



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving - PWGSC / Réception des**  
**soumissions - TPSGC**  
**11 Laurier St. / 11, rue Laurier**  
**Place du Portage , Phase III**  
**Core 0A1 / Noyau 0A1**  
**Gatineau, Québec K1A 0S5**  
**Bid Fax: (819) 997-9776**

**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**

<b>Title - Sujet</b> Defence Industrial Research Program	
<b>Solicitation No. - N° de l'invitation</b> W2207-11DIRP/A	<b>Date</b> 2011-06-09
<b>Client Reference No. - N° de référence du client</b> W2207-11DIRP	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$\$V-055-22772	
<b>File No. - N° de dossier</b> 055sv.W2207-11DIRP	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-06-11</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Bellefeuille, Bruno P.	<b>Buyer Id - Id de l'acheteur</b> 055sv
<b>Telephone No. - N° de téléphone</b> (819) 956-1688 ( )	<b>FAX No. - N° de FAX</b> (819) 957-2229
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE M GEN GEORGE R PEARKES BLDG 101 COLONEL BY DR. OTTAWA Ontario K1A0K2 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**  
Science Procurement Directorate/Direction de l'acquisition  
de travaux scientifiques  
11C1, Phase III  
Place du Portage  
11 Laurier St. / 11, rue Laurier  
Gatineau, Québec K1A 0S5

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

Solicitation No. - N° de l'invitation

W2207-11DIRP/A

Amd. No. - N° de la modif.

File No. - N° du dossier

055svW2207-11DIRP

Buyer ID - Id de l'acheteur

055sv

CCC No./N° CCC - FMS No/ N° VME

---

# **Defence Industrial Research Program (DIRP)**

## **Call for Proposals Open Season**

---

## TABLE OF CONTENTS

### **PART 1 - GENERAL INFORMATION**

1. Introduction
2. Summary
3. Priority Areas
4. Open Season Bid Submission
5. Communications Notification

### **PART 2 - BIDDER INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Proposals
3. Enquiries - Call for Proposals Solicitation
4. Applicable Laws
5. Proposal Stages
6. Maximum Funding
7. Contracting Authority

### **PART 3 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

1. Evaluation Criteria
2. Stage One: Call for Proposals and Summary Proposal Submission —Mandatory Requirements
3. Stage Two - Full Proposal Submission Process and Technical Evaluation Criteria
4. Full Proposal Presentation to DIRP Advisory Committee
5. Development of the Pool of Conditional Pre-qualified Proposals
6. Debrief from the Selection Process

### **PART 4 - CERTIFICATIONS**

1. Certifications Precedent to Contract Award and Certifications and Other Information Required with the Proposal

### **PART 5 - SECURITY AND FINANCIAL REQUIREMENTS**

1. Security Requirement
2. Financial Capability

### **PART 6 - DRAFT RESULTING CONTRACT CLAUSES**

1. Statement of Requirement
2. Standard Clauses and Conditions
3. Security Requirement
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications

Solicitation No. - N° de l'invitation

W2207-11DIRP/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

055sv

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

W2207-11DIRP

File No. - N° du dossier

055svW2207-11DIRP

CCC No./N° CCC - FMS No/ N° VME

---

9. Applicable Laws
10. Priority of Documents
11. Defence Contract
12. Foreign Nationals (Canadian Contractor)
13. Insurance
14. Controlled Goods

**List of Attachments:**

- Attachment A Priority Areas
- Attachment B DIRP Stage One: Summary Proposal Template
- Attachment C Full Proposal Template
- Attachment D Certifications Precedent to Contract Award and Certifications and Other Information Required with the Proposal
- Attachment E Summary of Point Rated Technical Criteria and Scoring Grid
- Attachment F Process Map
- Attachment H Acronym

**List of Annexes:**

- Annex A Security Requirements Check List

## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The Call for Proposal Solicitation and draft resulting contract document is divided into six (6) parts plus attachments and annexes as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the Call for Proposal solicitation and states that the Bidder has read, understands and acknowledges the instructions and the clauses and conditions contained in all parts of the Call for Proposal solicitation;

Part 3 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the proposal, if applicable, and the basis of selection;

Part 4 Certifications: includes the certifications to be provided;

Part 5 Security and Financial Requirements: includes specific requirements that must be addressed by Bidders; and

Part 6 Draft Resulting Contract Clauses: includes the clauses and conditions that may apply to any resulting contract.

#### Attachments

The attachments include:

- Attachment A Priority Areas
- Attachment B DIRP Stage One- Summary Proposal Template
- Attachment C Full Proposal Template
- Attachment D Certifications Precedent to Contract Award and Certifications and Other Information Required with the Proposal
- Attachment E Summary of Point Rated Technical Criteria and Scoring Grid
- Attachment F Process Map
- Attachment H Acronym

#### Annexes

- Annex A Security Requirements Check List

### **2. Summary**

The Defence Industrial Research Program (DIRP) is led by Defence Research & Development Canada (DRDC). As an Agency of the Department of National Defence (DND), DRDC responds to the scientific and technological needs of the Canadian Forces. The primary objective of the DIRP is to support the strategic research interests of the Canadian Forces and to introduce new and innovative technologies into the Department of National Defence. In addition, the program supports and complements the areas of Science and Technology (S&T) expertise associated with DRDC. The program is designed to provide research and innovation opportunities among the Canadian defence and security industrial base through the provision of cost-shared contracts and scientific support. DIRP is about fulfilling a gap and providing

---

direct benefit to Canada, achieving objectives and assisting in delivering on DRDC's mandate. The DIRP is intended for DRDC to gain knowledge from industry-initiated research projects relevant to the defence of Canada. The Call for Proposal Solicitation provides specific instructions for potential bidders who wish to submit proposals to the DIRP and outlines the process by which proposals are prepared, evaluated, selected, and funded. The Call for Proposal Solicitation has been updated to reflect the evolution in DIRP Investment Priorities. Bidders must use only the current Call for Proposal Solicitation.

The DIRP is a cost-shared program that issues contracts for Research and Development (R&D) projects at a maximum fifty percent (50%) sharing ratio to a maximum of \$500,000 CAD, Delivered Duty Paid (DDP) Bidder's Canadian address, Customs duties and excise taxes included, the Goods and Services Tax (GST) or the Harmonized Sales Tax (HST) extra, if applicable. DIRP's may focus on research from the laboratory to the experimental model or proof-of-concept stage. Proposals must have a research component.

The Agreement on Internal Trade (AIT) applies to this procurement. The requirement is limited to Canadian suppliers and Canadian goods and or services.

This procurement is excluded from the North American Free Trade Agreement (NAFTA) under Annex 1001.2b, Article 1.(d) and World Trade Organization - Agreement on Government Procurement (WTO-AGP) under Appendix 1, Annex 4.

### **3. Priority Areas**

The four (4) Priority Areas for DIRP are listed below. Refer to Attachment A, Priority Areas for examples of the types of technologies categorized under each Priority Area:

- 1) Defence
- 2) Defence and Security
- 3) Emerging and Disruptive Technologies
- 4) Global Trends

### **4. Open Season Bid Submission**

This Call for Proposal Solicitation, will be posted on GETS (MERX) for a period of one year and proposals will be accepted on a quarterly basis during the open season. An open season is a period of time during which bidders are invited to submit proposals. There are four open seasons for proposal submission as follows:

- Open Season 1 (OS1): July 1st to July 31st, 2011
- Open Season 2 (OS2): October 1st to October 31st, 2011
- Open Season 3 (OS3): January 1st to January 31st, 2012
- Open Season 4 (OS4): April 1st to April 30th, 2012

Proposals for each open season must be submitted as per Part 2, Para 2, Submission of Proposals. All proposals received during any given Open Season will be ranked in accordance with the point rated criteria contained herein. Based on available funding, the highest rated proposals that have scored over 50% in each of the criteria areas will be presented to the DIRP Advisory Committee for validation. Proposals which rank higher will be given priority over lower ranked proposals.

Solicitation No. - N° de l'invitation

W2207-11DIRP/A

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

W2207-11DIRP

Amd. No. - N° de la modif.

File No. - N° du dossier

055svW2207-11DIRP

Buyer ID - Id de l'acheteur

055sv

CCC No./N° CCC - FMS No/ N° VME

---

For Example: Available funding for open season is \$1,500,000.

Proposal	Score	Rank	Funding
Proposal 1	97%	1	\$500,000
Proposal 2	93%	2	\$500,000
Proposal 3	80%	3	\$500,000
Proposal 4	70%	4	*all other proposals not funded as there are no funds remaining. Unfunded proposals may be resubmitted by the bidder during the next open season.

## 5. Communications Notification

As a courtesy, the Government of Canada requests that successful Bidders notify the Contracting Authority in advance of their intention to make public an announcement related to the recommendation of a contract award.

---

## **PART 2 - BIDDER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions in the Call for Proposal Solicitation are identified by number, date and title as set out in the *Standard Acquisition Clauses and Conditions Manual* (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) issued by Public Works and Government Services Canada (PWGSC).

Bidders who submit a proposal agree that they have read, understand and acknowledge the instructions and clauses and conditions contained in all parts of the Call for Proposal Solicitation and draft resulting contract clauses and conditions.

The 2003 (2010-10-07) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the Call for Proposal Solicitation. They are amended as follows:

At section 04 "Definition of Bidder"

Delete: "Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

Insert: "Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It does include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

Add: A Bid must be submitted by a Canadian Bidder (as defined in Part 5, article 1.2 .5 Certification – In submitting both a summary proposal and full proposal.

At subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements

Delete: Bids will remain open for acceptance for a period of not less than sixty (60) days from the closing date of the bid solicitation, unless specified otherwise in the bid solicitation. Canada reserves the right to seek an extension of the bid validity period from all responsive bidders in writing, within a minimum of three (3) days before the end of the bid validity period. If the extension is accepted by all responsive bidders, Canada will continue with the evaluation of the bids. If the extension is not accepted by all responsive bidders, Canada will, at its sole discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the solicitation.

Insert: Bids will remain open for acceptance for a period of not less than three hundred and sixty five (365) days from the closing date of the bid solicitation, unless specified otherwise in the bid solicitation. Canada reserves the right to seek an extension of the bid validity period from all responsive bidders in writing, within a minimum of three (3) days before the end of the bid validity period. If the extension is accepted by all responsive bidders, Canada will continue with the evaluation of the bids. If the extension is not accepted by all responsive bidders,



---

Canada will, at its sole discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the solicitation.

Delete the following sections in their entirety:

Section 20 "Further Information".

In this document the term "bid" conveys "proposal".

## 2. Submission of Proposals

A concise and clear summary proposal using the template in Attachment B, DIRP Stage One: Summary Proposal Template and the mandatory requirements outlined in Part 3 of this Call for Proposal Solicitation must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place below.

Department of Public Works and Government Services  
Bid Receiving Unit  
Portage III, 0A1  
11 Laurier Street  
Gatineau, Quebec K1A 0S5

Submissions must be received no later than the final day of each open season at 14:00, Eastern Daylight Time (EDT) or (EDST) Eastern Daylight Savings Time, as may be applicable.

The four (4) open seasons are as follows:

Open Season 1: July 1st to July 31st  
Open Season 2: October 1st to October 31st  
Open Season 3: January 1st to January 31st  
Open Season 4: April 1st to April 30th

- 2.1** Bidders who anticipate requiring security clearance in order to successfully complete the Work described in their proposal are encouraged to 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)" (<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. Enquiries

Responses to enquiries may have significant implications for the Call for Proposal Solicitation. Due to the frequency of open seasons, it is not anticipated that extensions will be granted. Rather, changes to Call for Proposal Solicitation documents will be published as required.

To ensure the integrity of the competitive process, enquiries regarding this solicitation must be directed in writing only to the Contracting Authority identified during the Call for Proposal Solicitation. Proposals received outside the Open Season as identified in Para 2, Submission of Proposals will be returned to the bidder.

---

To ensure consistency and quality of information provided to Bidders, enquiries received and the replies to such enquiries will be provided simultaneously to all Bidders, without revealing the sources of the enquiries.

Communications can occur at anytime, while the Call for Proposal Solicitation is advertised on the GETS (MERX) during the one year period.

Bidders should reference as accurately as possible the numbered item of the Call for Proposal Solicitation to which the enquiry relates. Care should be taken by the Bidder 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 Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their proposal, 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.

#### **5.0 Proposal Stages**

##### **5.1 Stage One: Call for Proposals and Summary Proposal Submission**

Bidders are invited to submit a summary proposal as detailed in Attachment B, DIRP Stage One: Summary Proposal Template (maximum 10 pages), of the proposed research project during the open seasons. The Call for Proposal Solicitation may be updated as and when required, to ensure key objectives and priorities are reflected. It is the responsibility of the bidder to ensure, prior to submitting a summary proposal, that the most recent version of the Call for Proposal Solicitation is incorporated in the proposal preparation. Canada reserves the right to cancel the Notice of Proposed Procurement (NPP) and the Call for Proposal Solicitation, from MERX, at any time and end any open season, due to non availability of funding or due to a change in priorities.

Each summary proposal will be evaluated and reviewed by relevant subject matter experts within DRDC, the Canadian Forces and or the Department of National Defence to determine if it meets the mandatory evaluation criteria elements detailed in Part 3 of this Call for Proposal. If the mandatory evaluation criteria elements are met, the Bidder is recommended to move on to Stage Two.

The PWGSC Contracting Authority notify successful Stage One bidders with a summary proposal bid package.

##### **5.2 Stage Two: Full Proposal**

Bidders who have met the evaluation criteria in their summary proposal are invited to submit a full proposal addressing the mandatory and point-rated criteria detailed in Part 3 and as per Attachment E, Summary of Point Rated Criteria and Scoring Grid of this Call for Proposal Solicitation. The full proposal

will be evaluated against the mandatory criteria and point-rated criteria will be evaluated by Technical Authority relevant to the subject of the proposal.

Based on available funding, proposals that meet the mandatory requirements and score higher than 50% for the point-rated criteria will be submitted to the DIRP Advisory Committee for review and validation of evaluation results and may be recommended for funding approval. The DIRP Advisory Committee is made up of representatives from DND as well as other federal government science-based departments, and representatives from PWGSC. The scientific and military champion for the proposal will present the project, as well as the evaluation results to the committee for their consideration. For approved projects recommended for contract award, situations may arise where feedback is provided by the DIRP Advisory Committee to the DIRP project manager. Recommendations for full or partial project approval, based on the scope of the DIRP objectives, may also be made.

The results of Stage two is used to establish a Pool of Pre-qualified Proposals<sup>1</sup> and to establish a "Potential DIR Supplier List"<sup>2</sup>. The establishment of the Pool of Conditional Pre-qualified Proposals and "Potential DIR Supplier List" does not constitute a guarantee on the part of Canada that a contract will be awarded.

1. Pool of Pre-qualified Proposals consists of responsive proposals that are evaluated as highest rated within budget.
2. "Potential DIR Supplier List" consists of the remaining responsive proposals ranked in order of highest technical score.

### 5.3 Stage Three: PWGSC Contracting Process

For proposals that have been recommended for contract award by the DIRP Advisory Committee, an approved requisition (9200) is forwarded to PWGSC for contracting. The PWGSC Contracting Authority will finalize contract negotiations and issue a contract using the draft contract in Part 6.

### 6. Maximum Funding

The maximum funding available for individual contracts resulting from the Call for Proposal Solicitation is \$500,000.00 CAD (Delivered Duty Paid (DDP) Bidders' Canadian address, Customs duties and excise taxes included, Goods and Services Tax (GST) or the Harmonized Sales Tax (HST) extra, as applicable) per proposal. Any proposals cost to Canada in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

Solicitation No. - N° de l'invitation

W2207-11DIRP/A

Amd. No. - N° de la modif.

File No. - N° du dossier

055svW2207-11DIRP

Buyer ID - Id de l'acheteur

055sv

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

W2207-11DIRP

CCC No./N° CCC - FMS No/ N° VME

---

## 7. Contracting Authority

Enquiries should be made to:

Bruno Bellefeuille  
Supply Team Leader  
Public Works and Government Services Canada  
Acquisitions Branch  
Science Procurement Directorate  
Place du Portage, Phase III, 11C1  
11 Laurier Street  
Gatineau, Quebec  
K1A 0S5

Telephone: 819-956-1688  
Facsimile: 819-997-2229  
E-mail address: [Bruno.Bellefeuille@tpsgc-pwgsc.gc.ca](mailto:Bruno.Bellefeuille@tpsgc-pwgsc.gc.ca)

---

## **PART 3 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1.0 Evaluation Criteria**

#### **1.1 Proposal Review, Ranking and Selection**

##### **1.1.1 Mandatory Criteria for Stage One - Summary Proposal**

DIRP is using the following six mandatory criteria for Stage One: Call for Proposals and Summary Proposal Submissions:

- DND Relevance (See Part 3-Evaluation Procedures and Basis of Selection, Article 2.1 DND Relevance)
- DRDC Relevance (See Part 3-Evaluation Procedures and Basis of Selection, Article 2.1 DND Relevance)
- Research Content (See Part 3-Evaluation Procedures and Basis of Selection, Article 2.2 Reserch Content)
- Compliance with the DIRP Framework (See Part 3-Evaluation Procedures and Basis of Selection, Article 2.3 Compliance with the DIRP Framework)
- Certification (See Part 4)
- Canadian Content and Canadian Suppliers (See Part 4)

Summary proposals that meet all six mandatory criteria will be invited to submit a full proposal for evaluation according to the Stage Two: Full Proposal point-rated evaluation criteria.

##### **1.1.2 Point-Rated Criteria for Stage Two - Full Proposal**

Along with the above mentioned mandatory criteria, DIRP is using the following point-rated evaluation criteria to assess proposals submitted for Stage Two: Full Proposal:

- DND Relevance (See Relevance Attachment E - Summary of Point Rated Technical Criteria and Scoring Grid, Article 2.1 DND Relevance)
- DRDC (See Relevance Attachment E - Summary of Point Rated Technical Criteria and Scoring Grid, Article 2.2 Defence R&D Canada Relevance)
- Research Content (See Relevance Attachment E - Summary of Point Rated Technical Criteria and Scoring Grid, Article 2.3 Research Content)
- Bidder Capability (See Relevance Attachment E - Summary of Point Rated Technical Criteria and Scoring Grid, Article 2.4 Bidder Capacity)
- Project Manager Capability (See Relevance Attachment E - Summary of Point Rated Technical Criteria and Scoring Grid, Article 2.4.1)
- Work Plan (See Relevance Attachment E - Summary of Point Rated Technical Criteria and Scoring Grid, Article 2.4.2 Work Plan)
- Key Personnel Capabilities (See Relevance Attachment E - Summary of Point Rated Technical Criteria and Scoring Grid, Article 2.4.3 Key Personnel)
- Technology Exploitation Plan (See Relevance Attachment E - Summary of Point Rated Technical Criteria and Scoring Grid, Article 2.5 Technology Exploitation)

## **2.0 Stage One: Call for Proposals and Summary Proposal Submission —Mandatory Requirements**

### **2.1 DND Relevance:**

**2.1.1** Project summary must briefly address the priorities of the project. The summary must include the project background, description and objective as well as gaps to be addressed and methodologies to be employed, all located in the context of the selected DIRP Investment Priority(ies).

**2.1.2.** Summary proposal submissions must demonstrate military relevance to the Canadian Forces and or its allies as determined through consultations between the Canadian Forces and DRDC.

**2.1.3** Summary proposal submissions must also demonstrate relevance to the DIRP mandate in either one of the areas of DRDC (S&T) expertise or at least one Investment Priority as indicated in Attachment A, Priority Areas contained in this Call for Proposal Solicitation.

### **2.2 Research Content**

**2.2.1** Summary proposal submissions must identify a specific research question to be addressed and or identify the technical risks and or challenges to be investigated.

### **2.3 Compliance with the DIRP Financial Framework**

**2.3.1** Project submission must not exceed the financial framework as set out in this Call for Proposal Solicitation. DIRP will fund up to \$500,000.00 (GST/HST excluded) for any one project. The DIRP funding will comprise of 50 percent of the overall cost of the proposed research project or \$500,000.00 (GST/HST excluded) whichever is less. The remaining 50 percent of funding must be provided by the bidder (i.e., for a project funded by DIRP at \$500,000.00 (GST/HST excluded), the Contractor must contribute \$500,000.00 (GST/HST excluded) for a total project value of \$1 million).

## **3.0 Stage Two—Full Proposal Submission Process and Evaluation Criteria**

Bidders invited by letter to submit a full proposal will be evaluated in accordance with the evaluation criteria outlined in Attachment C: Full Proposal Template and Attachment E: Summary of Point Rated Criteria and Scoring Grid, as well as the following mandatory criteria.

### **3.1 Full Proposal—Mandatory Requirements**

#### **3.1.1 Project Team**

**3.1.2.** Full proposal submissions must indicate the name of all organizations associated with the proposed research project (include full name of organization, address, contacts and any other pertinent information)

### 3.2 Compliance with the DIRP Financial Framework

**3.2.1** The proposed project and cost to Canada must not exceed the financial framework as set out in the Call for Proposal Solicitation. Project costing detail must address all cost elements as detailed in the Call for Proposal Solicitation, Attachment C Full Proposal Template and Forms A,B,C and D.

### 4.0 Full Proposal Presentation to DIRP Advisory Committee

Based on available funding, the highest rated proposals that have scored over 50% in each of the criteria areas will be presented to the DIRP Advisory Committee for validation. The DIRP Advisory Committee meets as required to assess funding initiatives. Committee members possess a wide range of technical and corporate expertise and have a good understanding of DND Canadian Forces needs and requirements.

At the DIRP Advisory Committee meeting, an overview of the Bidder's proposal is presented by the DIRP Program Manager. The research challenges are presented by a Defence Scientist nominated to be the Scientific Authority and or Project Manager from the relevant DND scientific area, and the defence relevance case is presented by a representative of the Canadian Forces. Projects are recommended for approval based on the evaluations, available funding, and the relevance to the DIRP investment priorities.

### 5.0 Development of the Pool of Conditional Pre-qualified Proposals

**5.1** The Pool of Conditional Pre-qualified Proposals consists of responsive proposals that are evaluated as highest rated within budget.

The Pool of Conditional Pre-qualified Proposals will be determined based upon the following factors:

- Technical scores (ranked highest to lowest) for the Proposals, based on the Expert Reviewers' evaluations of the technical evaluation criteria.
- A review and validation by the DIRP Advisory Committee of the technical score achieved.

The establishment of the Pool of Conditional Pre-qualified Proposals is approved in principle and will not constitute a guarantee on the part of Canada that a contract will be awarded.

### 6.0 Debrief from the Selection Process

Bidders will be advised of the results of their submission once the Pool of Conditional Pre-qualified Proposals has been approved in principle for contract consideration. Bidders will receive one of the following debrief messages and the full results of their proposal evaluation:

1. The full proposal submission did not meet the mandatory criteria or was outside the DIRP scope and mandate as detailed in the Call for Proposal Solicitation, Part 3 -[Evaluation Procedures and Basis of Selection](#), Article 1.0 Evaluation Criteria;
2. The full proposal submission did not rank high enough as detailed in the Call for Proposal Solicitation Attachment E, Summary of Point Rated Criteria and Scoring Grid;

- 
3. The full proposal was above the 50% threshold, but the funding ceiling has been met, therefore the proposal will be placed in the Pool of Conditional Pre-qualified Proposals, as detailed in the Call for Proposal Solicitation, Part 3 Evaluation Procedures and Basis of Selection, Article 5. Development of the Pool of Conditional Pre-qualified Proposals;
  4. The full proposal submission has been partially accepted, conditional on refinements made to the work plan, scope, or budget as identified by the DIRP Advisory Committee during the selection process as detailed in the Call for Proposal Solicitation, Part 2 Bidders Instructions, subarticle 5.2 Stage Two: Full Proposal;
  5. The full proposal submission has been accepted in full , Part 2 Bidders Instructions, subarticle 5.2 Stage Two: Full Proposal;

Proposals will be identified on the "Potential DIR Supplier List" in the order of highest ranked overall technical point score achieved. Bidders will be advised should its proposal status change from potential to approved in principle for the Pool of Conditional Pre-qualified Proposals.

PWGSC will only correspond and provide feedback to the bidder representative identified on the proposal as to the status of the process or the results of the evaluation.



## **PART 4 - CERTIFICATIONS**

Bidders must provide the required certifications to be awarded a contract. These certifications form part of the Proposal Submission Form.

Compliance with the certifications Bidders provide to Canada is subject to verification by Canada during the Call for Proposal Solicitation 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 the Bidders' compliance with the certifications before and after award of a contract. The Proposal 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 may render the proposal non-responsive.

### **1. Certifications Precedent to Contract Award and Certifications and Other Information Required with the Proposal**

Bidders must submit the certifications as provided below.

#### **1.1 Certifications Precedent to Contract Award**

The Certifications in Attachment D, Certifications Precedent to Contract Award, will be requested of the Bidder by the Contracting Authority should the Proposal be approved for funding. If any of these required certifications are 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 Proposal non-responsive.

#### **1.2 Certification – In submitting both a summary proposal and full proposal, the Bidder must certify to the following terms:**

- 1.2.1 The bidder has read, understood and met the mandatory requirements contained in the Call for Proposal Solicitation.
- 1.2.2 That he or she is an authorizing signing officer of the Bidder and has authority to submit this proposal on behalf of the Bidder and to act as the lead contact for purposes of this submission.
- 1.2.3 That all the information he or she has provided in this summary proposal submission is true and complete.
- 1.2.4 That all organizations listed in the summary proposal submission have agreed with their roles and resource implications.
- 1.2.5 That the bidder is a Canadian company and that 50% (percent) of work performed on the proposed project will be conducted in Canada.

---

Name

Signature

Date

---

## **PART 5 - SECURITY AND FINANCIAL REQUIREMENTS**

### **1. Security Requirement**

Bidders to the DIRP may be required to possess valid security clearances, depending on the nature of the project, in order to have access to information necessary for its execution. DRDC will be responsible for managing the necessary security clearances that may form part of any resultant contract.

### **2. Financial Capability**

The Bidder must have the financial capability to fulfill the proposed project. To determine the Bidder's financial capability, the Contracting Authority may, by written notice to the Bidder, require the submission of some or all of the financial information detailed below during the evaluation of proposals. The Bidder must provide the following information to the Contracting Authority within fifteen (15) working days of the request or as specified by the Contracting Authority in the notice:

- (a) Audited financial statements, if available, or the unaudited financial statements (prepared by the Bidder's outside accounting firm, if available, or prepared in-house if no external statements have been prepared) for the Bidder's last three fiscal years, or for the years that the Bidder has been in business if this is less than three years but more than one year (including, as a minimum, the Balance Sheet, the Statement of Retained Earnings, the Income Statement and any notes to the statements).
- (b) If the date of the financial statements in (a) above is more than five months before the date of the request for information by the Contracting Authority, the Bidder must also provide, unless this is prohibited by legislation for public companies, the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement), as a maximum of two months before the date on which the Contracting Authority requests this information.
- (c) If the Bidder has not been in business for at least one full fiscal year, the following must be provided:
  - (i) the opening Balance Sheet on commencement of business (in the case of a corporation, the date of incorporation); and
  - (ii) the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement) as a maximum of two months before the date on which the Contracting Authority requests this information.
- (d) A certification from the Chief Financial Officer or an authorized signing officer of the Bidder that the financial information provided is complete and accurate.
- (e) A confirmation letter from all of the financial institution(s) that have provided short-term financing to the Bidder outlining the total of lines of credit granted to the Bidder and the amount of credit that remains available and not drawn upon as a maximum of one month prior to the date on which the Contracting Authority requests this information.
- (f) A detailed monthly Cash Flow Projection covering all the Bidder's activities (including the proposed project) for the first two years of the project that is the subject of the Call for Proposal Solicitation, unless this is prohibited by legislation. This projection must detail the

---

Bidder's major sources and amounts of cash and the major items of cash expenditures on a monthly basis, for all the Bidder's activities. All assumptions made should be explained as well as details of how cash shortfalls will be financed.

- 2.1 If the Bidder is a joint venture, the financial information required by the Contracting Authority must be provided by each member of the joint venture.
- 2.2. If the Bidder is a subsidiary of another company, then any financial information in 2. (a) to (f) above required by the Contracting Authority must be provided by the ultimate parent company. Provision of parent company financial information does not satisfy the requirement for the provision of the financial information of the Bidder, and the financial capability of a parent cannot be substituted for the financial capability of the Bidder itself unless an agreement by the parent company to sign a Parental Guarantee, as drawn up by Public Works and Government Services Canada (PWGSC), is provided with the required information. The Parental Guarantee must be completed prior to contract award.
- 2.3. Financial Information Already Provided to PWGSC: The Bidder is not required to resubmit any financial information requested by the Contracting Authority that is already on file at PWGSC with the Cost and Price Analysis Group of the Policy, Risk, Integrity and Strategic Management Sector, provided that the information is within the above-noted time frame:
- (a) the Bidder identifies to the Contracting Authority in writing the specific information that is on file and the requirement for which this information was provided; and
  - (b) the Bidder authorizes the use of the information for this requirement.
- It is the Bidder's responsibility to confirm with the Contracting Authority that this information is still on file with PWGSC.
- 2.4. Other Information: Canada reserves the right to request from the Bidder any other information that Canada requires to conduct a complete financial capability assessment of the Bidder.
- 2.5. Confidentiality: If the Bidder provides the information required above to Canada in confidence while indicating that the disclosed information is confidential, then Canada will treat the information in a confidential manner as permitted by the *Access to Information Act, R.S., 1985, c. A-1, Section 20(1) (b) and (c)*.
- 2.6. Security: In determining the Bidder's financial capability to fulfill this requirement, Canada may consider any security the Bidder is capable of providing, at the Bidder's sole expense (for example, an irrevocable letter of credit from a registered financial institution drawn in favour of Canada, a performance guarantee from a third party or some other form of security, as determined by Canada).

## **PART 6 - DRAFT RESULTING CONTRACT CLAUSES**

The instructions, clauses and conditions identified in Part 6 - Draft Resulting Contract Clauses, are provided as an outline of the standard terms and conditions that could form part of any resulting Contract and do not represent a complete list. Public Works and Government Services Canada (PWGSC) may update, as applicable, the standard terms and conditions contained herein.

### **1. Statement of Requirement**

The Contractor must perform the Work in accordance with the Statement of Work at Annex \_\_\_\_ and the Contractor's proposal entitled \_\_\_\_\_, dated \_\_\_\_\_.

Appropriate Standards Clauses and Conditions, as applicable will be selected before contract award.

### **2. Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) issued by Public Works and Government Services Canada (PWGSC). The Contract will show, as applicable, amended clauses and conditions.

#### **2.1 General Conditions (as applicable)**

2040 (2010-08-16) General Conditions - Research & Development, apply to and form part of the Contract.

#### **2.2 Supplemental General Conditions (as applicable)**

The following supplemental general conditions may apply to and form part of the Contract:

4001 (2010-08-16), Hardware Purchase, Lease and Maintenance  
 4002 (2010-08-16), Software Development or Modification Services  
 4003 (2010-08-16), Licensed Software  
 4004 (2010-08-16), Maintenance and Support Services for Licensed Software  
 4005 (2010-08-16), Telecommunications Services and Products

#### **2.3 SACC Manual Clauses (as applicable)**

D3010C (2007-11-30), Dangerous Goods/Hazardous Products  
 A9015C (2006-06-16), Experimental Animals  
 A9068C (2010-01-11), Government Site Regulations  
 A9016C (2007-11-30), Hazardous Waste Disposal  
 A9019C (2007-11-30), Hazardous Waste Disposal  
 A9041C (2008-05-12), Salvage

### **3. Security Requirement**

*If a Security Requirement exists, prior to Contract award the Contracting Authority will obtain the appropriate clausing through the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada and a Security Requirements Check list (SRCL) will form part of the resulting contract. An example of an SRCL can be seen at Annex B. The CISD website can be found at <http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>.*

---

#### 4. Term of Contract

##### 4.1 Period of Contract

All the deliverables must be received on or before ***To Be Determined (TBD)***.

#### 5. Authorities

##### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

***To Be Determined (TBD)***

Name

Title

Public Works and Government Services Canada

Acquisitions Branch

Science Procurement Directorate

Place du Portage, Phase III, 11C1

11 Laurier Street

Gatineau, Quebec

K1A 0S5

Telephone:

Facsimile:

E-mail address:

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

##### 5.2 Technical Authority

The Technical Authority for the Contract is:

***TBD***

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

##### 5.3 Contractor's Representative

***TBD***

## 6. Payment

**Based on contract negotiations with the successful Bidder, at Contract award the Contracting Authority (CA) will, determine which one (1) or more of, or portion thereof, the following 6.1 Basis of Payments will apply; and may be tailored to each individual proposal selected for award; if more than one applies, the clauses will be re-numbered accordingly.**

### 6.1 Basis of Payment (Ceiling Price)

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment **in Annex TBD**, to a ceiling price of **\$To Be Determined**. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

#### AND OR

### 6.1 Basis of Payment (Limitation of Expenditure)

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment **in Annex TBD**, to a limitation of expenditure of **\$To Be Determined**. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

### 6.2 Limitation of Price

SACC Manual Clause C6000C (2007-05-25), Limitation of Price

#### AND OR

### 6.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed **\$To be Determined**. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - (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 contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. 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.

### 6.3 Method of Payment

***Based on contract negotiations with the successful Bidder, at contract award the Contracting Authority will determine which one (1) or more of, or portion thereof, of the following 6.3 Methods of Payments will apply; and may be tailored to each individual proposal selected for award; if more than one applies, the clauses will be re-numbered accordingly.***

***The following Method of Payment options are presented in order of preference to PWGSC.***

- 6.3.1 SACC Manual Clause H1000C (2008-05-12), Single Payment *(as applicable)*

OR

#### 6.3.1 Milestone Payments

1. Canada will make milestone payments in accordance with the Schedule of Milestones detailed **To be Determined** and the payment provisions of the Contract up to one-hundred percent (100%) of the amount claimed and approved by Canada) if:
  - (b) the total amount for all milestone payments paid by Canada does not exceed one-hundred percent (100%) of the total amount to be paid under the Contract;
  - (c) all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives; and
  - (d) all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.
2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of the item if the Work has been accepted by Canada and a final claim for the payment is submitted.

OR

2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all Work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.
3. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the right to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

### 6.3. Schedule of Milestones

The schedule of milestones for which payments will be made in accordance with the Contractor as follows. The Contractor must also indicate all cost-sharing milestones which includes both cost to Canada and Contractor shared cost:

<b>Milestone No.</b>	<b>Description OR Deliverable</b>	<b>Amount</b>	<b>Due Date OR Delivery Date</b>

OR

### 6.3. Progress Payments

1. Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work up to 90 percent of the amount claimed and approved by Canada if:
  - (a) an accurate and complete claim for payment using form PWGSC-TPSGC 1111 (<http://www.pwgsc.gc.ca/acquisitions/text/forms/forms-e.html>) and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - (b) the amount claimed is in accordance with the Basis of payment;
  - (c) the total amount for all progress payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Contract; and
  - (d) all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.
2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of the item if the Work has been accepted by Canada and a final claim for the payment is submitted.

OR

2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all Work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.
3. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the right to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

**6.3.** SACC Manual Clause H1008C (2008-05-12), Monthly Payment (*as applicable*)

### 6.4 SACC Manual Clauses



A9117C (2007-11-30), T1204 - Direct Request by Customer  
C0305C (2008-05-12), Cost Submission

## 6.5 Discretionary Audit

SACC Manual Clause C0100C (2010-01-11), Discretionary Audit- Commercial Goods and or Services  
or  
SACC Manual Clause C0101C (2010-01-11), Discretionary Audit- Non-commercial Goods and or  
Services  
or  
SACC Manual Clause C0102C (2010-01-11), Discretionary Audit- Canadian Universities and Colleges  
or  
SACC Manual Clause C0705C (2010-01-11), Discretionary Audit

## 6.6. Time Verification *(If applicable)*

SACC Manual Clause C0711C (2008-05-12), Time Verification

***Based on Contract negotiations with the successful Bidder, at Contract award the CA will determine which one (1) or more of, or portion thereof, of the following 7. Invoicing Instructions will apply; if more than one applies, the clauses will be re-numbered accordingly.***

## 7. Invoicing Instructions

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

Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed;
- (b) a copy of the release document and any other documents as specified in the Contract;
- (c) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses; and
- (d) a copy of the monthly progress report.

7.2 Invoices must be distributed as follows:

(a) One (1) copy must be submitted in an electronic format to the Technical Authority identified under the section entitled "Authorities" of the Contract for certification and payment. Microsoft Word, Adobe Reader (.pdf) formats are acceptable.

(b) One (1) copy must be submitted in an electronic format to the Contracting Authority identified under the section entitled "Authorities" of the Contract. Microsoft Word, Adobe Reader (.pdf) formats are acceptable.

OR

## 7. Invoicing Instructions - Progress Claim

7.1 The Contractor must submit a claim for progress payment using form PWGSC-TPSGC 1111.

Each claim must show:

- (a) all information required on form PWGSC-TPSGC 1111;
- (b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;

***(Items (c), (d) and/or (e) will be added as applicable:)***

- (c) a list of all expenses;
- (d) expenditures plus pro-rated profit or fee;
- (e) the description and value of the milestone claimed as detailed in the Contract.

***At contract award, the CA will include one of the following for claim support:***

***Option 1:***

Each claim must be supported by:

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

***OR***

***Option 2: (Will be used in contracts with a limitation of expenditure with Canadian Universities and Colleges)***

Each claim must be supported by:

- (a) a copy of the invoice for each non-consumable item valued at \$1,000 or more;
- (b) a statement regarding all travel and living expenses indicating who, where, when, duration and purpose of travel; and
- (c) a copy of the monthly progress report.

7.2 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.

7.3 The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-TPSGC 1111, and forward it to the Contracting Authority for certification. The Contracting Authority will then forward the original and two (2) copies of the claim to Technical Authority for appropriate certification after inspection and acceptance of the Work takes place, and onward submission to the Payment Office for the remaining certification and payment.

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

***OR***

7.3 The Contractor must prepare and certify an original claim on Form PWGSC-TPSGC 1111, and forward it to the Contracting Authority for certification in an electronic format to the electronic mail address identified under section entitled "Authorities" of the Contract. Adobe Reader (.pdf) format is acceptable. The Contracting Authority will then forward the certified claim, in an electronic format, to the Technical Authority for appropriate certification after inspection and acceptance of the Work takes place, and onward submission to the Payment Office for the remaining certification and payment.

7.4 The Contractor must not submit claims until all work identified in this claim is completed.

## 8. Certifications

8.1 Compliance with the certifications provided by the Contractor in its proposal is a condition of the Contract and subject to verification by Canada during the entire contract period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its proposal 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.

## 9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ **(to be inserted at contract award)**.

## 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) Annex \_\_, Security Requirements Check List (if applicable);
- (c) the supplemental general conditions \_\_\_\_\_ ;
- (d) the general conditions \_\_\_\_\_ ;
- (e) Annex \_\_, Statement of Work;
- (f) Annex \_\_, Basis of Payment;
- (g) Annex \_\_, Insurance Requirements (if applicable);and
- (h) the Contractor's proposal dated \_\_\_\_\_.

## 11. Defence Contract *(as applicable)*

SACC Manual clause A9006C (2008-05-12), Defence Contract

## 12. Foreign Nationals (Canadian Contractor) *(as applicable)*

SACC Manual Clause A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)

## 13. Insurance

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

---

In accordance with TB Policy on Decision Making Limiting Contractor Liability in Crown Procurement Contracts, it is expected that some contracts resulting from the Call for Proposals may involve goods and services subject to a commodity grouping and prescribed limitation of liability. Where appropriate, the associated clauses will be incorporated in the resulting contracts.

***if applicable the following may apply:***

The Contractor must comply with the insurance requirements specified in Annex ***TBD***. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

**14. Controlled Goods (if applicable)**

14.1 SACC Manual clause A9131C (2008-12-12), Controlled Goods Program

14.2 SACC Manual clause B4060C (2008-05-12), Controlled Goods (if applicable)

**ATTACHMENT A****PRIORITY AREAS****1.0 Priority Areas**

The four DRDC program priority areas are: Defence, Defence and Security, Emerging and Disruptive Technologies and Global Trends.

<b>1. Defence</b>	Combat IEDs
	Soldier Survivability
	Integrated Command and Control
	Enhance Canadian Forces Capability in Information and to Influence Operations
	Grow the Force
	Through-Life Affordability
<b>2. Defence and Security</b>	Whole-of-Government defence and Security Doctrine
	Improve Situational Awareness Response
	Reusable Major Events Capability
	Chemical, Biological, Radiological, Nuclear Cyber-Security
<b>3. Emerging and Disruptive Technologies</b>	Quantum Capabilities
	Autonomous Intelligent Systems
	Wide-Band Mobile Wireless Networking
	New Sensing Technologies – hyper-spectral, terahertz etc
	Micro-Satellites
	Virtual Reality and Neuro-Interfaces
	Non-conventional Weapons
	Micro Nano-engineered Smart Materials
	Novel Power Sources
	Bio-Based Solutions
Internet-Based Social Networking	
<b>4. Global Trends</b>	Green Technologies Greening the Canadian Forces
	Alternative Power and Energy
	Globalization of Information Technology

DRDC also has key areas of scientific and technology expertise that will be considered. These are:

<b>Areas of Scientific and Technology Expertise</b>	
Command and Control	
Communications Networks	
Intelligence, Surveillance and Reconnaissance	Complex Systems
System Autonomy	Mobile Systems
Weapons Systems	Personnel Protection
Protection of Assets	Human Systems Integration
Behavioural Effects	

Proposals to the DIRP must explain how they address either the DRDC investment priorities or the DRDC key areas of scientific and technology expertise.

## 2.0 Priority Areas Definitions

### Defence

<b>Technology</b>	<b>Comments</b>
Defeat the "IED System" (beyond just Force Protection)	Develop robust techniques for the anticipation of future insurgent tactics and the rapid fielding of solutions that enable the conduct of successful campaigns against insurgencies including ability to close asymmetry gaps, and defeat IED systems.
Soldier survivability and effectiveness	Provide solutions that enhance soldier survivability (shield, sense, act, and sustain) and performance (observe, orient, decide, act) by addressing effective and efficient procedures as well as protection and communications/information systems that are user friendly, cheaper, lighter, smaller, and highly energy efficient
Build an integrated CF Command and Control (C2) system	Build a single "seamless" CF integrated Command and Control (C2) system integrating ISR capabilities from all environmental components of the CF
Enhance CF capabilities to conduct information/influence operations	Enhance CF understanding of its adversaries, of the societies in which CF operations are conducted, and the manner in which this understanding can be applied to achieve strategic effect
Grow the Force (including the 'duty to care' problem)	Provide evidence to support development of policies and practices for the successful generation of military personnel, through recruitment, classification, training, retention and duty to care for the ill and injured and their families
Improve defence systems throughlife affordability	Develop approaches that improve understanding of Systems through-life costs and that reduce "Total Ownership" costs, particularly of new technologies, in the capability production process

**Defence & Security**

<b>Technology</b>	<b>Comments</b>
Whole-of-Government Defence & Security Doctrine	Provide rigorous foundation for defence & security emerging concepts and doctrine (comprehensive, integrated, adaptive, networked); Develop the culture, processes and tools that enable a "Whole-of-Government" ("Comprehensive") approach within all operational areas (domestic/international) that supports CF missions in domestic and continental operations
Improve Situational Awareness and Response	Improve northern and maritime situational awareness and response through enhanced sensor arrays, data fusion, and appropriate "Act" capabilities
Build a reusable national Major Events Security capability	Develop the culture, processes and tools that enable a "Whole-of-Government" ("Comprehensive") approach within all operational areas (domestic/international) that supports major international events (e.g. National Major Events Security capability), terrorist attacks and natural disasters that are robust, flexible and adaptable
Defeat the Chemical, Biological, Radiological and Nuclear Threat	Conduct successful campaigns against terrorism including ability to close asymmetry gaps, and to prevent and protect against Chemical, Biological, Radiological and Nuclear events
Cyber Security	Enhance the nation's cyber security. Provide to the nation a full spectrum cyber capability for national security and expeditionary campaigns

**Emerging and Disruptive Technologies**

<b>Technology</b>	<b>Comments</b>
Quantum Capabilities	Includes basic quantum science as well as applied technology such as cryptography and computing
Autonomous Intelligent Systems	Autonomous sensor, systems, and platforms including reducing manning requirements in large systems such as marine platform (Includes self organizing, adaptive and collaborative behaviours)
Wide-Band Mobile Wireless Networking	Rapidly evolving commercial/industrial community with dual use potential including internet exploitation
New Sensing (Hyper-Spectral, Tera-Hertz)	MEMS and Nanotechnology will enable rapid development of conventional and novel sensors including Hyper spectral imaging (a result of over-laying of sensor information at various frequencies) or different frequencies
Micro-Satellites	Universal access to space enabled by technologies that allow for inexpensive imaging satellites capable of 1-2 m resolution (includes both low cost low and high earth orbit launches) Spacecraft of a few centimetres in size and a few hundred grams in mass are on the horizon allowing for functional "clusters or swarms" as simple sensors, networks or persistent surveillance capabilities
Virtual Reality and Neuro-Interfaces	The use of simulation, virtual reality and neuro-interfaces in training systems could reduce costs and provide more "realistic" training. Virtual reality provides possible venues for Intelligence exploitation
Non-Conventional	Unconventional, but non-nuclear, kinetic and non-kinetic weapons

Weapons	systems to meet the future needs of the defence and security partners
Micro/Nano-Engineered 'Smart' Materials	Including "meta-materials" that have been engineered on a subwavelength scale to have highly controllable electromagnetic/acoustic properties
Novel Power Sources	Includes bio-generation, alternate fuels, fuel cells, fusion, wireless power transmission and development of "Super-capacitors" and nanoengineered devices that enable increased performance owing to their high ratio of surface area to volume
Biology-Based Solutions (Biometrics, Bio-Signatures, Broad-Spectrum Therapies)	Technologies that will match sensors with an ability to identify a person by unique physical or behavioural characteristics, can increase ability for surveillance of large crowds/volumes of potential adversaries/insurgents. Host of possibilities including broad spectrum genebased therapies
Internet-Based Social Networking	Networking based on information content, characterized by high accessibility and scalability, that enables new decentralized, non hierarchical, self-organizing ways of harnessing collective human efforts

### Global Trends

Technology	Comments
Green Technologies; Greening the Canadian Forces	Respond to environmental pressures affecting Defence & Security Operations. Provide knowledge and technology to enable compliance with national and international environmental policies and legislation while mitigating the effect on mission success.
Alternative Power and Energy	Identify current and anticipated strategic energy resource pressures affecting military capabilities and operations, and develop alternative solutions
Globalization of Information Technology	Reduce risks associated with the globalization of information technology. Increasingly, advances in technology and in information flows are occurring on a global scale, with profound implications for the nations to respond effectively and rapidly to attendant opportunities and threats.

### Areas of Scientific and Technology Expertise

S&T Area	S&T Challenges
<p><b>Command and Control</b></p> <p>Command and control involves the conveyance of intent in complex environments that involves humans and systems. S&amp;T expertise that supports this requirement addresses information and knowledge management, visualization technologies, decision making tools, and concept development methodologies.</p>	<ul style="list-style-type: none"> <li>·Enhanced decision making in C2 environments</li> <li>·Flexible and adaptable C2 concepts and structures for achieving common intent</li> <li>·Effects-based visualization and awareness for the decision maker</li> <li>·Information Fusion and Knowledge Management and Representation</li> <li>·Software Protection and Counter Measures</li> </ul>
<p><b>Communications Networks</b></p>	<ul style="list-style-type: none"> <li>·Robust, reliable networks</li> <li>·Computer Network Operations (CNO)</li> </ul>



<p>Communications networks form the basis for linkages among all elements of an organization. S&amp;T expertise must exist in the areas of wireless and networked systems and computers, including architecture, protection, and countermeasures to ensure robust, adaptable and reliable networks.</p>	<ul style="list-style-type: none"> <li>·Robust wireless communications</li> <li>·Communications Electronic Warfare (CEW)</li> <li>·Navigation Warfare</li> </ul>
<p><b>Intelligence, Surveillance and Reconnaissance</b></p> <p>Situational awareness and decision making depend on information collected and organized to describe the environment and activity. S&amp;T expertise in development, deployment and fusing of sensing systems is required for effective information gathering.</p>	<ul style="list-style-type: none"> <li>·Collaborative adaptive sensing</li> <li>·Sensing systems to exploit diversity (in phenomena, space, time and spectrum)</li> <li>·New sensing technologies</li> <li>·Exploitation of target and environment characteristics</li> <li>·Exploitation of adversaries' emissive systems</li> </ul>
<p><b>Complex Systems</b></p> <p>Many requirements in the defence and security environment go beyond traditional training and understanding to a convergence of disciplines that need to address the fundamental principles of complexity. S&amp;T expertise in this area includes analysis of complexity, methodologies for capability based planning and capability engineering as well as methodologies to analyze integrating concept and other complex systems and concepts.</p>	<ul style="list-style-type: none"> <li>·Smart acquisitions and enhanced materiel support</li> <li>·Capability Based Planning</li> <li>·Capability Engineering</li> <li>·Analysis of Integrating Concepts</li> <li>·Analysis of complex systems and concepts</li> <li>·Improvements in multi-purpose capability of new and existing systems</li> </ul>
<p><b>System Autonomy</b></p> <p>Technological developments combined with a need for cost reduction and minimization of casualties has led to an increased reliance upon automatic and autonomous systems. S&amp;T expertise includes robotics, artificial intelligence and understanding of emergent behaviours of systems of autonomous agents.</p>	<ul style="list-style-type: none"> <li>·Intelligent Autonomous Systems for operation in complex environments</li> <li>·Emergent behaviour of simple autonomous systems</li> </ul>
<p><b>Mobile Systems</b></p> <p>An important element of effective engagement is the ability to move troops and place equipment in key locations quickly and efficiently. S&amp;T expertise in this area focuses on the development, adaptation and maintenance of the mobile platforms that are needed for this task, including design, performance analysis and their integration into systems.</p>	<ul style="list-style-type: none"> <li>·Condition-based monitoring and prognostic and health management methodologies</li> <li>·Integrated platform models and their application</li> <li>·Characterization of effects of environment and expanded operating envelope on vehicles</li> <li>·Development of efficient energy storage and power sources</li> </ul>
<p><b>Weapons Systems</b></p> <p>Modern weapons must be effective against a variety of targets in challenging environments such</p>	<ul style="list-style-type: none"> <li>·Non-lethal weapons</li> <li>·Assessment of the effects of weapons and weapon systems</li> <li>·Tailored precision weapons</li> </ul>

<p>as urban terrain. S&amp;T expertise includes identification and characterization of lethal and non-lethal weapons as well as the application of new weapon concepts to meet CF requirements.</p>	<ul style="list-style-type: none"> <li>·Enhanced weapons systems for complex environments, including urban ops</li> </ul>
<p><b>Personnel Protection</b></p> <p>Personnel of the CF and their allies and the people they are tasked to protect need to be protected from various threats including weapons, environmental toxins and disease. People also need to be monitored to ensure that they are capable of performing the required tasks when needed. S&amp;T expertise includes threat evaluation, diagnostic methods, physical protection and treatment.</p>	<ul style="list-style-type: none"> <li>·Evaluation and mitigation of hazards from toxic materials, infectious threats and weapons</li> <li>·Diagnostic and Adaptive Systems for Environmental Stresses</li> <li>·Personnel Protection Systems and Signature Reduction</li> <li>·Casualty Prevention and Management</li> </ul>
<p><b>Protection of Assets</b></p> <p>Physical structures and infrastructure need to be protected from attack and the environmental damage needs to be minimized during military operations. S&amp;T expertise includes methodologies for structural survivability, reduced observability and signature management, countermeasures against weapons and equipment decontamination techniques.</p>	<ul style="list-style-type: none"> <li>·Structures and materials for protection against weapons attacks</li> <li>·Reduced observability through active and passive signature management</li> <li>·Active countermeasures for platform protection</li> <li>·Minimization of impact of military operations, including training, on the environment</li> <li>·Decontamination of equipment and structures exposed to toxic and corrosive materials</li> </ul>
<p><b>Human Systems Integration</b></p> <p>Humans are required to interact with more and more complex systems to communicate, obtain information and effect actions. S&amp;T expertise includes modeling of humans for simulation and system performance evaluation, human-systems integration, monitoring and predicting of psycho-physiological readiness and the design of systems that effectively train and prepare humans for operations.</p>	<ul style="list-style-type: none"> <li>·Human performance models for military simulations</li> <li>·Human Systems Integration (HSI)</li> <li>·Monitoring, predicting and enhancing psycho-physiological readiness</li> <li>·Increased effectiveness and efficiency of the CF HR system</li> <li>·Distributed, adaptable, and on-demand learning, training and rehearsal</li> </ul>
<p><b>Behavioural Effects</b></p> <p>The prediction and influence of human behaviour is important for understanding and defeating adversaries but also for developing more effective operations that may include members from diverse backgrounds and different organizations working cooperatively. S&amp;T expertise includes</p>	<ul style="list-style-type: none"> <li>·Understanding, prediction and influence of adversaries' intent</li> <li>·Strategies for promoting collaborative behaviour among teams, agencies, organizations, and societies</li> <li>·Selection and development of leaders and members</li> </ul>

Solicitation No. - N° de l'invitation

W2207-11DIRP/A

Amd. No. - N° de la modif.

File No. - N° du dossier

055svW2207-11DIRP

Buyer ID - Id de l'acheteur

055sv

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

W2207-11DIRP

CCC No./N° CCC - FMS No/ N° VME

understanding of motivation, communication,  
cultural effects, leadership and cooperation.

consistent with the ethos of the  
CF  
-Strategic Outlook - Tools and  
models to analyze and assess  
implications of changes in  
national and international policy,  
socio-economic trends and  
political climate

**ATTACHMENT B****DIRP STAGE ONE: SUMMARY PROPOSAL TEMPLATE**

**Please submit on company letterhead.**

**The entire summary proposal template (sections 1 and 2) may be a maximum of 10 pages.**

**Section 1. Company Information should be 4- 6 pages max when completed**

**SECTION 1. COMPANY INFORMATION**

<b>Company</b>		<b>Date</b>	
<b>Official address</b>			

<b>Phone</b>		<b>Fax</b>	
<b>E-mail</b>			
<b>Contact Name</b>			

<b>Legal Status (i.e. Inc., ltd., partnership)</b>			
<b>Date of Incorporation</b>		<b>In Bussiness Since?</b>	
<b>Fiscal Year End:</b>			

<b>Does the company have (Yes/No)?</b>	<b>A Business Plan</b>	<b>Y/N</b>	<b>An R&amp;D Department</b>	<b>Y/N</b>
--	------------------------	------------	------------------------------	------------

<b>Financial Performance</b>			
<b>Fiscal Year(s)</b>	<b>08/09</b>	<b>09/10</b>	<b>10/11</b>
Sales / Gross Revenues			
Income (loss) From Operations*			
Current Assets			
Current Liabilities			
Amount invested in R&D			
<b>Total number of employees**</b>			
Total in-house technical employees			

1.1 \*Income (loss) From Operations or Operating income or Operating profit before tax =Gross Margin - Operating Expenses

1.1.1 \*\*For employees, please do not include contractors, only permanent, employees.

1.2 **Please provide a brief overview of the following:** (recommended length 2 pages 10pt font)

- General nature of company business, geographic market and industry sector:

- 
- Management team and background (current and projected):
  - R&D Engineering technical capability
  - Existing product lines and nature of and health of targeted market for such product:
  - Summarize previous DRDC or other governmental support, including technical and commercial outcomes to date.

## **SECTION 2. PROJECT INFORMATION**

This section comprises the main project related outline and should be of sufficient detail to demonstrate that this is a research project having defence relevance. Recommended length is 2-3 pages of 10pt font.

### **PROJECT TITLE:**

2.1 Describe the background and general objectives of the proposed project.

2.2 What is the estimated cost and duration for the proposed project?

2.3 Mandatory Evaluation Criteria:

- DND Relevance
- Research Content
- Compliance with the DIRP Financial Framework
- Certifications – Certifications must be completed as indicated in Part 5.

2.4 Summarize the proposed work. At a minimum, the following key points should be addressed:

- Current status of the technology
- Technology differentiation of the proposed opportunity, compared with products or technology currently available
- The technical issues to be resolved and the proposed work plan.
- Technical and Commercial Objectives
- Projected timetable
- The strategic relevance of the proposed work to the Canadian Forces.

2.5 Have you had discussion with a DRDC scientist or member of the Canadian Forces that you believe is supportive of your proposal? If so please provide details and coordinates.

PREPARED BY:

Name:

Title:

Phone:

Date:

Solicitation No. - N° de l'invitation

W2207-11DIRP/A

Amd. No. - N° de la modif.

File No. - N° du dossier

055svW2207-11DIRP

Buyer ID - Id de l'acheteur

055sv

CCC No./N° CCC - FMS No/ N° VME

W2207-11DIRP

---

## ATTACHMENT C FULL PROPOSAL TEMPLATE

Full proposal submissions should **not** be marked "Secret", "Confidential", or "Restricted" as those denote classified documents. The annotation "*Industrial Proprietary Information – Unauthorized Disclosure Prohibited*", however, is acceptable.

### PROTECTED - BUSINESS INFORMATION

This information may be disclosed only to those Public Servants having a need to know for the purposes of advising or assessing. Anyone improperly divulging this information may be prosecuted under the provisions of the Criminal Code of Canada.

The full proposal submission should be prepared in the format that follows in this document, and should be submitted in unbound paper copy as well as in a PDF Format.

The recommended length of this document (not including forms or appendices) is 30 pages.

THE FORMAT OF THE FOLLOWING PAGES SHOULD BE RESPECTED.

**This page should be on company letterhead.**

**PROJECT TITLE:**

**Version#:**

**Date:**

**EXECUTIVE SUMMARY:**

Briefly describe the background and the general overall objectives of the proposed project. What is the estimated cost and duration in months for the proposed project?

**PART 1: COMPANY INFORMATION**

<b>Company name</b>		<b>Date</b>	
<b>Official address</b>			

<b>Phone</b>		<b>Fax</b>	
<b>E-mail</b>			
<b>Contact Name</b>			

Please provide a brief overview of the following (if different from stage one summary proposal):

1.1 General nature of company business, geographic market and industry sector:

1.2 Management team and background (current and projected):

1.3 R&D/Engineering/Technical capability:

1.4 Existing product lines and nature of and health of targeted market for such product:

1.5 Summarize previous DRDC support, including technical and commercial outcomes to date.

**PART 2: POINT-RATED CRITERIA**

Bidders should follow the Summary of the Point Rated Criteria and Scoring Grid found in Attachment E to address each of the following areas:

- DND Relevance (See Relevance Attachment E - Summary of Point Rated Technical Criteria and Scoring Grid, Article 2.1 DND Relevance)
- DRDC (See Relevance Attachment E - Summary of Point Rated Technical Criteria and Scoring Grid, Article 2.2 Defence R&D Canada Relevance)
- Research Content (See Relevance Attachment E - Summary of Point Rated Technical Criteria and Scoring Grid, Article 2.3 Research Content)

- 
- Bidder Capability (See Relevance Attachment E - Summary of Point Rated Technical Criteria and Scoring Grid, Article 2.4 Bidder Capacity)
  - Project Manager Capability (See Relevance Attachment E - Summary of Point Rated Technical Criteria and Scoring Grid, Article 2.4.1)
  - Work Plan (See Relevance Attachment E - Summary of Point Rated Technical Criteria and Scoring Grid, Article 2.4.2 Work Plan)
  - Key Personnel Capabilities (See Relevance Attachment E - Summary of Point Rated Technical Criteria and Scoring Grid, Article 2.4.3 Key Personnel)
  - Technology Exploitation Plan (See Relevance Attachment E - Summary of Point Rated Technical Criteria and Scoring Grid, Article 2.5 Technology Exploitation)

## **PART 3: ADDITIONAL INFORMATION**

### **1. EVALUATION**

Describe your plan for evaluation and testing of the completed objective(s) of this work.

### **2. TECHNICAL INFORMATION**

2.1 Provide quantifiable, measurable, specific technical objectives, which will provide an indication of expected outcomes.

2.2 Provide a clear statement regarding ownership and rights to use any background IP in this proposal. Identify any background technology to be applied to the proposed work which is not exclusively the property of your company or which has not been provided to you by the Government of Canada under a licensing arrangement. Who will own the technology resulting from this project? If not the bidder, please explain who will and why.

### **3. PREVIOUS GOVERNMENT FUNDED PROJECTS:**

List any current proposals for government support relevant to this particular project. The DIRP is unable to consider proposals that have already received funding from the Government of Canada, or from provincially or municipally funded programs.

Detail any other government support during earlier phases, e.g. for the design study, experimental development, proof-of-concept work, or any work that has established a track record.

### **4. COSTING AND FINANCIAL INFORMATION:**

4.1 Identify any funding received for the project from foreign sources (which may be considered as part of the company's share of contract costs).

4.2 Describe briefly how the company will cover its part of the project costs and move towards commercialization.

The proposed costs to DRDC/DIRP must be categorized as indicated in Forms B and C. All proposed costs must fall into one of the following categories:



**Labour:** List direct salaries of scientific and technical personnel

**Materials and supplies:** List only costs for consumable materials and supplies.

**Equipment:** For DIRP purposes, 'equipment' is considered to be non-disposable and potentially capitalizable.

a) Special purpose: major piece of equipment specific to the project requirement and having no residual (other than scrap) value. It is mandatory to specify the purpose of each piece of special purpose equipment.

b) Rental: if required, must be at competitive commercial rates.

c) Purchases: list major project purchases (of value greater than \$4,000) which may be required for construction of major pieces of equipment specific to the project.

**Subcontracts:** The names, locations and affiliations of companies or individuals performing sub-contract work required for the project must be identified. In addition, a description and a clear rationale for the work must be rendered along with costing details in the proposal document.

**Consultants:** The consultants must be identified, along with their affiliation, the expertise they bring to the project, the precise role they are intended to play, and their project cost.

If any subcontractors or consultants are not Canadian, the company must provide a written assurance from them that there will be no claim on intellectual property arising from the work. These assurances should be included in the Appendices. A rationale for selecting subcontractors or consultants from outside Canada must be provided.

**Travel and Living:** Attach estimate and details of essential project related travel, including purpose destination and cost. Sales-related or conference expenses are excluded.

**Other Direct Charges:** Identify any other direct charges anticipated and provide the pricing basis.

Use appendices as required to supplement any of the above information.

Form A – Company Statistical Information

Form B – Project Costs

Form C – Summary of Project Costs

Form D – Plan of Work and Cost

Provide a current financial statement (preferably audited) and identify the company's independent auditor.

## 5. POST PROJECT ACTIVITY:

Give details of further product development and costs that are expected in order to take the results of this research project to the Marketplace.

Will further financial support from, for example, government or Venture Capital, be required?

What consideration is being given to the ultimate conditions for use and the personnel that will use the technology, to ensure effective utilization.

**6. ENVIRONMENT, ETHICS:**

Describe any environmental impact (positive or negative) your product or service will have.

Comment if there are any human or animal ethical issues.

**7. APPENDICES:**

**7.1 Management Structure**

Provide a block diagram of structure and relevant personnel.

**7.2 Market**

Provide any letters of interest from potential customers and any 3rd party evidence of support for the technology in support of the market potential claimed in the text.

## FORM A

DEFENCE R&D CANADA DEFENCE INDUSTRIAL RESEARCH PROGRAM COMPANY INFORMATION			
<b>Company Name:</b>	<b>Company Name</b>		
<b>Address:</b>	Whole Company yes/no :		
	Or division of: _____		
	In business since: _____		<u>mmm-yr</u>
	Incorporated: _____		<u>mmm-yr</u>
	Fiscal Year End: _____		<u>month</u>
<b>Fax #:</b>		Canadian Ownership %	<u>0%</u>
	<u>Name</u>	<u>Tele</u>	<u>email</u>
CEO/President			
Research Director			
Project Contact			
Project Accountant			
	<u>Previous</u>	<u>Current</u>	<u>Next</u>
<b>COMPANY YEAR-END...</b>	<u>20</u>	<u>20</u>	<u>20</u>
<b>Annual Sales (\$)</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>Profit, Net after tax (Loss)</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>Current Assets</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>Current Liabilities</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>Total # of employees (note #1)</b>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total # of in-house technical employees</b>	<u>0</u>	<u>0</u>	<u>0</u>
<b>ANNUAL RESEARCH &amp; DEVELOPMENT EXPENDITURES</b>			
	<u>Previous</u>	<u>Current</u>	<u>Next</u>
<b>AS OF COMPANY YEAR-END</b>	<u>20</u>	<u>20</u>	<u>20</u>
1. Company Sources	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
2. DND	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
3. DIR Program	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
4. Other Government Programs	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
5. Government Contract R&D	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
6. Private Contract R&D	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>Total R&amp;D Operating Budget</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Capital Expenditures	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
SR&ED and any Provincial Tax Credits - R&D	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>COMPANY FINANCIAL STATEMENTS ENCLOSED FOR</b>			<b>YEAR</b>

**note 1:** (do not include contractors, only permanent, employees)

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W2207-11DIRP/A

055sv

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W2207-11DIRP

055svW2207-11DIRP

**FORM B**

DEFENCE R&D CANADA					
DEFENCE INDUSTRIAL RESEARCH PROGRAM					
Project costs for the period from		START	to	END	
COMPANY NAME:		Company Name			
PROJECT TITLE:		Project title			
COMPANY R&D STAFF (Provide separate sheet if required).					
Name and academic level	Position or Function	Firm Hourly Rate	Level of Effort		Estimated Salary Costs (AxB)
		\$0	0%		\$0
		\$0	0%		\$0
		\$0	0%		\$0
		\$0	0%		\$0
		\$0	0%		\$0
		\$0	0%		\$0
		\$0	0%		\$0
Additional staff from separate sheet if necessary					\$0
Total salary costs for company staff					\$0
MATERIALS AND SUPPLIES (Attach List if necessary)					Estimated Totals
					\$0
					\$0
					\$0
Total Materials and Supplies Costs					\$0
EQUIPMENT (Attach List if necessary)					Estimated Totals
Equipment Rental					\$0
Equipment Purchases					\$0
Total Equipment Costs					\$0
SUBCONTRACTS			Labour	Material	Estimated Totals
Subcontractor #1 name and location			\$0	\$0	\$0
Subcontractor #2 name and location			\$0	\$0	\$0
Total Subcontract Costs					\$0
CONSULTANTS			Rate	Days	Estimated Totals
Consultant #1 name and location			\$0	0	\$0
Consultant #2 name and location			\$0	0	\$0
Total Consultants Costs					\$0
TRAVEL AND LIVING					Estimated Totals
Transportation					\$0
Accommodation					\$0
Meals					\$0
Total Travel and Living Costs					\$0

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W2207-11DIRP/A

055sv

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W2207-11DIRP

055svW2207-11DIRP

**FORM C**

<b>DEFENCE R&amp;D CANADA</b>				
<b>DEFENCE INDUSTRIAL RESEARCH PROGRAM</b>				
Summary of project costs for the period from <b>START</b> to <b>END</b>				
<b>COMPANY NAME:</b>	<b>Company Name</b>			
<b>PROJECT TITLE:</b>	<b>Project title</b>			
<b>PROJECT R&amp;D COSTS</b>			Project Costs	Requested from DRDC
<b>ARE SALARIES PWGSC COST ANALYST NEGOTIATED RATES?</b>				
<b>NO</b>				
Company Labour Costs			\$0	\$0
Employee Benefits as a % of Salary %			\$0	
Overhead as a % of Salary (See note #1) %			\$0	
Materials and Supplies			\$0	\$0
Equipment			\$0	\$0
Subcontracts			\$0	\$0
Consultants			\$0	\$0
Travel and Living			\$0	\$0
Other Costs			\$0	\$0
<b>TOTAL PROJECT R&amp;D COSTS</b>			<b>\$0</b>	<b>\$0</b>
<b>ESTIMATED TOTAL ANNUAL COSTS FOR PROPOSED PROJECT</b>				
	<u>Fiscal Year</u>	<u>Fiscal Year</u>	<u>Fiscal Year</u>	<b>TOTALS</b>
	/	/	/	
<u>DRDC/DIR</u>	\$0	\$0	\$0	<b>\$0</b>
<u>COMPANY</u>	\$0	\$0	\$0	<b>\$0</b>
<b>TOTALS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THE INFORMATION ON THESE FORMS IS TRUE AND ACCURATE:</b>				
<b>Signature (Company Officer)      Position      Date</b>				

Note #1 If company using PWGSC Cost Analyst negotiated rates, do not include any benefits or overhead on this page. Overhead rates are subject to review by PWGSC.

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W2207-11DIRP/A

055sv

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


File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W2207-11DIRP

055svW2207-11DIRP

**FORM D - FORMULE D**

PROTECTED - BUSINESS INFORMATION PROTÉGÉ - RENSEIGNEMENTS D'ORDRE COMMERCIALE	DEFENCE INDUSTRIAL RESEARCH PROGRAM PLAN OF WORK AND COST						LE PROGRAMME DE RECHERCHE INDUSTRIELLE POUR LA DÉFENSE PLAN DU TRAVAIL ET DES FRAIS						PROJECT NO. N° DU PROJET
COMPANY COMPAGNIE	PROJECT TITLE TITRE DU PROJET						FOR THE PERIOD FROM POUR LA PÉRIODE DU			TO AU	REVISED RÉVISÉ		
													EST COST/ ACTIVITY  COUT/ ACTIVITÉ
<b>TOTAL PROJECT COSTS (BY MONTH)PLAN DÉPENSES DU PROJET (PAR MOIS) LE PLAN</b>													
ACTUAL AND LATEST FORECAST CALENDRIER MIS À JOUR													

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W2207-11DIRP/A

055sv

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W2207-11DIRP

055svW2207-11DIRP

(CUMULATIVE) PLAN (CUMULATIF) PLAN													
ACTUAL AND LATEST FORECAST CALENDRIER MIS À JOUR													
<b>DIRP Funding (BY MONTH)PLAN</b>  <b>Montant de FinancementDU PRID (PAR MOIS) LE PLAN</b>													
ACTUAL AND LATEST FORECAST CALENDRIER MIS À JOUR													
(CUMULATIVE) PLAN (CUMULATIF) PLAN													
ACTUAL AND LATEST FORECAST CALENDRIER MIS À JOUR													

**NOTE For Forms A, B, C, and D:** Bidders are expected to complete the white cells only. Greyed out cells are not to be completed.

## ATTACHMENT D

### CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND CERTIFICATIONS AND OTHER INFORMATION REQUIRED WITH THE PROPOSAL

#### 1. Federal Contractors Program for Employment Equity - Certification

##### 1.1 Federal Contractors Program for Employment Equity - \$200,000 or more

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 proposals 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 proposals from ineligible contractors, including a proposal from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

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.
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 proposal 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 Website.

[Http://www.hrsdc.gc.ca/en/labour/equality/fcp/index.shtml](http://www.hrsdc.gc.ca/en/labour/equality/fcp/index.shtml).

## 1.2 Federal Contractors Program for Employment Equity - over \$25,000 and below \$200,000

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of proposals 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 proposals from ineligible contractors, including a proposal from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

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 proposal on requirements of \$200,000 or more;

(d) ( ) has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_.

Further information on the FCP is available on the HRSDC Web [site](http://www.hrsdc.gc.ca/en/labour/equality/fcp/index.shtml).

<http://www.hrsdc.gc.ca/en/labour/equality/fcp/index.shtml>.

## 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 proposal, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

**3. Price Certification**

The Bidder is requested to provide one (1) of the following certifications, as applicable, in its financial proposal:

- ( ) We hereby certify that the price rate proposed
  - (a) is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both;
  - (b) does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity, and
  - (c) does not include any provision for discounts to selling agents.

**-OR -**

- ( ) "We hereby certify that the price proposed is based on costs computed in accordance with Contract Cost Principles 1031-2, and includes an estimated amount of profit of \$\_\_\_\_\_."

**-OR -**

- ( ) "We hereby certify that the labour rates proposed are based on costs computed in accordance with Contract Cost Principles 1031-2, and that the said labour rates contain an estimated profit of 0%."

Name

Signature

Date

Solicitation No. - N° de l'invitation

W2207-11DIRP/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

055sv

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

W2207-11DIRP

File No. - N° du dossier

055svW2207-11DIRP

CCC No./N° CCC - FMS No/ N° VME

---

#### **4.0 Controlled Goods**

Will the resulting contract involve controlled goods?

YES ( ) NO ( )

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

*The Controlled Goods website can be found at:*

<http://ssi-iss.tpsgc-pwgsc.gc.ca/dmc-cgd/index-eng.html>

## **ATTACHMENT E**

### **POINT RATED CRITERIA AND SCORING GRID**

Bidders must provide evidence and provide examples that they have met the criteria.

#### **1.0 Instructions:**

**1.1** In order to demonstrate its experience, the Bidder should include within its bid project summary(ies), (using the Full Proposal Template at Attachment C), project reference(s), which should include, at a minimum:

**1.1.1** The start and end dates of the referenced project (month and year);

**1.1.2** The client organization\*;

**1.1.2.1** A description of the project's scope and deliverables;

**1.1.2.2** A description of the Bidder's work conducted with respect to the priority area(s) and or DRDC scientific technology expertise proposed for consideration;

**1.1.2.3** A description of the resource team, including their roles and responsibilities throughout the duration of the project; and

**1.1.2.4** Client contact information.

\* Project(s) cited must have been for client(s) external to the Bidder's organization. The following project summaries will not be considered: for any organization that is related to the Bidder (e.g.: parent company or subsidiary of the Bidder and the Bidder's internal clients).

**1.1.3** In each project summary, the Bidder must clearly identify which priority area(s) and or DRDC scientific technology expertise are being proposed for consideration.

**1.1.4** Canada reserves the right to contact the named client contact for the purpose of verifying the information provided in the bid.

#### **2.0 Full Proposal – Point-Rated Criteria**

**2.1 DND Relevance** - Relevance to DND as determined in consultation with the Canadian Forces and DRDC (maximum 20 points). Bidders must achieve a score of at least 10 points in this section. The proposal must provide information that permits an assessment that the technology, method or process proposed for development is relevant to DND requirements, present and future. DND relevance will be assessed according to the scale below and based on the following elements:

- 2.1.1** Research and or technology which is critical for the development of military systems in Canada and not readily available elsewhere;
- 2.1.2** Research and or technology which is strategic in the sense that in its absence, Canada will be unable to access foreign military markets or administer to the needs of DND;
- 2.1.3** Research and or technology which provides a means to significantly upgrade and improve the operational efficiency of critical military systems;
- 2.1.4** Research and or technology which will improve the reliability of military systems, reduce the manpower required to maintain and operate military systems, or reduce operating costs;
- 2.1.5** Research and or technology that will provide key components for the systems integration into defence-relevant products through other defence suppliers.

<b>Military Relevance - Criteria</b>	<b>Point Value</b>
The full proposal submission clearly articulates how the proposed research and or technology will address one or more areas listed above. As assessed, the proposal is deemed to be complete and the military relevance has been clearly addressed. Examples are provided that clearly outline the challenge and potential solution.	20
The full proposal submission articulates how the proposed research and or technology will address one or more of the areas listed above, but the level of detail is not extensive. As assessed, the proposal is deemed to be complete and the military relevance has been addressed. Examples are provided that outline the challenge, although the connection to the potential solution is not well articulated.	15
The full proposal submission begins to identify how the proposed research and or technology will address one or more areas listed above. As assessed, the proposal is deemed to be complete although the military relevance is not well explained. The examples are limited in their ability to outline the challenge and proposed solution.	10
The full proposal submission vaguely identifies how the proposed research and or technology will address one or more areas listed above. As assessed, the proposal is deemed to be incomplete and the military relevance is not clear. There are weak examples and the connection between the challenge and potential solution is not clearly made.	5
The full proposal submission does not identify how the proposed research and or technology will address one or more areas listed above. As assessed, the proposal is deemed to be incomplete and there is no military relevance. There are no examples, or the examples provided are not relevant.	0

- 2.2 DRDC Relevance** -All full proposal submissions should demonstrate an understanding of the priorities of DRDC and provide evidence to support how the proposed project fits into at least one of the DRDC Program Priority Areas or the DRDC Areas of Science and Technology Expertise (maximum 20 points). Bidders must achieve a score of at least 10 points in this

section. The proposal will be assessed for DRDC relevance according to the scale below and based on the following elements::

- 2.2.1** Research and or technology that is critical to addressing a Defence or Defence and Security Program Priority Area;
- 2.2.2** Research and or technology that is critical to addressing an Emerging and Potentially Disruptive Technology or Global Trends Program Priority Area;
- 2.2.3** Research and or technology that address an Area of S&T Expertise or Area of S&T Challenge, as outlined in the Defence S&T Strategy (available online at <http://www.rddc-drdc.gc.ca/sciences/strat-eng.asp>); AND OR
- 2.2.4** Research and or technology that address one of the Mission Critical Outcomes outlined in the Defence S&T Strategy (available online at <http://www.rddc-drdc.gc.ca/sciences/strat-eng.asp>).

<b>DRDC Relevance - Criteria</b>	<b>Point Value</b>
The full proposal submission has a very high level of relevance to DRDC priorities and clearly articulates how the proposed research and or technology will address 3 or more of the 4 elements listed above.	20
The full proposal submission has a high level of relevance to DRDC priorities and articulates how the proposed research and or technology will address 2 out of the 4 elements listed above.	15
The full proposal submission is relevant to a DRDC priority although lacks some detail in how the proposed research and or technology will address 1 of the 4 elements listed above.	10
The full proposal submission is only vaguely relevant to a DRDC priority and an explanation of how the proposed research and or technology will address this priority is not clear.	5
The full proposal submission is not relevant to a DRDC priority and the connection to how the proposed research and or technology has not been made. The proposal failed to address any of the elements listed above.	0

**2.3 Research Content - Research Content (60 Points).** Bidders must achieve a score of at least 30 points in this section. The intent of the DIRP is to invest in projects with a strong research component. All full proposal submission must clearly articulate the research content of the project. The proposal will be assessed for research content according to the scale below and based on the following elements:

- 2.3.1** The proposal clearly identifies a specific research objective to be addressed, which includes providing detailed background information on the current state of the art and the technology relevant to this proposal. Compare to competitive approaches where known; AND
- 2.3.2** The proposal identifies the technical risks and challenges to be investigated as part of the research project, which includes an explanation of the technology,

process or method that this proposal intends to provide which will fill an existing technology gap, provide a superior product or method; AND

**2.3.3** The research proposed is clearly novel, innovative and original AND

**2.3.4** The research proposed falls under the categories of Basic Research, Applied Research or Experimental Development as defined by the Organization for Economic Co-operation and Development (OECD), Revenue Canada's Scientific Research and Experimental Development Tax Credit, and the US Department of Defense.

**2.3.4.1** Basic Research – Experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundation of phenomena and observable facts, without any particular application or use in view.

**2.3.4.2** Applied Research – Original investigation undertaken to acquire new knowledge. However, unlike basic research, it is directed primarily towards a specific practical aim or objective. The research is intended to prove the feasibility of proposed solutions or concepts.

**2.3.4.3** Experimental Development (also referred to as Technology Development in its later stages) – systematic work, drawing on existing knowledge gained from research or practical experience, to achieve scientific and technological advancement to create new materials, devices, products, or processes, or modify existing ones.

**2.3.5** Describe how the technology to be developed under this project is of strategic national importance or relevant to critical military technology deemed not to be accessible from foreign suppliers.

Research Content - Criteria	Point Value
The full proposal submission has clearly addressed all five criteria elements above, the research component of the proposal has been very clearly articulated and is considered very significant.	60
The full proposal submission has addressed four of the five criteria elements above and the research component of the proposal is significant.	45
The full proposal submission has addressed three of the criteria elements above and the research component of the proposal is demonstrated.	30
The full proposal submission has addressed two of the criteria elements above and the research component of the proposal is limited.	15
The full proposal submission has addressed one or none of the criteria elements above and there is no research component to the proposal.	0

**2.4 Bidder Capacity** – Bidders must achieve a score of at least 20 points in this section (total 40 points). The Bidder must provide evidence of its capability to successfully address the proposed project from both the technical and business aspects. Capability will be evaluated across three elements. Include a copy of the Project Manager's resume.



**2.4.1** Project Manager Qualifications - The proposal will be assessed for project manager qualifications according to the scale below and based on the following elements:

**2.4.1.1** The project manager has previous experience managing projects of this nature;

**2.4.1.2** The project manager has the necessary technical and/or educational background to understand the research elements associated with the project;

**2.4.1.3** The project manager has the necessary business and/or financial education or experience to manage these elements of the project; AND,

**2.4.1.4** The project manager is able to devote the time necessary for the project in the normal course of their work and areas of responsibility.

<b>Project Manager and Qualifications</b>	<b>Point Value</b>
The project manager has very significant qualifications across all four criteria for the delivery of the full proposal submission.	20
The project manager has significant qualifications across three criteria for the delivery of the full proposal submission.	15
The project manager has demonstrated qualifications across two criteria for the delivery of the full proposal submission.	10
The project manager has some qualifications across one criteria for the delivery of the full proposal submission.	5
The project manager has marginal or no qualifications for the delivery of the full proposal submission.	0

**2.4.2 Work Plan** - The work plan for the proposal will be assessed according to the scale below and based on the following elements:

**2.4.2.1** The project plan clearly delineates the various phases of the project as well as the methodology, and research objectives; AND,

**2.4.2.2** The project plan marks out manageable milestones and deliverables to measure progress, including specific tasks which should include the following:

**2.4.2.2.1** A title;

**2.4.2.2.2** Summary of the activity and or task A description of the technical uncertainties/challenges associated with each objective/task. A description of your proposed solution and strategy to resolve these challenges should also be presented;

**2.4.2.2.3** Potential Risks and risk mitigation plan;

**2.4.2.2.4** Expected outcome;

- 2.4.2.2.5** Resources assigned to each task;
- 2.4.2.2.6** Estimated duration; and
- 2.4.2.2.7** A Gantt chart outlining the duration of the various tasks; AND
- 2.4.2.3** The project plan provides recommended off-ramps (GO/NO-GO) to cancel or redirect the project, if necessary; AND,
- 2.4.2.4** The project plan clearly articulates the financial resources required to complete the project; AND,
- 2.4.2.5** The required facilities are available as part of the Bidder's current infrastructure or details have been provided outlining how the Bidder will access the required facilities.

<b>Work Plan Proposed by the Bidder</b>	<b>Point Value</b>
The project plan is very well prepared and has clearly addressed all five criteria listed above in a manner that is complete and well thought-out.	10
The project plan is well prepared and has addressed four of the criteria listed above although some areas are incomplete.	8
The project plan is sufficient and has addressed three of the criteria listed above although some areas are incomplete.	5
The project plan is not well prepared, although two of the criteria listed above have been addressed. Many questions remain unanswered.	2
The project plan is not well prepared and the criteria listed above have not been addressed.	0

**2.4.3 Key Personnel** - The project will be assessed for key personnel and their qualifications according to the scale below and based on the following elements. The bidder should describe all technical persons to be assigned to the project and briefly state each person's relevant expertise and role on the project. Include brief copies of the résumé of each individual, containing information on training and experience necessary to do the job. Identify those individuals critical to the success of the project.

- 2.4.3.1** The Bidder has proposed a team that encompasses both the technical capabilities and the capacity to effectively execute the proposed project; AND,
- 2.4.3.2** The key personnel for the project have previous experience working on projects of this nature; AND
- 2.4.3.3** The key personnel for the project have the necessary technical and/or educational background to undertake the research elements associated with the project; AND,
- 2.4.3.4** The key personnel for the project are able to devote the time necessary for the project in the normal course of their work and areas of responsibility; AND,

**2.4.3.5 Contractors/Collaborators:** Identify all sub-contractors and collaborators (organizational name and the key technical contact person) on this project.

<b>Key Technical Personnel and Qualifications</b>	<b>Point Value</b>
The key technical personnel have very significant qualifications across all five criteria for the delivery of the full proposal submission.	10
The key technical personnel have significant qualifications across four criteria for the delivery of the full proposal submission.	8
The key technical personnel have demonstrated qualifications across three criteria for the delivery of the full proposal submission.	5
The key technical personnel have some qualifications across two criteria for the delivery of the full proposal submission.	2
The key technical personnel have marginal or no qualifications for the delivery of the full proposal submission.	0

**2.5 Technology Exploitation** - Bidders must achieve a score of at least 20 points in this section in order to be considered for funding (total 40 points). The full proposal submission should include a plan that outlines how the Bidder plans to exploit the technology developed through the DIRP. The technology exploitation plan will be assessed according to the scale below and based on the following elements:

- 2.5.1** Describe the product, technology, device, method, process, systems, etc., that are expected to ultimately result from this project. Describe the significant advantages that this product is expected to have over its competitors.
- 2.5.2** Market Analysis:
- 2.5.2.1** Detail any market trends that would support the claims for commercial viability of the product;
- 2.5.2.2** List the applications of this product in military and/or commercial markets;
- 2.5.2.3** Describe any alternate or emerging technology that could ultimately impact on the marketability of this product. How will a competitive advantage be maintained? AND,
- 2.5.2.4** The technology exploitation plan includes an analysis of global market potential for the resulting research and/or technology; AND,
- 2.5.2** The technology exploitation plan includes an overview of how additional research, technology exploitation and/or commercialization are to be financed. This may include the intent to form strategic partnerships or alliances with other companies already established in the defence marketplace; AND,
- 2.5.3** The technology exploitation plan anticipates the potential intellectual property that may result from the proposal; AND,

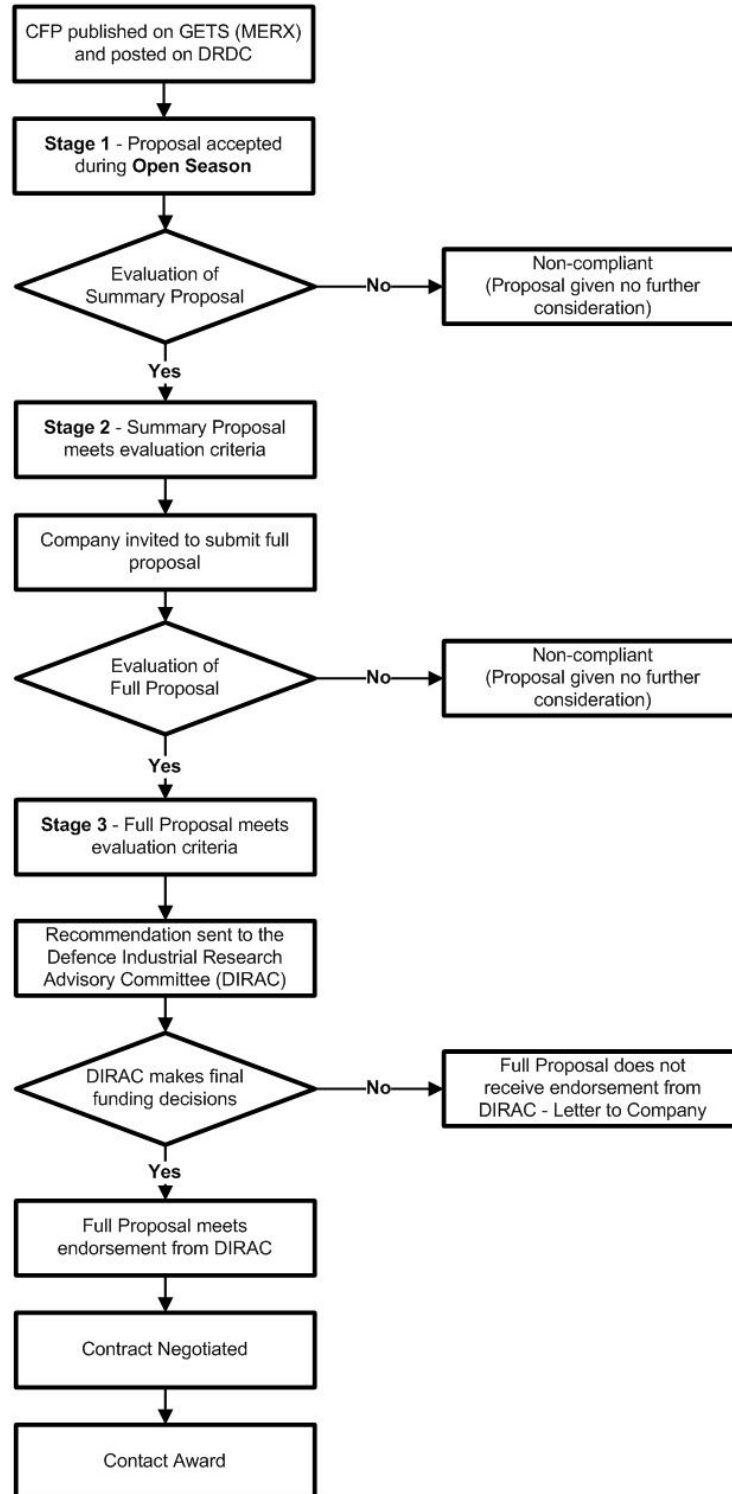
- 2.5.4** List the possible end users of the product, e.g., Canadian and foreign defence industries, DND, allied forces, etc. (Provide 3rd party evidence of interest if available in appendix).
- 2.5.5** Describe potential competitors, if any; AND
- 2.5.6** Sales/Marketing Strategy:
- 2.5.6.1** Describe your marketing strategy in some detail and the staff structure currently or intended to be formed to carry out this strategy;
- 2.5.6.2** Explain whether your company intends to be a primary supplier of the product or whether the product/component is to be integrated into another product.
- 2.5.6.3** Describe whether the product is to be used by another company as part of an agreement or consortium.

<b>Technology Exploitation Criteria</b>	<b>Point Value</b>
The technology exploitation plan demonstrates that a clear and complete approach to fully exploiting the resulting research and/or technology has been considered in which a minimum of five of the six criteria listed above are fully discribed.	40
The technology exploitation plan demonstrates that strong consideration has been given to exploiting the resulting research and/or technology, including detailed information on four or more of the criteria listed above.	30
The technology exploitation plan demonstrated that some consideration has been given to exploiting the resulting research and/or technology, including information on three or more of the criteria listed above.	20
The technology exploitation plan demonstrates that limited consideration been given to exploiting the resulting research and/or technology including incomplete information on the criteria listed above.	10
The technology exploitation plan demonstrates that little or no consideration has been given to research and/or technology exploitation.	0

**ATTACHMENT F****PROCESS MAP**

**Overview:** This section provides an overview of the DIRP process.

Defence Industrial Research Program - Process Map



Solicitation No. - N° de l'invitation

W2207-11DIRP/A

Amd. No. - N° de la modif.

File No. - N° du dossier

055svW2207-11DIRP

Buyer ID - Id de l'acheteur

055sv

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

W2207-11DIRP

CCC No./N° CCC - FMS No/ N° VME

---

## **ATTACHMENT H**

### **ACRONYM**

AIT	Agreement on Internal Trade
DIRP	Defence Industrial Research Program
DND	Department of National Defence
DRDC	Defence Research & Development Canada
NAFTA	North American Free Trade Agreement
NPP	Notice of Proposed Procurement
PWGSC	Public Works and Government Services Canada
S&T	Science and Technology
R&D	Research and Development
WTO-AGP	World Trade Organizations Agreement on Government Procurement

Solicitation No. - N° de l'invitation

W2207-11DIRP/A

Amd. No. - N° de la modif.

File No. - N° du dossier

055svW2207-11DIRP

Buyer ID - Id de l'acheteur

055sv

CCC No./N° CCC - FMS No/ N° VME

W2207-11DIRP

---

## **ANNEX A**

### **SECURITY REQUIREMENTS CHECK LIST**

A Security Requirements Checklist will be prepared by DRDC should the Proposal be deemed to have a security requirement.