"> 1. Identification of new and ongoing issues related to the provision of the SAR and AIS and Data Management Services; and, 2. An updated status of previously identified issues.
UPCOMING ACTIVITIES	Identification of expected work-related activities that will require Contractor support, for upcoming items expected in the next reporting period.

6.2. DATA MANAGEMENT REQUEST AND COLLECTION PLAN STATUS REPORT

The Data Management Request and Collection Plan Status Report may be prepared following the Contractor's format, but must as a minimum include the following content:

REQUIRED REPORT ITEM	REPORT ITEM DETAILS
STATUS	Status of each active DMR for which the Contractor is involved in providing a response.
STATISTICAL REPORT	Statistical report dealing with all data requirements whose collection is managed by the Contractor.

6.3. OPERATIONS MANUAL AND FREQUENTLY ASKED QUESTION "CHEAT SHEET"

The Operations Manual and FAQ "Cheat Sheet" may be prepared following the contractor's format, but must as a minimum include the following content:

REQUIRED REPORT ITEM	REPORT ITEM DETAILS
PROCEDURES/INSTRUCTIONS	Data management procedures, step-by-step instructions, and associated high level info necessary to perform data acquisition planning, ordering, retrieval and archiving.

6.4. FINAL REPORT

A written final report using the contractor's template and addressing technical aspects of the contract work, and which follows the DRDC Publications requirements for a contract report. The report must summarize the work carried out during the task and include recommendations in terms of improving processes and future work to consider.

6.5. REPORT FORMAT AND GENERATION/DELIVERY

Unclassified documents must be delivered as email attachments. PROTECTED A and B documents must be delivered as email attachments and sent by the appropriate email system: this is the DWAN for Protected A or B and the DRENet for Protected A.

The resource must provide all required deliverables in electronic format compliant with current DND Office Automation application standards:

- Word processing: Microsoft (MS) Word 2016 or newer;
- Spreadsheet: MS Excel 2016 or newer; and
- Presentation: MS PowerPoint 2016 or newer.

7. LOCATION OF WORK

At all times while on-site at a Government of Canada (GC) facility, the Contractor is required to adhere to all GC Health and Safety Policies (see Section 12.2).

7.1. MEETINGS

Meetings between the Contractor, the Technical Authority, and other relevant ORC staff will occur on an as-needed basis. Meetings will be held on-site at the ORC, or over an appropriate teleconference call or video teleconference (VTC) system appropriate for the meeting security designation/classification, including but not limited to using DRDC/DND Microsoft Teams.

There may be a requirement for the Contractor resources to attend meetings within the NCR with CAF and DND, Industry, and Academia partners.

7.2. WORK SITE

The work of the Data Management Specialist must be performed:

1. At the ORC; or,
2. Using remote connectivity (e.g., Virtual Private Network (VPN) to the ORC, connection to DRDC Cloud) from either the Contractor's facility the Contractor's home.

7.3. OTTAWA RESEARCH CENTRE INFORMATION

The DRDC ORC address is:

Defence Research and Development Canada – Ottawa Research Centre
3701 Carling Avenue
Ottawa, Ontario
K1A 0Z4
Canada

8. TRAVEL

The Contractor is not required to travel.

9. LANGUAGE OF WORK

The Contractor must be fluent in the English language. Fluent means that the individual must be able to communicate orally and in writing without any assistance and with minimal errors.

10. GOVERNMENT SUPPLIED MATERIAL

Government Supplied Material (GSM) is to be provided by the Technical Authority, as and if required for the Contractor to perform Tasks. GSM includes but is not limited to the items mentioned herein.

10.1. DATA

10.1.1. SAR and AIS data, as required, to complete the required Tasks.

10.2. SOFTWARE AND TOOLS

10.2.1. DRDC-developed software and tools including, but not limited to, CSIAPS and Image Analyst Pro (IA Pro).

10.2.2. Commercial software requiring a paid licence will be provided on an appropriate DRDC/DND network (see Section 11.1).

10.3. TRAINING MATERIAL

10.3.1. DRDC/DND/GC COVID-19 Awareness Training.

10.3.2. Controlled Goods and Security training.

11. GOVERNMENT FURNISHED EQUIPMENT

Government Furnished Equipment (GFE) is to be provided by the Technical Authority, as and if required for the Contractor to perform Tasks. GFE includes but is not limited to the items mentioned herein.

11.1. NETWORK/IT ACCOUNTS

11.1.1. DND network/IT accounts (e.g., Defence Wide Area Network (DWAN), Enterprise Cloud Network (ECN), etc.).

11.1.2. DRDC network/IT accounts (e.g., DRENet, etc.).

11.2. NETWORK/IT PERIPHERALS

11.2.1. DRDC DRENet G/On VPN.

11.2.2. DRDC DRENet laptop.

11.2.3. External storage media (e.g., USB storage device).

12. SPECIAL CONSIDERATIONS

12.1. INTELLECTUAL PROPERTY

Unless otherwise specified in writing by the Technical Authority, all Intellectual Property (IP) developed or created in relation to the Work under this contract is to remain wholly owned by DRDC on behalf of the GC/

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xxxxx.XXXXX-XXXXXX

Buyer ID - Id de l'acheteur

XXXXX

CCC No./N° CCC - FMS No./N° VME

Crown.

12.2. HEALTH AND SAFETY POLICY

At all times while on-site at any Government of Canada (GC) facility, the Contractor is required to adhere to all policies specified by DRDC, DND, Treasury Board of Canada Secretariat (TBS), and GC policies regarding the use of non-medical masks (NMMs) and associated COVID-19 health measures. Policies include, but are not limited to, completing COVID-19 Awareness Training.

ANNEX "B", BASIS OF PAYMENT

During the period of the Contract, and if the option is exercised, during the extended period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

1.0 Professional Fees

The Contractor will be paid all inclusive fixed time rates as follows: [to be inserted in the resulting contract]

Category	Estimated Level of Services (Days)	All Inclusive Fixed Daily Rate
Initial Contract Period: from date of contract to three years later [date to be specified in the resulting contract]		
Data Management Specialist	720	\$ [redacted]
Extended Contract Period 1 (If Option is Exercised): from the end of the Initial Contract Period to one year later [dates to be specified in the resulting contract]		
Data Management Specialist	240	\$ [redacted]
Extended Contract Period 2 (If Option is Exercised): from the end of Extended Contract Period 1 to one year later [dates to be specified in the resulting contract]		
Data Management Specialist	240	\$ [redacted]

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all-inclusive fixed daily rate must be prorated to reflect the actual time worked in accordance with the following formula:

$$(\text{Hours worked} \times \text{applicable firm all inclusive per diem rate}) \div 7.5 \text{ hours}$$

All proposed personnel must be available to work outside normal office hours during the duration of the Contract.

No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

The all-inclusive rates specified are inclusive of overhead expenses such as administrative support, facsimile, courier, photocopying, mail, word processing, other operating costs and any time spent travelling from the specified individual's work location to other DND facilities across Canada to provide services on specific pre-authorized work assignments. Accordingly, separate billing of any items related to the routine cost of doing business or time spent travelling will not be permitted.

Total Estimated Cost of Professional Fees [amounts to be inserted below in the resulting contract]

Initial Contract Period: \$ [redacted]

Extended Contract Period 1 (If Option is Exercised): \$ [redacted]

Extended Contract Period 2 (If Option is Exercised): \$ [redacted]

ANNEX "C", SECURITY REQUIREMENTS CHECK LIST



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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 Defence R&D Canada	2. Branch or Directorate / Direction générale ou Direction Ottawa Research Centre	
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 The requirement is for the provision of Data Management Services for Synthetic Aperture Radar (SAR) data, Automatic Identification System (AIS) data, Electro-Optical and Infrared (EO/IR) data and Radio Frequency (RF) data.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input 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"/>



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
 If Yes, indicate the level of sensitivity:
 Dans l'affirmative, indiquer le niveau de sensibilité : _____

No / Non 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 : _____

No / Non Yes / Oui

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

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

RELIABILITY STATUS / COTE DE FIABILITÉ
 TOP SECRET - SIGINT / TRÈS SECRET - SIGINT
 SITE ACCESS / ACCÈS AUX EMPLACEMENTS

CONFIDENTIAL / CONFIDENTIEL
 NATO CONFIDENTIAL / NATO CONFIDENTIEL

SECRET / SECRET
 NATO SECRET / NATO SECRET

TOP SECRET / TRÈS SECRET
 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?

No / Non Yes / Oui
 No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
 Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
 Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
 Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

No / Non Yes / Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
 Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
 Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

No / Non Yes / Oui



Contract Number / Numéro du contrat W6369-23-X040 Amendment 2
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 CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
							NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL	A		B	C				
Information / Assets Renseignements / Biens	<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"/>	<input 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 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"/>
IT Media / Support TI	<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"/>
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 « Classification de sécurité » au haut et au bas du formulaire.

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

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

Solicitation No. - N° de l'invitation

6369-23-X040

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

XXXXX-XXXXXX

Amd. No. - N° de la modif.

File No. - N° du dossier

xxxxx.XXXXX-XXXXXX

Buyer ID - Id de l'acheteur

XXXXX

CCC No./N° CCC - FMS No./N° VME

[Page 4 of the SRCL to be inserted in the resulting contract]

ANNEX "D", NON-DISCLOSURE AGREEMENT

[Details to be inserted in the resulting contract]

I, _____, recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract _____ between His Majesty the Queen in right of Canada, represented by the Minister of National Defence and _____, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, 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 I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, 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 also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract _____.

Signature

Date