

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works and Government Services Canada
Telus Plaza North/Plaza Telus Nord
10025 Jasper Ave./10025 ave. Jaspe
5th floor/5e étage
Edmonton
Alberta
T5J 1S6
Bid Fax: (780) 497-3510

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

Title - Sujet AISS Technical Support	
Solicitation No. - N° de l'invitation W7702-125456/A	Date 2012-02-15
Client Reference No. - N° de référence du client W7702-125456	
GETS Reference No. - N° de référence de SEAG PW-\$EDM-610-9280	
File No. - N° de dossier EDM-1-34686 (610)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-03-09	
Time Zone Fuseau horaire Mountain Standard Time MST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Barton, Elaine	Buyer Id - Id de l'acheteur edm610
Telephone No. - N° de téléphone (780) 497-3519 ()	FAX No. - N° de FAX (780) 497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE Defence R&D Canada Suffield Bldg 560 Receiving CFB Suffield Ralston Alberta T0J 2N0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada
Telus Plaza North/Plaza Telus Nord
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefings

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws
5. Basis for Canada's Ownership of Intellectual Property

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Certifications Precedent to Contract Award

PART 6 - SECURITY REQUIREMENTS

1. Security Requirement

PART 7 - RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Security Requirement
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. SACC Manual Clauses

Solicitation No. - N° de l'invitation

W7702-125456/A

Amd. No. - N° de la modif.

File No. - N° du dossier

EDM-1-34686

Buyer ID - Id de l'acheteur

edm610

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

W7702-125456

CCC No./N° CCC - FMS No/ N° VME

List of Annexes:

Annex "A"	Statement of Work
Annex "B"	Basis of Payment
Annex "C"	Security Requirements Check List
Annex "D"	Disclosures Certification
Annex "E"	Task Authorization Form, DND 626
Annex "F"	Mandatory Criteria, Evaluation Criteria and Selection Method

PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into seven parts 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, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security 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, Security Requirements Check List, Disclosures Certification, Task Authorization Form and Mandatory Criteria, Evaluation Criteria and Selection Method.

2. Summary

Defence Research and Development Canada (DRDC) - Suffield, Medicine Hat, Alberta, requires an "as and when requested" task authorization contract for the services of technical support in the design, construction, testing and maintenance of hardware and software components of unmanned ground vehicle systems in support of Autonomous Intelligent Systems Section (AISS) programs.

The contract period for authorizing task authorizations is from April 1, 2012 to March 31, 2013.

The requirement is limited to Canadian goods and/or services.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site."

3. Debriefings

After contract award, 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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

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* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) 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 (2011-05-16) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2. Submission of Bids

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

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

3. Enquiries - Bid Solicitation

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

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

4. Applicable Laws

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

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.

5. Basis for Canada's Ownership of Intellectual Property

Defence Research and Development Canada (DRDC) has determined that any intellectual property arising from the performance of the Work under the Contract will vest in Canada. DRDC is exempted

from the Treasury Board "Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts" approved 1 June 2000.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (3 hard copies)
Section II: Management Bid (3 hard copies)
Section III: Financial Bid (1 hard copy)
Section IV: Certifications (1 hard copy)

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

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

- (a) 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 (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to :

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) 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, duotangs 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.

Bids will address the Statement of Work, Annex "A", as well as the Sample Task Authorization in Appendix 1 to Annex "F". Information provided in response to both of these documents will be evaluated based on the criteria identified in Annex "F" - Mandatory Requirements, Evaluation Criteria and Selection Method.

Note: Due to the nature of this work, it is not possible to specify the contents or number of Task Authorizations. However, for the purposes of evaluating the bids submitted, the bidder is required to prepare and include in the bid a summary for the Sample Task Authorization as specified in Appendix 1 to Annex "F". Each Sample Task Authorization Request is to be treated as a new work package and the procedures required are as they would occur during the course of the Contract. Any specifications which cannot be met by the Bidder must be stated in the proposal.

Section II: Management Bid

In their management bid, bidders must describe their capability and experience, the project management team and provide client contact(s).

Section III: Financial Bid

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

1.1.1 Part One - Annex "B", Basis of Payment, pertaining to the Contract. This will include firm rates that will be in effect for the period of the contract.

1.1.2 Part Two - Annex "F", Appendix 1, Sample Task Authorization, Basis of Payment. This will be used for evaluation purposes. The rates offered for the Sample Task Authorization must be the same as those offered for Work under the Contract in Annex "B".

Section IV: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical, management, and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

Point rated evaluation criteria are included in Annex "F".

1.2 Management Evaluation

Point rated evaluation criteria are included in Annex "F".

1.3 Financial Evaluation

Financial evaluation will be based on the total Limitation of Expenditure quoted for the Sample Task Authorization which will be used as the total estimated price in the calculations described in the SELECTION METHOD, Annex "F".

2. Basis of Selection

Basis of selection is included in Annex "F".

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

1.1 Federal Contractors Program - \$200,000 or more

- 1.1.1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

- 1.1.2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

(<http://www.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=profile&form=lab1168&dept=sc&lang=e>)

1.1.3. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- (a) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada;
- (b) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- (d) is subject to the FCP, and has a valid certificate number as follows: _____
(e.g. has not been declared an ineligible contractor by HRSDC.)

Further information on the FCP is available on the HRSDC Web site.
(<http://www.hrsrc.gc.ca/eng/labour/equality/fcp/index.shtml>)

1.2 Former Public Servant Certification

Contracts with 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 with FPS, bidders must provide the information required below.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to

the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? YES () NO ()

If so, the Bidder must provide the following information:

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

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES () NO ()

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

1.3 Canadian Content Certification

1.3.1 SACC Manual clause A3050T (2010-01-11), Canadian Content Definition

1.3.2 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

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

1.4 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.

1.5 Education and Experience

1.5.1 SACC Manual clause A3010T (2010-08-16), Education and Experience

PART 6 - SECURITY REQUIREMENTS

1. Security Requirement

1. Before award of a contract, the following conditions must be met:

(a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;

(b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;

(c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

PART 7 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

The Contractor must perform the Work on an "as and when requested" basis in accordance with the Statement of Work at Annex "A" and the technical and management portions of the Contractor's bid entitled _____, dated _____.

1.1 Task Authorization

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

1.2 Task Authorization Process

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

1.3 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$30,000.00, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

1.4 Minimum Work Guarantee - all of Work - Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 10%.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work

performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

1.5 Task Authorization - Department of National Defence

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

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* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

2.1 General Conditions

2040 (2011-05-16), General Conditions - Research & Development, apply to and form part of the Contract.

2.2 Supplemental General Conditions

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

2.3 SACC Manual Clause

K3410C (2008-12-12), Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

3. Security Requirement

3.1 The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

3.2 The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.

3.3 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

3.4 The Contractor/Offeror must comply with the provisions of the:

- a) Security Requirements Check List, and security guide (if applicable) attached at Annex "B"
- b) Industrial Security Manual (Latest Edition).

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from April 1, 2012 to March 31, 2013.

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 three (3) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 10 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.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Elaine Barton
Title: Supply Specialist
Acquisitions, Western Region
Public Works and Government Services
Telus Plaza North,
10025 Jasper Avenue, 5th Floor
Edmonton, AB T5J 1S6

TELEPHONE NO.: (780) 497-3519
FACSIMILE NO.: (780) 497-3510
E-mail address: elaine.barton@pwgsc-tpsgc.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.

5.2 Technical Authority

The Technical Authority for the Contract is: *(To be determined)*

Name: _____
Title: _____

Solicitation No. - N° de l'invitation

W7702-125456/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

edm610

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

W7702-125456

File No. - N° du dossier

EDM-1-34686

CCC No./N° CCC - FMS No/ N° VME

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

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

5.3 Administrative Authority

to be named upon contract award
Department of National Defence
Defence Research & Development Canada Suffield
P.O. Box 4000
Medicine Hat, AB T1A 8K6

TELEPHONE NO.: (403) 544-
FACSIMILE NO.: (403) 544-
E-MAIL: @drdc-rddc.gc.ca

5.4 Contractor's Representative *(Fill in or delete as applicable)*

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

6. Payment

6.1 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ 100,000.00. Customs duties are extra as and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (a) when it is 75 percent committed, or
 - (b) four (4) months before the contract expiry date, or

(c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

whichever comes first.

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

6.2 Basis of Payment

1. The Basis of Payment attached hereto as Annex "B" will be used to price any Task Authorization requested under this Contract.

2. Depending on the type of Task Authorization, one of the following will apply:

(a) **For a Firm Price Task Authorization:** In consideration of the Contractor satisfactorily completing all of its obligations under the Task Authorization, the Contractor will be paid the firm price stipulated in the applicable Task Authorization document, calculated in accordance with Annex "B".

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

(b) **For a Task Authorization subject to a Ceiling Price:** The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work under the Task Authorization, to the ceiling price specified in the applicable Task Authorization document, which will be established based on the rates and other provisions set out in Annex "B".

The ceiling price is subject to downward adjustment so as not to exceed the actual charges and costs reasonably incurred in the performance of the Work and computed in accordance with the Basis of Payment specified in the Task Authorization document.

(c) **For a Task Authorization subject to a Limitation of Expenditure:** The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work under the Task Authorization, in accordance with the Basis of Payment specified in the applicable Task Authorization document, which will be established based on the rates and other provisions set out in Annex "B".

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

- (a) when it is 75 percent committed, or
- (b) four (4) months prior to the Contract expiry date, or
- (c) as soon as the Contractor considers that the funds provided are inadequate for the completion of the Work,

whichever comes first.

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

6.3 Method of Payment

6.3.1 For Firm Price Task Authorizations

6.3.1.1 Method of Payment - Single Payment

Canada will pay the Contractor upon completion and delivery of the Work 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;
- b) all such documents have been verified by Canada;
- c) the Work delivered has been accepted by Canada.

6.3.1.2 Method of Payment - Milestone Payments

1. Milestone payments will be made in accordance with the Schedule of Milestones attached to the Task Authorization, provided that:
 - (a) an invoice is submitted to Canada in accordance with the instructions specified herein;
 - (b) the invoice is approved by Canada; and
 - (c) all the Work required for the milestone claimed has been received and accepted by the Technical Authority.
2. The balance of the amount payable will be paid following:
 - (a) completion and acceptance of the Work for the Task Authorization;
 - (b) the submission of all deliverable items to the Technical Authority; and
 - (c) the approval of the final invoice by Canada.

6.3.2 For Task Authorizations Subject to a Limitation of Expenditure or a Ceiling Price

6.3.2.1 Method of Payment - Single Payment

Canada will pay the Contractor upon completion and delivery of the Work 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;

- b) all such documents have been verified by Canada;
- c) the Work delivered has been accepted by Canada.

6.3.2.2 Method of Payment - Progress Payments

For Task Authorizations with a duration of more than one (1) month, payment will be made, not more frequently than once a month, provided that:

- (i) the Contractor submits an original and two (2) copies of the fully completed form PWGSC-WR01 (Claim for Payment) to the Administrative Authority, identified herein;
- (ii) each claim includes the amount currently claimed, a holdback of ten (10) percent, the total amount of the previous claims, the cumulative total to date, and the goods and services tax (GST) as a separate item; and the GST registration number;
- (iii) each claim includes the Contract Number and Financial Codes as given on Page 1 of the Contract;
- (iv) the Contractor provides two (2) sets of backup documentation (receipts, vouchers, etc.) to support the claim;
- (v) all report/deliverables required for the Task Authorization have been received and accepted by the Technical Authority; and
- (vi) the claim is approved.

For Task Authorizations with a duration of more than one (1) month, the balance of the amount payable (the holdback), will be paid at the completion of the task, provided a claim for holdback is submitted. The holdback should be claimed separately at the end of each fiscal year.

Progress payments will be regarded as interim payments only and the Minister will have the right to conduct interim cost/time verifications or audits and to make adjustments from time to time during the performance of the Work. Any overpayment resulting from such progress payments or otherwise will be refunded promptly to Canada.

6.4 Discretionary Audit

SACC Manual Clause C0705C (2010-01-11), Discretionary Audit

6.5 Time and Contract Price Verification

SACC Manual Clause C0710C (2007-11-30), Time and Contract Price Verification

6.6 T1204 - Direct Request by Customer Department

SACC Manual Clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department

7. Invoicing Instructions

7.1 For Task Authorizations subject to Milestone Payments and Progress Payments

7.1.1 Invoice Instructions - Progress Payments

7.1.1.1 The Contractor must submit a claim for progress payment using form PWGSC-WR01 to the Administrative Authority.

Each claim must show:

- (a) all information required on form PWGSC-WR01;
- (b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- (c) expenditures in accordance with the Basis of Payment for the Work performed during the period of the claim;
- (d) holdback of 10 percent;
- (e) total of all previous claims against the Contract and the extension of the totals to date;

Each claim must be supported by:

- (a) a copy of time sheets to support the time claimed;
- (b) two (2) sets of copies of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
- (c) a copy of the monthly progress report.

7.1.1.2 Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no GST/HST payable as it was claimed and payable under the previous claims for progress payments.

7.1.1.3 The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-WR01, and forward it to the Administrative Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

7.1.1.4 The Contractor must not submit claims until all work identified in the claim is completed

7.2 For Task Authorizations subject to Single Payment

7.2.1 Invoicing Instructions

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

7.2.1.2. Invoices must be distributed as follows:

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

8. Certifications

8.1 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.

8.2 SACC Manual Clause

A3060C (2008-05-12), Canadian Content Certification

8.3 Disclosures Certification

On completion of the Work, the Contractor must submit to the Technical Authority and to the Contracting Authority a copy of the Disclosures Certification attached as Annex "C" stating that all applicable disclosures were submitted or that there were no disclosures to submit under general conditions 2040.

9. Applicable Laws

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

10. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2040 (2011-05-16) General Conditions - Research & Development;
- (c) the supplemental conditions 4002 (2010-08-16) Software Development or Modification Services
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List
- (g) Annex D, Disclosure Certification;
- (h) Annex E, Task Authorization Form, DND 626
- (i) the signed Task Authorizations;
- (j) the Contractor's bid dated _____ .

11. SACC Manual Clauses

G1005C (2008-05-12), Insurance
 A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)
 A9006C (2008-05-12), Defence Contract
 A9062C (2010-01-11), Canadian Forces Site Regulations
 B6800C (2007-11-30), List of Non-Consumable Equipment and Material

ANNEX "A" STATEMENT OF WORK

1. Title: AISS Technical Support Services

2. Objective:

To provide technical support in the design, construction, testing, and maintenance of hardware and software components of unmanned ground vehicle systems in support of Autonomous Intelligent Systems Section (AISS) programs at Defence R&D Canada (DRDC) Suffield.

3. Background:

Defence R&D Canada - Suffield has an active research and development program that investigates novel robotic systems for use by the Canadian Forces (CF). The Autonomous Intelligent Systems Section (AISS) has ongoing research in various aspects robotic systems. Examples include:

- Algorithm development for robotic perception and navigation
- Multi-robot cooperative systems
- Computer architectures and embedded systems
- Sensor development and exploitation
- Novel vehicle platform development

Examples of research platforms that are either already at Suffield or are expected to be delivered in the near future include:

- Shapeshifting Tracked Robotic Vehicle (STRV), a small (1 meter in length) tracked vehicle used for research that explores the shapeshifting concept as it applies to improved robot mobility.
- Raptor Unmanned Ground Vehicle (UGV), a Koyker 4-wheel hydrostatically driven utility vehicle, modified for autonomous operations, which is the testbed for integration of hardware and software systems.
- Microhydraulics Toolkit - A reconfigurable hydraulically driven wheeled/legged robot.
- Pioneer All-Terrain (AT) robot, a small (0.5 meters in length) 4 wheel electric robot that is used to evaluate perception and mapping techniques.
- Mosquito Unmanned Air Vehicle (UAV), a test platform for large-scale rotorcraft UAV
- Multi-Agent Tactical Sentry (MATS), a 4 wheel diesel powered Kawasaki Mule utility vehicle, modified for tele-operated control from a remote ground station.

Basic research is also taking place on the creation of sensor systems that are applicable to smaller scale autonomous vehicular systems. This group of research is now producing systems that are being tested on existing vehicles. Examples of this effort include:

- Development of IR stereo vision systems.
- Development of haptic sensor systems
- 3D volumetric sensing systems based on laser range finders, stereo vision, millimeter wave radar, etc.

Each of the above development efforts requires a large amount of specialized skills and expertise which may not be resident at DRDC Suffield, and will be provided by the contractor.

4. Scope of Work:

The work to be done in this contract includes a number of intermittent, distinct activities that will be monitored by various Defence Scientists at DRDC Suffield. As well, it will likely be necessary to change the precise direction of the work as results from field testing or simulation become available. Accordingly, the work will be performed in a series of task authorizations as required. On each occasion, DRDC will issue a task authorization that will include an identification number and title, a detailed description of the tasks to be performed, and the name and point of contact for the DRDC individual that will monitor that portion of the work. The following are examples of tasks likely to be carried out in the various work packages:

- a. Software development on desktop and embedded systems for robot, sensor, and human interface.
- b. Electronic hardware design and construction of robotic components.
- c. Mechanical design and construction of robot components, which may include machining and Computer Aided Drafting services.
- d. Market surveys for specific robotic technologies.
- e. Electromechanical equipment and sensor characterization and evaluation, including developing necessary software to interface to the equipment.
- f. Planning, conduct, and data collection for robotic field trials.

In addition to these tasks, the following will be required from the contractor for each work package:

- a. Provide a brief (one page) summary including schedule, costs, etc., as well as details regarding contractor staff and how the work package will be performed, for approval by the Technical Authority (TA).
- b. Procure any necessary sensors, equipment, materials, supplies, etc., for the experiments as specified by the TA.
- c. All support tasks will be performed in coordination with the DRDC-Suffield personnel as required for the particular situation. All safety rules and regulations, Standard Operating Procedures (SOPs) and Field Trial Plans (FTPs) must be strictly followed.
- d. Carry out other activities, such as attend meetings and participate in discussions necessary to complete each work package.
- e. Provide documentation as specified in each work package. The contractor will regularly meet with the TA to discuss results, observe and/or participate in trials, and present any final reports, as specified in each work package, or as determined in consultation with the TA.

It should be noted that Work Packages may be as short as one day in duration, and that the task authorizations may be intermittent and will not form a continuous stream of work.

Contractors must be able to respond on-site at DRDC Suffield within 24 hours notice for certain high-priority tasks.

5. Meetings

There may be a meeting prior to the commencement of each work package, as decided by the Technical Authority.

6. Deliverables

While each work package will detail the specific deliverables for each task, typical expected deliverables will include, but are not limited to:

- a. Software, sensors, mechanical hardware, electronic hardware, etc. developed for the Work Package.
- b. Data from experiments and trials.
- c. All equipment and materials, which were purchased for conducting the contract.
- d. All Intellectual Property (e.g. software code, mechanical/electrical design, and documentation) generated during the conduct of the contract/work packages.
- e. Work package documentation

7. Government Furnished Support/Equipment/Information

DRDC - Suffield will provide background material and test data as appropriate for completing the work prior to each specific work package. As specific requirements indicated in the individual work packages will dictate, it may be necessary to purchase equipment and/or materials during the conduct of the work package. However, any day to day tools, office supplies, computers, networking, phone, and transportation to the work site will be the responsibility of the contractor. DRDC Suffield will provide the contractor with a vehicle radio, copies of relevant Field Trial Procedures(FTP) and Standard Operating Procedures(SOPs), as well as access to Experimental Proving Ground (EPG) facilities.

8. Special Considerations:

Many of the Task Authorization packages may be completed entirely at the contractor's site. However, it is possible that portions of work will be conducted on-site at DRDC - Suffield, in and around the Building 15 area on the Experimental Proving Ground. The contractor's on-site personnel must adhere to all applicable safety regulations and procedures, and will be provided with a mandatory Range Safety Briefing and orientation. **As some task authorizations will require immediate response or require only one to two days in duration, travel and living costs with the exception of mileage beyond 100 kms of CFB Suffield will not be allowed.**

9. Acceptance Criteria:

The work will be monitored regularly in order to adhere to the work plan and to approve any modifications that may be required. Acceptance will be determined following examination, satisfactory completion, and approval of the work package deliverables by the Technical Authority.

10. Level of Effort

Each work package will include an estimate provided by the TA of the expected levels of effort. This will be subject to negotiation during the initial stages of the work package execution. It is expected that the contractor will provide the necessary level of effort in order to meet the schedule as agreed upon for each work package. This will clearly be identified in the contractor's proposal for each package. Sub-contracting in order to find the most appropriate personnel for each work package will be considered acceptable.

11. DRDC-Suffield General Contract Safety & Security Requirements

11.1 GENERAL EXPERIMENTAL PROVING GROUNDS (EPG) SAFETY AND ACCESS INFORMATION

In accordance with DRDC Suffield regulations, all Contractor employees and subcontractors participating in Experimental Proving Ground (EPG) activities that are not escorted by DRDC Suffield personnel or the DRDC-authorized Contract principal will attend a general EPG safety briefing lasting approximately one (1) hour at the Field Operations Section (FOS). This briefing will take place annually for long standing Contracts and new or additional Contractor employees or subcontractors will be required to take the briefing before beginning work.

An access permit is required for non-DND vehicles travelling on the EPG. In addition, a two-way radio, compatible with the DRDC Suffield communication system, will be supplied for safety reasons. Other forms/briefings related to safety and security may be required.

11.2 WORK-SPECIFIC SAFETY BRIEFING

Contractors employees or subcontractors supporting DRDC Suffield personnel on specific Field Trial Plans (FTP's), Standing Operating Procedures (SOP's), Study Approval Form (SAF), or other procedure will attend work-specific briefings by the DRDC Technical Authority (TA) lasting approximately one (1) hour relating to health, safety, environmental and emergency response procedures. Documentation including FTP's, SOP's, SAF or other procedures, safety standards and EPG regulations will be cited or made available to the Contractor employees or subcontractors on a loan basis for reference, as applicable.

11.3 OBSERVANCE OF ON-SITE SAFETY, HEALTH AND ENVIRONMENTAL STANDARDS ON PROTECTION OF PROPERTY

The Contractor, their employees and subcontractors must comply with all DND/DRDC Suffield regulations in force at the worksite, including the observance of all safety, health and environmental standards and those in place to preserve and protect DND property from loss or damage from all causes including fire.

11.4 COMPLIANCE

The Contractor is responsible to ensure that all employees and subcontractors that will be working on the site are fully briefed and have completed and signed the Safety Checklist prior to the start of any portion of the on site work. A copy of the signed checklist must be provided by the Contractor to the DRDC Suffield Technical Authority. No payments will be issued until all documentation is in place.

ANNEX "B"
BASIS OF PAYMENT

Payment will be made for time expended and other costs reasonably and properly incurred from the date of contract to contract completion in accordance with the following:

- | | | | |
|----|---|-------------------------|---------------------|
| 1. | Labour at firm (daily/hourly) rates. One day consists of 7.5 hours. The rates will be prorated for any period of more or less than one day. | | |
| | a) Title, name | | |
| | (est) ____ days @ \$---./day | (est.) | \$000,000.00 |
| | b) title, name | | |
| | (est) ---- days @ \$---./day | (est.) | \$000,000.00 |
| | | Total Estimated Labour: | \$000,000.00 |
| 2. | Material and supplies at actual cost without mark-up, including (list items). | (est.) | \$000,000.00 |
| 3. | Purchased equipment at laid down cost without mark-up, including (list items). | (est.) | \$000,000.00 |
| 4. | Subcontracting at actual cost incurred without mark-up, (subcontractor name) | (est.) | \$000,000.00 |
| 5. | Mileage to and from the contractors site to DRDC-Suffield, | (est.) | \$000,000.00 |
| 6. | Other direct charges at actual cost incurred without mark-up, including (list items). | (est.) | \$000,000.00 |
| 7. | Profit at a firm --% of items -, -, above (\$----.-), not to exceed | (max.) | <u>\$000,000.00</u> |

TOTAL LIMITATION OF EXPENDITURE:**\$100,000.00**

With the exception of the firm elements above, the amounts shown in the respective categories of the above Basis of Payment are estimates and it is the intention that changes from item to item will be accepted for billing purposes as the work proceeds, provided that the total cost of the Contract does not exceed \$100,000.00, GST extra.

GOODS AND SERVICES TAX:

The Total Estimated Goods and Services Tax (GST), \$_____, is not included in the amounts above. The GST is to be shown as a completely separate item on each invoice.

F.O.B. Point: Defence Research and Development Canada - Suffield, Ralston, AB

Solicitation No. - N° de l'invitation

W7702-125456/A

Amd. No. - N° de la modif.

File No. - N° du dossier

EDM-1-34686

Buyer ID - Id de l'acheteur

edm610

CCC No./N° CCC - FMS No/ N° VME

W7702-125456

ANNEX "C"
SECURITY REQUIREMENTS CHECK LIST

Attached at the end of this document.

Solicitation No. - N° de l'invitation

W7702-125456/A

Amd. No. - N° de la modif.

File No. - N° du dossier

EDM-1-34686

Buyer ID - Id de l'acheteur

edm610

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

W7702-125456

CCC No./N° CCC - FMS No/ N° VME

ANNEX "D"
DISCLOSURES CERTIFICATION

This document is to be completed and signed by the Contractor at the completion of the subject contract and submitted to the Contracting Officer and the Technical Authority designated below:

Contracting Authority

Elaine Barton

Supply Specialist

Acquisitions, Western Region

Public Works & Government Services Canada

Telus Plaza North, 5th Floor

10025 Jasper Avenue

Edmonton, AB T5J 1S6

Technical Authority

Defence Research & Development Canada

Suffield

Department of National Defence

P.O. Box 4000 Main

Medicine Hat, AB T1A 8K6

CONTRACT TITLE: Autonomous Intelligent Systems Section (AISS) Technical Support Systems

Please tick appropriate box:

- [] We hereby certify that all applicable disclosures were submitted in compliance with General Conditions 2040 - Research and Development.

YOUR ATTENTION IS DRAWN TO THE TERMS AND CONDITIONS, REGARDING IMPLICATIONS ON NON-DISCLOSURE OF any Technical Documentation, Prototypes, Inventions and Technical Information arising during the performance of work pursuant to the above identified contract,

OR

- [] We hereby certify that there are no disclosures to submit under the above-referenced Contract, referred to in General Conditions 2040 - Research and Development.

Signature

Print Name

Title

Contractor Name

Date

Solicitation No. - N° de l'invitation

W7702-125456/A

Amd. No. - N° de la modif.

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Buyer ID - Id de l'acheteur

edm610

CCC No./N° CCC - FMS No/ N° VME

W7702-125456

ANNEX "E"
TASK AUTHORIZATION FORM

Attached at the end of this document.

ANNEX "F"
MANDATORY CRITERIA, EVALUATION CRITERIA AND SELECTION METHOD

MANDATORY CRITERIA

Mandatory Criteria at Solicitation Closing

Failure to meet any of the following mandatory requirements at solicitation closing will render your submission non-compliant and given no further consideration.

I. MANDATORY REQUIREMENTS	YES	NO
1. Contractor's staff must include personnel with post-secondary degree(s)/diploma(s) in electrical, electronic or computer engineering, or related field.		
2. Contractor (or subcontractor) personnel must have experience in the design, specification, development, procurement and use of electrical and electronic equipment.		
3. Contractor (or subcontractor) personnel must have experience in computer software design and coding.		
4. Contractor (or subcontractor) personnel must have experience with mechanical and hydraulic systems.		

POINT RATED REQUIREMENTS:			
Rating: 4=excellent, 3=very good, 2=average, 1=poor, 0=N/A			
A. SAMPLE TASK AUTHORIZATION EVALUATION	WEIGHT	RATING	SCORE
1. Demonstrated understanding of the Statement of Work.	25		
2. Breakdown of project into logical tasks; realistic estimation of the time and cost required to complete the work.	20		
3. Methods of handling potential problems during the project.	20		
4. Potential for successful completion of project	25		
Maximum points available			360
Minimum points acceptable			252
Points awarded			
B. OVERALL PROPOSAL EVALUATION	WEIGHT	RATING	SCORE
1. Demonstrated corporate experience in projects of this nature, including design, specification, development and procurement of electronic, mechanical and software systems	20		
2. Suitability of academic background of personnel assigned	10		
3. Training or experience of assigned personnel in the use of electronic and mechanical equipment used in UGVs. This includes vehicle maintenance, hydraulic systems, and electronic sensors.	20		

4. Training or experience of assigned personnel in software control and communications used in UGVs. This includes programming and debugging skills in C++ on Linux and Windows, and knowledge of TCP/IP, serial and wireless communications	20		
5. Adequacy and availability of personnel to carry out the project	20		
6. Overall quality of the technical proposal	20		
Maximum points available			440
Minimum points acceptable			308
Points awarded			
MAXIMUM POINTS AVAILABLE OVERALL			800
MINIMUM POINTS AVAILABLE OVERALL			560
TOTAL POINTS AWARDED			

BIDDER SELECTION - ASSESSED BEST VALUE	
MERIT: Bidder's Overall Total Point Score/Total Point Available X 60	
COST : Lowest Total Limitation of Expenditure to complete the Sample Task Authorization Request/Bidder's Total Estimated Cost X 40	
ASSESSED BEST VALUE (MERIT + COST)	

EVALUATION

Each proposal must meet all the mandatory requirements set out in the evaluation criteria. Proposals which fail to meet these requirements will be discarded at this stage without further consideration.

Each point rated evaluation criterion has a number allotment (weight) that reflects its importance in proposal submissions. The degree to which the proposal satisfies the requirement of each criterion will be assessed and a "rating" will be assigned ranging from 0 to 4, with 0 meaning the proposal completely fails to satisfy the requirement, and the total allotment meaning the proposal fully meets the outlined criterion. A score will be assessed by multiplying the weight by the rating.

Each proposal must achieve a minimum score of 70% of the maximum points available in each category. Proposals that fail to achieve this score will be considered technically unacceptable and will be given no further consideration.

For evaluation purposes an example of a typical task that would be authorized against this contract is provided in Appendix "1" to Annex 'F'. (SAMPLE TASK AUTHORIZATION REQUEST and PROPOSED BASIS OF PAYMENT). The total Limitation of Expenditure quoted for the Sample Task Authorization will be used as the total estimated price in the calculations described below at BASIS OF SELECTION.

Rates provided for pricing in Appendix 1 to Annex "F" (for use in the evaluation) must be the same as those proposed in Annex "B" and in your Price Proposal Part One. Failure to do so will cause your

proposal to be set aside and will be given no further consideration. Rates quoted must remain firm for the duration of the contract, GST extra.

BASIS OF SELECTION

The successful bidder will be selected on the basis of the Assessed Best Value to the Crown taking into account merit and cost factors. Best value to the Crown will be determined on the basis of the highest combined rating of merit and price. The scoring of merit is accomplished by prorating the scores against the total available points for merit. The scoring of price is accomplished by giving full marks to the lowest price bid, with the other bid given a prorated score. The bid that offers the highest combined point score for merit and cost will be recommended for contract award.

Sample Calculation of Combined Merit/Cost Selection:

Evaluation Criteria as set out in RFP:

- Maximum number of points available = 100
- Ratio of Importance - Merit = 60%
- Price = 40%

The successful bidder must achieve the highest total points by adding the rated merit (technical) and price scores.

Responsive Proposals	Proposal 1	Proposal 2	Proposal 3
Proposal Technical Rating - Total Points	90.0	86.0	75.0
First Task Price	\$80,000.00	\$70,000.00	\$65,000.00

Calculation of Combined Rating:			
	Technical Points	Price Points	Total Points
Proposal 1	$\frac{90 \times 60}{100} = 54.0$	$\frac{65 \times 40}{80} = 32.5$	86.5
Proposal 2	$\frac{86 \times 60}{100} = 51.6$	$\frac{65 \times 40}{70} = 37.1$	88.7
Proposal 3	$\frac{75 \times 60}{100} = 45.0$	$\frac{65 \times 40}{65} = 40.0$	85
Proposal 2 is the winner			

APPENDIX "1" TO ANNEX "F"**Sample Task Authorizations**

1. Title: Sensor Evaluation and Integration

2. Objective:

Allow the installation and use of a laser range sensor on a DRDC Unmanned Ground Vehicle (UGV).

3. Background:

The contract authority would like to use a commercially available laser range finding sensor for navigation of unmanned ground vehicles (such as a Velodyne HDL-32E Lidar). The software development required to utilize the sensor data in an intelligent manner on an unmanned ground vehicle will be designed by DRDC Suffield personnel. However, all of the other components required to interface, mount and collect data from the sensor will need to be designed, built, and tested by the contractor.

4. Scope of Work:

Under this Task Authorization, the contractor will need to accomplish a number of tasks to successfully interface the sensor with the robotic vehicle:

- Conduct a market survey to evaluate other possible candidate sensing systems, and purchase the best sensor.
- Design and fabrication of a custom electrical interface between the sensor and the vehicle control processor on-board the unmanned ground vehicle.
- Coding and testing of C++ interface (software driver) to collect the data from the Lidar sensor over the communications interface. This will include development of a software GUI to display data collected from the sensor.
- Design of a vibration reducing mount to attach the sensor to the unmanned ground vehicle.
- Fabrication of vibration reducing sensor mount.
- Installation and wiring of the sensor on the DRDC UGV.
- Data collection and field testing of integrated sensor system on a DRDC unmanned ground vehicle.

5. Meetings

There will be an initial project meeting at DRDC Suffield to establish the requirements of the project.

6. Deliverables

The contractor will deliver the sensor, the software interface code, all wiring apparatus, and the sensor mount.

7. Government Furnished Support/Equipment/Information

DRDC - Suffield will provide background material and test data as appropriate for completing the work. As specific requirements indicated in the individual work packages will dictate, it may be necessary to purchase equipment and/or materials during the conduct of the work package, such as wiring, metal, etc.. However, any day to day tools, office supplies, computers, networking, phone, and transportation to the work site will be the responsibility of the contractor. DRDC Suffield will provide the contractor with a vehicle radio, copies of relevant Field Trial Procedures (FTPs) and Standard Operating Procedures(SOPs), as well as access to Experimental Proving Ground (EPG) facilities.

8. Special Considerations:

Much of this Task Authorization may be completed at the contractor's site. However, portions of work will be conducted on-site at DRDC - Suffield, in and around the Building 15 area on the Experimental Proving Ground. The contractor's on-site personnel must adhere to all applicable safety regulations and procedures, and will be provided with a mandatory Range Safety Briefing and orientation.

9. Acceptance Criteria:

The work will be monitored regularly in order to adhere to the work plan and to approve any modifications that may be required. Acceptance will be determined following examination, satisfactory completion, and approval of the work package deliverables by the Technical Authority.

BASIS OF PAYMENT

Payment will be made for time expended and other costs reasonably and properly incurred from the date of contract to contract completion in accordance with the following:

- 1. Labour at firm (daily/hourly) rates. One day consists of 7.5 hours. The rates will be prorated for any period of more or less than one day.

Rates provided are firm and will be used to form the Basis of Payment of the Contract. **The Bidder must identify all labour rates that may be required throughout the duration of the Contract.** Labour rates that are not identified will not be approved and will not be included in the Resulting Contract.

For the labour rates that apply specifically to the Sample Task Authorization Request, identify the level of effort (ie. Number of days) that will be required to complete the work for the task. The labour rate will then be multiplied by the level of effort to reach an estimated total for that particular person. These totals will then be used to reach a total limitation of expenditure for the Sample Task Authorization Request (which will then be used for evaluation purposes only)..

a) Title, name
(est) ____ days @ \$---./day (est.) \$000,000.00

b) title, name
(est) ---- days @ \$---./day (est.) \$000,000.00

c) title, name
(est) ---- days @ \$---./day (est.) \$000,000.00

d) title, name

Solicitation No. - N° de l'invitation

W7702-125456/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

edm610

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

W7702-125456

File No. - N° du dossier

EDM-1-34686

CCC No./N° CCC - FMS No/ N° VME

(est) ---- days @ \$---./day

(est.) \$000,000.00

Total Estimated Labour:

\$000,000.00

For the Sample Task Authorization Request, identify:

- 2. Material and supplies at actual cost without mark-up, including (list items). (est.) \$000,000.00
- 3. Purchased equipment at laid down cost without mark-up, including (list items). (est.) \$000,000.00
- 4. Subcontracting at actual cost incurred without mark-up, (subcontractor name) (est.) \$000,000.00
- 5. Mileage to and from the contractors site to DRDC-Suffield, (est.) \$000,000.00
- 6. Other direct charges at actual cost incurred without mark-up, including (list items). (est.) \$000,000.00
- 7. Profit at a firm --% of items -, -, above (\$----.-), not to exceed (max.) \$000,000.00

TOTAL LIMITATION OF EXPENDITURE FOR THE SAMPLE TASK AUTHORIZATION REQUEST:

\$ _____

With the exception of the firm elements above, the amounts shown in the respective categories of the above Basis of Payment are estimates and it is the intention that changes from item to item will be accepted for billing purposes as the work proceeds, provided that the total cost of the Contract does not exceed \$_____, GST extra.

GOODS AND SERVICES TAX:

The Total Estimated Goods and Services Tax (GST), \$_____, is not included in the amounts above. The GST is to be shown as a completely separate item on each invoice.

F.O.B. Point: Defence Research and Development Canada - Suffield, Ralston, AB



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W7702-125486
Security Classification / Classification de sécurité UNCLASSIFIED

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

PARTIE A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DND	2. Branch or Directorate / Direction générale ou Direction DRDC SUFFIELD	
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 Provide technical support in the area of unmanned ground vehicle systems in support of Autonomous Intelligent Systems (AIS) program at DRDC Suffield		
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? (Specify the level of access using the chart in Question 7. c) (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. 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 type="checkbox"/> No / Non <input checked="" 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 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 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 type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input 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"/>



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W7702-125456
Security Classification / Classification de sécurité UNCLASSIFIED

PARTIE A: CONTRÔLE D'ACCÈS À L'INFORMATION / PARTIE A: NIVEAU DE CONTRÔLE DE LA SÉCURITÉ	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel: Document Number / Numéro du document:	
PARTIE B: PERSONNEL (SUPPLIERS) / PARTIE B: PERSONNEL FOURNISSEUR (NIVEAU DE SÉCURITÉ)	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	<input checked="" type="checkbox"/> RELIABILITY STATUS / CÔTE DE FIABILITÉ <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET / SECRET <input type="checkbox"/> TOP SECRET - SIGINT / TRÈS SECRET - SIGINT <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET / NATO SECRET <input type="checkbox"/> SITE ACCESS / ACCÈS AUX EMPLACEMENTS <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET
Special comments: / Commentaires spéciaux: _____	
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PARTIE C: SAUVEGARDES (SUPPLIERS) / 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
INFORMATION TECHNOLOGY (IT) MEDIA / SOUTIEN 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED

Canada



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W7702-12519
Security Classification / Classification de sécurité UNCLASSIFIED

PARTE C (compléter PAR l'ÉCRIVAIN)

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 / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	RESTRICTED / NATION DIFFUSION RESTREINTE	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	PROTECTED / PROTÉGÉ			SECRET	TOP SECRET / TRÈS SECRET	
											A	B	C			CONFIDENTIAL / CONFIDENTIEL
Information / Accès / Rendements / Sites / Production																
IT Media / Support IT / IT Link / Données électroniques																

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

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? No / Non Yes / Oui
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat WT702-125456
Security Classification / Classification de sécurité UNCLASSIFIED

PARTIE D'AUTORISATION / PARTIE D'AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Jared Glasbrecht	Title - Titre Technical Authority	Signature <i>Jared Glasbrecht</i>	Date
Telephone No. - N° de téléphone 403-544-4709	Facsimile No. - N° de télécopieur 403-544-4704	E-mail address - Adresse courriel jared.glasbrecht@drdc-rddc.gc.ca	Date
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Sasha Medjovic - DPM Secur 3 Senior Security Analyst	Title - Titre DPM Secur 3 Senior Security Analyst	Signature <i>Sasha Medjovic</i>	Date 2011-12-22
Telephone No. - N° de téléphone 613-949-1066	Facsimile No. - N° de télécopieur 613-949-1066	E-mail address - Adresse courriel E-Mail: sasha.medjovic@forces.gc.ca	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	Date
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) Jill Mahon Contract Security Officer, Contract Security Division	Title - Titre Contract Security Officer, Contract Security Division	Signature <i>Jill Mahon</i>	Date Jan 11/2012
Telephone No. - N° de téléphone 613-960-0184	Facsimile No. - N° de télécopieur 613-954-4171	E-mail address - Adresse courriel Jill.Mahon@csd-cswsc.gc.ca	Date

**TASK AUTHORIZATION
AUTORISATION DES TÂCHES**

<p>All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.</p>		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<p>TO THE CONTRACTOR</p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p>À L'ENTREPRENEUR</p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédié à		
Delivery/Completion date – Date de livraison/d'achèvement	<p>_____</p> <p>Date for the Department of National Defence pour le ministère de la Défense nationale</p>	
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
<p>_____</p> <p>for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p>		

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

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

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

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

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

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

Services

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

Cost

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

GST/HST

The GST/HST cost as appropriate.

Total

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

Applicable only to PWGSC contracts

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

Note:

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

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

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

Augmentation/Réduction

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

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédié à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Nota :

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