

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

**SOLICITATION AMENDMENT**  
**MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada  
ATB Place North Tower  
10025 Jasper Ave./10025 ave Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6

<b>Title - Sujet</b> Technical Support Services	
<b>Solicitation No. - N° de l'invitation</b> W7702-145682/A	<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> W7702-145682	<b>Date</b> 2014-05-15
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$EDM-607-10178	
<b>File No. - N° de dossier</b> EDM-4-37006 (607)	<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 2014-06-05</b>	
<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> Jenkinson, Lorraine	<b>Buyer Id - Id de l'acheteur</b> edm607
<b>Telephone No. - N° de téléphone</b> (780) 497-3593 ( )	<b>FAX No. - N° de FAX</b> (780) 497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b>	<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

W7702-145682/A

Amd. No. - N° de la modif.

001

Buyer ID - Id de l'acheteur

edm607

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

W7702-145682

File No. - N° du dossier

EDM-4-37006

CCC No./N° CCC - FMS No/ N° VME

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**TITLE: TECHNICAL SUPPORT SERVICES IN SUPPORT OF AUTONOMOUS SYSTEMS PROGRAMS**

This solicitation amendment is to provide for clarifications regarding the Request for Proposal (RFP).

Attached is the solicitation body missing from the initial issuance of the RFP.

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**TITLE: TECHNICAL SUPPORT SERVICES IN SUPPORT OF AUTONOMOUS SYSTEMS PROGRAMS**

**PART 1 - GENERAL INFORMATION**

**1. Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment and any other annexes as identified in the Table of Contents.

**2. Summary**

- 2.1 *Defence R&D Canada – Suffield has an active research and development program that investigates novel robotic systems for use by the Canadian Armed Forces (CAF). The Autonomous Systems Operations – Ground Group has ongoing research in various aspects robotic systems. Examples include: Algorithm development for robotic perception and navigation; Multi-robot cooperative systems; Computer architectures and embedded systems; Sensor development and exploitation; and Novel vehicle platform development.*

*The objective of this contract is to provide technical support in the design, construction, testing, and maintenance of hardware and software components of unmanned ground vehicle systems in support of Autonomous Systems programs at Defence R&D Canada (DRDC) Suffield. The contract will be effective for a period of one (1) year with the option to extend the term of the Contract by up to three (3) additional one (1) year period(s).*

- 2.2 There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the [Departmental Standard Procurement Documents](#) website.
- 2.3 Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.

- 2.4 For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.
- 2.5 The requirement is limited to Canadian goods and/or services.
- 2.6 This procurement is subject to the Controlled Goods Program.

### **3. Debriefings**

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

### **4. Conflict of Interest**

The Work described herein and the deliverable items under any resulting Contract specifically exclude the development of any statement of work, evaluation criteria or any document related to a bid solicitation. The Contractor, its subcontractor(s) or any of their agent(s) directly or indirectly involved in the performance of the Work and/or in the production of the deliverables under any resulting Contract will not be precluded from bidding on any potential future bid solicitation related to the production or exploitation of any concept or prototype developed or delivered under any resulting Contract.

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## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

The 2003 (2014-03-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

#### 1.1 SACC Manual Clauses

A7035T (2007-05-25), List of Proposed Subcontractors

### 2. Submission of Bids

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

Bids transmitted by facsimile to PWGSC will be accepted.

### 3. Former Public Servant

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

#### 3.1 Definitions

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of

various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

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

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### 3.3 Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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 Applicable Taxes.

## 4. Communications - Solicitation Period

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a "proprietary" nature must be clearly marked "proprietary" at each relevant item. Items identified as proprietary will be treated

as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

#### **5. Applicable Laws**

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

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

#### **9. Basis for Canada's Ownership of Intellectual Property**

Defence Research and Development Canada (DRDC) has determined that any intellectual property arising from the performance of the Work under the Contract will vest in Canada. DRDC is exempted from the Treasury Board "Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts" approved 1 June 2000.

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

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

Section I: Technical Bid (1 hard copy or 1 fax copy)  
Section II: Financial Bid (1 hard copy or 1 fax copy)  
Section III: Certifications (1 hard copy or 1 fax copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- (1) use paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- (2) use an environmentally-preferable format including black and white printing instead of colour printing, print double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### Section I: Technical Bid

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

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

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

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



## **Section II: Financial Bid**

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

- 1.1 Part One - Annex "B", Basis of Payment, pertaining to the Contract. This will include firm rates that will be in effect for the period of the contract.
- 1.2 Part Two - Annex "G", Appendix 1, section B. Basis of Payment for Sample Task Authorization. This will be used for evaluation purposes. The rates offered for the Sample Task Authorization must be the same as those offered for Work under the Contract in Part One - Annex "B".
- 1.3 For Canadian-based bidders, prices must be in Canadian funds, Applicable Taxes excluded, and Canadian customs duties and excise taxes included.

## **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

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## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

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

#### 1.1 Technical Evaluation

##### 1.1.1 Bidder Experience

Except where expressly provided otherwise, the experience described in the bid must be the experience of one or more of the following:

1. The Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract); or
2. The Bidder's affiliates (i.e. parent, subsidiary or sister corporations), provided the Bidder identifies and demonstrates the transfer of know-how, the use of toolsets and the use of key personnel from the affiliate for the applicable criterion; or
3. The Bidder's subcontractors, provided the Bidder includes a copy of the teaming agreements and identifies the roles and responsibilities of all parties under the agreement and how their work will be integrated.

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

##### 1.1.2 Supporting Information

In the event that the Bidder fails to submit any supporting information pursuant to Technical Bid, the Contracting Authority may request it thereafter in writing, including after the closing date of the bid solicitation. It is mandatory that the Bidder provide the supporting information within three (3) business days of the written request or within such period as specified or agreed to by the Contracting Authority in the written notice to the Bidder.

##### 1.1.3 Mandatory and Point Rated Technical Evaluation

Mandatory and Point Rated Technical Evaluation Criteria are included in Annex "G".

#### 1.2 Financial Evaluation

Financial evaluation as per Annex "G", Evaluation Criteria.

### 2. Basis of Selection - Highest Combined Rating of Technical Merit and Price

#### 2.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all mandatory criteria; and

- (c) obtain the required minimum of 70 percent (70%) of the points of the technical evaluation criteria for each of the two (2) categories subject to point rating:
  - (i) 252 points for category A. SAMPLE TASK AUTHORIZATION EVALUATION (Total points = 360);
  - (ii) 308 points for category B. OVERALL PROPOSAL EVALUATION (Total points = 440);

- 2.2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
- 2.3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
- 2.4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
- 2.5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
- 2.6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 2.7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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

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

	<b>Bidder</b>		
	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>	115/135	89/135	92/135
<b>Bid Evaluated Price</b>	\$55,000.00	\$50,000.00	\$45,000.00
	<b>Calculations</b>		
<b>Technical Merit Score</b>	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
<b>Pricing Score</b>	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
<b>Combined Rating</b>	83.84	75.56	80.89
<b>Overall Rating</b>	<b>1st</b>	<b>3rd</b>	<b>2nd</b>

## PART 5 - CERTIFICATIONS

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

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

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

### 1. Certifications Required Precedent to Contract Award

#### 1.1 Integrity Provisions – Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions [2003](#). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

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

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's website](#)

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

### 2. Additional Certifications Required Precedent to Contract Award

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

#### 2.1 Canadian Content Certification

2.1.1. *SACC Manual* clause [A3050T](#) (2010-01-11), Canadian Content Definition.

##### 2.1.2 Certification

This procurement is limited to Canadian services. The Bidder certifies that:

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

## **2.2 Status and Availability of Resources**

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

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

## **2.3 Education and Experience**

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

## **PART 6 – SECURITY AND OTHER REQUIREMENTS**

### **1. Security Requirement**

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

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

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

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

### **2. Controlled Goods Requirement**

SACC Manual clause A9130T (2011-05-16), Controlled Goods Program

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## PART 7 - RESULTING CONTRACT CLAUSES

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

### 1. Statement of Work

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

#### 1.1 Task Authorization

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

##### 1.1.1 Task Authorization Process

- 1.1.1.1 The Procurement Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex "E".
- 1.1.1.2 The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
- 1.1.1.3 The Contractor must provide the Procurement Authority, within ten (10) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
- 1.1.1.4 The Contractor must not commence work until a TA authorized by the Procurement Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### 1.1.2 Task Authorization Limit

The Procurement Authority may authorize individual task authorizations up to a limit of \$30,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Procurement Authority and Contracting Authority before issuance.

##### 1.1.3 Minimum Work Guarantee - All the Work - Task Authorizations

- 1.1.3.1 In this clause,

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

"Minimum Contract Value" means ten percent (10%) of the Maximum Contract Value.

- 1.1.3.2 Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

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

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

#### **1.1.4 Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "F". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than fifteen (15) calendar days after the end of the reporting period.

#### **Reporting Requirement- Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

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

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



## 2. Standard Clauses and Conditions

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

### 2.1 General Conditions

2040 (2014-03-01), General Conditions - Research & Development, apply to and form part of the Contract.

### 2.2 SACC Manual Clauses

K3410C (2008-12-12), Canada to Own Intellectual Property Rights in Foreground Information

## 3. Security Requirement

3.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract.

- 3.1.1 The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 3.1.2 The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
- 3.1.3 This contract includes access to controlled goods. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada.
- 3.1.4 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- 3.1.5 The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex "C";
  - (b) Industrial Security Manual (Latest Edition).

## 4. Term of Contract

### 4.1 Period of Contract

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive (choose this option if the starting date of the contract period does not coincide with the contract award date).

### 4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(s) under the same conditions [Period 1: \_\_\_\_\_ to \_\_\_\_\_; Period 2: \_\_\_\_\_ to \_\_\_\_\_; Period 3: \_\_\_\_\_ to \_\_\_\_\_]. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Lorraine Jenkinson  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch, Western Region  
ATB Place, 5th Floor  
10025 Jasper Avenue  
Edmonton, AB T6J 1S6

Telephone: 780-497-3593 Facsimile: 780-497-3510  
E-mail address: [Lorraine.jenkinson@pwgsc-tpsgc.gc.ca](mailto:Lorraine.jenkinson@pwgsc-tpsgc.gc.ca)

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

### 5.2 Technical Authority

The Technical Authority for the Contract is:

Name : \_\_\_\_\_  
Title : \_\_\_\_\_  
Organization : \_\_\_\_\_  
Address : \_\_\_\_\_

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

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

### 5.3 Procurement Authority

The Procurement Authority for the Contract is:

Name : \_\_\_\_\_  
Title : \_\_\_\_\_  
Organization : \_\_\_\_\_  
Address : \_\_\_\_\_

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

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative

matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

#### 5.4 Contractor's Representative

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

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

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

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

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

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

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

#### 6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

#### 7. Payment

##### 7.1 Basis of Payment

##### 7.1.1 Basis of Payment - Task Authorizations

7.1.1.1 The Basis of Payment, Annex "B", will be used to price any Task Authorization requested under this Contract. Depending on the type of Task Authorization, one of the following will apply:

- (a) For Firm Price Task Authorizations In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm price stipulated in the authorized TA, calculated in accordance with the Basis of Payment in Annex "B". Customs duties are included and Applicable Taxes are extra, if applicable.

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

- (b) For Task Authorizations subject to a Ceiling Price: The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work in the authorized Task Authorization (TA), to the ceiling price stipulated in the authorized TA, calculated in accordance with the Basis of Payment in Annex "B".

The ceiling price is subject to downward adjustment so as not to exceed the actual charges and costs reasonably incurred in the performance of the Work and computed in accordance with the basis of payment specified in the authorized TA.

- (c) For Task Authorizations subject to a Limitation of Expenditure: The Contractor will be reimbursed for the costs reasonably and properly incurred in the

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performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex "B", to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra, if applicable.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

## **7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

- 7.2.1 Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_. Customs duties are *included* and Applicable Taxes are extra.
- 7.2.2 No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
- 7.2.3 The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
- a) when it is 75 percent committed, or
  - b) four (4) months before the contract expiry date, or
  - c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
- 7.2.4 If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

## **7.3 Method of Payment**

### **7.3.1 For Firm Price Task Authorizations**

#### 7.3.1.1 Single Payment

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

- a) an accurate and complete claim for payment using form PWGSC-WR01, Claim for Progress Payment and any other documents required by the Task Authorization have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work delivered has been accepted by Canada.

#### 7.3.1.2 Milestone Payments Subject to a Holdback

- a) Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Task Authorization and the payment provisions of the Contract and the Task Authorization, up to 90 percent of the amount claimed and approved by Canada if:
- (i) an accurate and complete claim for payment using form PWGSC-WR01, Claim for Progress Payment, and any other document required by the Task Authorization have been submitted in accordance with the invoicing instructions provided in the Contract;
  - (ii) the total amount for all milestone payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Task Authorization;
  - (iii) all the certificates appearing on form PWGSC-WR01 have been signed by the respective authorized representatives;
  - (iv) all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.
- b) The balance of the amount payable will be paid in accordance with the payment provisions of the Contract and the Task Authorization upon completion and delivery of all Work required under the Task Authorization if the Work has been accepted by Canada and a final claim for the payment is submitted.

#### 7.3.1.3 Milestone Payments Not Subject to a Holdback

- a) Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Task Authorization and the payment provisions of the Contract and the Task Authorization if:
- (i) an accurate and complete claim for payment using form PWGSC-WR01, Claim for Progress Payment, and any other document required by the Task Authorization have been submitted in accordance with the invoicing instructions provided in the Contract;
  - (ii) all the certificates appearing on PWGSC-WR01, have been signed by the respective authorized representatives;
  - (iii) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

### **7.3.2 For Task Authorizations Subject to a Limitation of Expenditure or a Ceiling Price**

#### 7.3.2.1 Single Payment

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

- a) an accurate and complete claim for payment using form PWGSC-WR01, Claim for Progress Payment and any other documents required by the Task Authorization have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work delivered has been accepted by Canada.

### 7.3.2.2 Progress Payments Subject to a Holdback

- a) For Task Authorizations with a duration of more than one (1) month, Canada will make progress payments in accordance with the payment provisions of the Task Authorization, no more than once a month, for cost incurred in the performance of the Work, up to ninety (90) percent of the amount claimed and approved by Canada if:
  - (i) an accurate and complete claim for payment using form PWGSC-WR01 and any other document required by the Task Authorization have been submitted in accordance with the invoicing instructions provided in the Contract;
  - (ii) the amount claimed is in accordance with the basis of payment;
  - (iii) the total amount for all progress payments paid by Canada does not exceed 100 percent of the total amount to be paid under the Task Authorization;
  - (iv) all certificates appearing on form PWGSC-WR01 have been signed by the respective authorized representatives.
- b) The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Task Authorization if the Work has been accepted by Canada and a final claim for the payment is submitted.
- c) Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

### **7.4 SACC Manual Clauses**

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

### **7.5 Discretionary Audit**

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

OR

SACC Manual Clause C0102C (2010-01-11), Discretionary Audit - Canadian Universities and College

## **8. Invoicing Instructions**

### **8.1 For Task Authorizations subject to Single Payment**

- 8.1.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
- 8.1.2. Invoices must be distributed as follows:
  - a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

### **8.2 For Task Authorizations subject to Milestone Payments**

- 8.2.1 The Contractor must submit a claim for progress payment using form PWGSC-WR01, Claim for Progress Payment, to the Procurement Authority. Each claim must show:

- a) all information required on form PWGSC-WR01;
- b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- c) holdback of 10 percent, as applicable;
- d) the description and value of the milestone claimed as detailed in the Task Authorization.

### **8.3 For Task Authorizations subject to Progress Payments**

8.3.1 The Contractor must submit a claim for progress payment using form PWGSC-WR01, Claim for Progress Payment, to the Procurement Authority. Each claim must show:

- a) all information required on form PWGSC-WR01;
- b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- c) a list of all expenses;
- d) a copy of time sheets to support the time claimed;
- e) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
- f) holdback of 10 percent, if applicable;
- g) a copy of the monthly progress report as detailed in the Task Authorization.

8.4 Applicable Taxes, must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.

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

## **9. Certifications**

### **9.1 Compliance**

Compliance with the certifications and related documentation provided by the Contractor in its bid 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, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### **9.2 SACC Manual Clauses**

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

## **10. 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). (The Contracting Authority must insert the name of the province or territory as specified by the Bidder in its bid, if applicable.)

## **11. Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2040 (2014-03-01), General Conditions - Research & Development;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Disclosure Certification;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated \_\_\_\_\_ (insert date of bid) (If the bid was clarified or amended, insert at the time of contract award: "as clarified on \_\_\_\_\_" **or** ", as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s))

**12. Defence Contract**

SACC Manual clause A9006C (2012-07-16), Defence Contract

**13. SACC Manual clauses**

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

**OR**

A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)

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

B6800C (2007-11-30), List of Non-Consumable Equipment and Material

**14. Insurance**

SACC Manual clause G1005C (2008-05-12), Insurance

**15. Controlled Goods Program**

**15.1** SACC Manual clause A9131C (2011-05-16), Controlled Goods Program

**15.2** SACC Manual clause B4060C (2011-05-16), Controlled Goods



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## ANNEX A

### STATEMENT OF WORK

1. Title: Technical Support Services

2. Objective:

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

3. Background:

Defence R&D Canada – Suffield has an active research and development program that investigates novel robotic systems for use by the Canadian Armed Forces (CAF). The Autonomous Systems Operations – Ground Group has ongoing research in various aspects robotic systems. Examples include:

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

Examples of robotic platforms at Suffield include:

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

The operation, maintenance, test, evaluation, and modification of these vehicles can sometimes require an amount of manpower not available within the group, or may require specialized skills and expertise which may not be resident at DRDC Suffield, and will be provided by the contractor.

4. Scope of Work:

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

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

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

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

It should be noted that Work Packages may be as short as one day in duration, and that the task authorizations may be intermittent and will not form a continuous stream of work. By contrast, some tasks may require several weeks of on-site work by the contractor.

5. Meetings

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

6. Reports and Deliverables

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

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

The Contractor shall not publish or otherwise distribute these reports or their contents to third parties without the express written consent from the Technical Authority.

7. Government Furnished Support/Equipment/Information

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

8. Special Considerations:

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

Contractors must be able to respond on-site at DRDC Suffield within 24 hours notice for certain high-priority tasks. Travel costs such as airfare and accommodations, fuel, etc. will not be paid for travel to DRDC Suffield (with the exception of mileage less than 100km from CFB Suffield). As such, contractors must have a plan in place to be able to respond to Task Authorization requests in a cost-effective manner taking into account the variable length of tasks.

9. Acceptance Criteria:

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

10. Level of Effort

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

11. Expertise and Skills Required

Robotic systems are a complex combination of mechanical/electrical hardware and software. Accordingly, certain components of the work packages may require a diverse range of technical knowledge, including:

- Electronic sensors and circuits
- Vehicle maintenance
- Mechanical design and fabrication
- Hydraulic systems
- Programming and debugging skills (in languages such as C++, Windows and Linux OS)
- Computer networking
- Wireless communications
- Hardware and/or software integration

Other skills may be required, and will be defined as work packages are developed. Educational and experience requirements will be specified in each work package.

12. DRDC-Suffield General Contract Safety & Security Requirements

12.1 General Experimental Proving Grounds (EPG) Safety and Access Information

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

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

12.2 Work Specific Safety Briefing

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

12.3 Observance of Onsite Safety, Health and Environmental Standards on Protection of Property

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

12.4 Compliance

The Contractor is responsible to ensure that all employees and subcontractors that will be working on the site are fully briefed and have completed and signed the Safety Checklist prior to the start of any portion of the onsite work. A copy of the signed checklist must be provided by the Contractor to the DRDC Suffield Technical Authority.

13. Cash Phasing

FY 14/15	\$100K	
Option Year 1: FY 15/16		TBD
Option Year 2: FY 16/17		TBD
Option Year 3: FY 17/18		TBD

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## ANNEX B

### BASIS OF PAYMENT

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

*(Note: line items listed below are considered "as applicable")*

1. LABOUR at firm (daily/hourly) rates. One day consists of 7.5 hours. The rates will be prorated for any period of more or less than one day.
  - a) Title, name \_\_\_\_\_ @ \$ \_\_\_\_\_ /day or hour
  - b) Title, name \_\_\_\_\_ @ \$ \_\_\_\_\_ /day or hour
  - c) Title, name \_\_\_\_\_ @ \$ \_\_\_\_\_ /day or hour
  - d) Title, name \_\_\_\_\_ @ \$ \_\_\_\_\_ /day or hour
  - e) Title, name \_\_\_\_\_ @ \$ \_\_\_\_\_ /day or hour
2. Purchased equipment at laid down cost without mark-up, as supported by invoice.
3. RENTALS: at actual cost incurred without mark-up, as supported by invoice.
4. Material and supplies at laid down cost without mark-up, as supported by invoice.
5. TRAVEL AND LIVING EXPENSES:  
The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive ([http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/TBM\\_113/td-dv\\_e.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp)), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees" are applicable. All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.

**OR**

5. TRAVEL AND LIVING EXPENSES:  
*Authorized travel and living expenses in accordance with Standard University Travel Policy. Claims for travel expenses must include an explanation of who, where, when duration and purpose of travel.*  
*(Applicable to Universities only)*
6. SUBCONTRACTS: at actual cost incurred without mark-up, as supported by invoice.  
*(Identify subcontractors, if applicable.)*
7. OTHER DIRECT CHARGES at actual cost incurred without mark-up, as supported by invoice, including (list any other costs which may be applicable, giving an estimated cost for each e.g. computing costs, long distance telephone/facsimile charges, reproduction, shipping).
8. COMPUTING CHARGES at standard university rates.

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**(Applicable to Universities only)**

9. *STANDARD UNIVERSITY OVERHEAD as follows:*

- a) *at a maximum 65% of on-campus labour (item 1)*
- b) *at a maximum 30% of off-campus labour (item 1)*
- c) *at a maximum 2% of travel expenses (item 6)*

**(Applicable to Universities only)**

10. PROFIT: at a firm rate of \_\_\_% of item(s) \_\_\_ above

**Estimated Cost to a Limitation of Expenditure: \$ \_\_\_\_\_**  
**(Applicable Taxes extra)**

With the exception of the firm rate(s) and price(s), the amounts shown in the various items specified above are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Technical Authority and provided that the estimated cost does not exceed the aforementioned Limitation of Expenditure.

**APPLICABLE TAXES:**

The applicable taxes are not included in the amounts above. The applicable taxes are to be shown as a completely separate item on each invoice.

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

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## **ANNEX C**

### **SECURITY REQUIREMENTS CHECK LIST**

The Security Requirements Check List (SRCL) (Annex C) appended to the bid solicitation package is to be inserted at this point and forms part of this document



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## ANNEX D

### DISCLOSURE CERTIFICATION

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

<b><u>Contracting Authority</u></b>	<b><u>Technical Authority</u></b>
Lorraine Jenkinson Supply Specialist Acquisitions, Western Region Public Works & Government Services Canada Telus Plaza North, 5th Floor 10025 Jasper Avenue Edmonton, AB T5J 1S6	(T.A.)  Defence Research & Development Canada Suffield Department of National Defence P.O. Box 4000 Main Medicine Hat, AB T1A 8K6

**CONTRACT TITLE:** \_\_\_\_\_  
(Department of -----, Prof. -----)

Please tick appropriate box:

- "We hereby certify that all applicable disclosures were submitted in compliance with Section 27, General Conditions 2040 - Research and Development.

**YOUR ATTENTION IS DRAWN TO SECTION 27, REGARDING IMPLICATIONS ON NON-DISCLOSURE OF** any Technical Documentation, Prototypes, Inventions and Technical Information arising during the performance of work pursuant to the above identified contract,

OR

- "We hereby certify that there are no disclosures to submit under the above-referenced Contract, referred to in Section 27, General Conditions 2040 - Research and Development.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Date

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## **ANNEX E**

### **DND 626, TASK AUTHORIZATION FORM**

The DND 626, Task Authorization Form (Annex E) appended to the bid solicitation package is to be inserted at this point and forms part of this document

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**ANNEX F  
TASK AUTHORIZATION USAGE REPORT**

The Contractor must provide quarterly Task Authorization (TA) usage reports . The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

<b>WORK PERIOD START DATE</b>	<b>WORK PERIOD END DATE</b>	<b>REPORT DUE</b>
01 October	31 December	15 January
01 January	31 March	15 April
01 April	30 June	15 July
01 July	30 September	15 October

The Contractor must provide information on each completed TA using the following format:

<b>TA NUMBER</b>	<b>TA DOLLAR VALUE (GST INCLUDED)</b>	<b>CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)</b>	<b>COMMENTS</b>
<b>Total Dollar Value of TAs for this Period:</b>			
<b>Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):</b>			

[ ] Check this box if you are submitting a NIL **REPORT** ( We have not done any business with Canada under this Contract, for this period).

**SEND TO:** [WST-PA-EDM@pwgsc.gc.ca](mailto:WST-PA-EDM@pwgsc.gc.ca)

Or Facsimile: (780) 497-3510

## ANNEX G

### EVALUATION CRITERIA

**A. EVALUATION:**

**A.1.0 Mandatory Technical Criteria:** Failure to meet any of the following mandatory technical criteria at bid closing will render the bid non-responsive and it will be given no further consideration.

**A.2.0. Point Rated Technical Criteria:**

a) Each evaluation criterion has a number allotment ("weight") that reflects its importance within the bid. The degree to which the bid satisfies the requirement of each criterion will be assessed and a rating will be assigned ranging from 0 to 4, as described below. A score will be assessed by multiplying the weight by the rating.

(4 = clearly meets all requirements, 3 = meets most requirements, 2 = meets some requirements, 1 = minimally meets requirements, 0 = no capability to meet requirements)

b) Each proposal must achieve a minimum score of **70%** of the maximum total points available IN EACH SECTION (i.e. Section A: Sample Task Authorization, and Section B: Overall Proposal Evaluation). Proposals that fail to achieve this score will be considered technically unacceptable and will be given no further consideration.

A.1.0	MANDATORY TECHNICAL CRITERIA	YES	NO	
1.1	Contractor's staff must include personnel with post-secondary degree(s)/diploma(s) in electrical, electronic or computer engineering, or related field.			
1.2	Contractor (or subcontractor) staff must include personnel with experience in the design, specification, development, procurement and use of electrical and electronic equipment.			
1.3	Contractor (or subcontractor) staff must include personnel with experience in computer software design and coding.			
1.4	Contractor (or subcontractor) staff must include personnel with experience with mechanical and hydraulic systems.			
A.2.0	POINT RATED TECHNICAL CRITERIA			
A.2.1.	SAMPLE TASK AUTHORIZATION EVALUATION	WEIGHT	RATING	SCORE
2.1.1	Demonstrated understanding of the Statement of Work.	25		
2.1.2	Breakdown of the project into logical tasks; realistic estimation of the time and cost required to complete the work.	20		
2.1.3	Methods of handling potential problems during the project.	20		
2.1.4	Potential for successful completion of the project.	25		
	Maximum points available		360	
	Minimum points acceptable (70)%		252	
	Points awarded			

A.2.2	B. OVERALL PROPOSAL EVALUATION	WEIGHT	RATING	SCORE
2.2.1	Demonstrated corporate experience in projects of this nature, including design, specification, development, and procurement of electronic, mechanical, and software systems.	20		
2.2.2	Suitability of academic backgrounds of personnel assigned.	10		
2.2.3	Training or experience of assigned personnel in the use of electronic and mechanical equipment used in UGVs. This includes vehicle maintenance, hydraulic systems, and electronic sensors.	20		
2.2.4	Training or experience of assigned personnel in software control and communications used in UGVs. This includes programming and debugging skills in C++ on Linux and Windows, and knowledge of TCP/IP, serial and wireless communications.	20		
2.2.5	Adequacy and availability of personnel to carry out the project.	20		
2.2.6	Overall quality of the technical proposal	20		
	Maximum points available		440	
	Minimum points acceptable (70%)		308	
	Points awarded			
	MAXIMUM TOTAL POINTS AVAILABLE		800	
	TOTAL POINTS AWARDED			

**B. CALCULATION OF BID EVALUATION TOTAL COST:**

1. The Financial bid will be assessed as follows:

- 1.1 Financial evaluation will be based on the total Limitation of Expenditure quoted under Annex "G", Appendix 1, section B., Basis of Payment for Sample Task Authorization. For evaluation purposes an example of a typical task that would be authorized against this contract is provided in Appendix "1" to Annex "G" (SAMPLE TASK AUTHORIZATION).
- 1.2 The costs for the items in Appendix 1, section B., will be added together to obtain the Total Limitation of Expenditure for Sample Task Authorization. The total Limitation of Expenditure quoted for the Sample Task Authorization will be used as the total estimated price in the calculations described in the Basis of Selection.
- 1.3 Rates provided for pricing in Appendix 1 to Annex "G", section B. Basis of Payment for Sample Task Authorization for use in the evaluation must be the same as those proposed in the Part One of the Financial Bid, Annex "B", Basis of Payment. Failure to do so will cause your proposal to be set aside and will be given no further consideration. Rates quoted must remain firm for the duration of the contract, Applicable taxes extra.

**2. Evaluation of Price**

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

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**C. MERIT/COST CALCULATION**

<b>MERIT:</b> Proponent's Overall Total Point Score/Total Point Available X 70	
<b>COST :</b> Lowest Bid Evaluation Total Cost/Proponent's Bid Evaluation Total Cost X 30	
<b>ASSESSED BEST VALUE (MERIT + COST)</b>	

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## APPENDIX 1 TO ANNEX "G" SAMPLE TASK AUTHORIZATION

### A. Sample Task Authorization Statement of Work

*The estimated level of effort specified is only an approximation of requirements given in good faith and is provided for financial bid evaluation purposes only. It does not represent a commitment by Canada.*

1. Title: Sensor Evaluation and Integration
2. Objective:  
Allow the installation and use of a laser range sensor on a DRDC Unmanned Ground Vehicle (UGV).
3. Background:  
The technical authority would like to use a commercially available laser range finding sensor for navigation of unmanned ground vehicles (such as a Velodyne HDL-32E Lidar). The software development required to utilize the sensor data in an intelligent manner on an unmanned ground vehicle will be designed by DRDC Suffield personnel. However, all of the other components required to interface, mount and collect data from the sensor will need to be designed, built, and tested by the contractor.
4. Scope of Work:  
Under this Task Authorization, the contractor will need to accomplish a number of tasks to successfully interface the sensor with the robotic vehicle:
  - Conduct a market survey to evaluate other possible candidate sensing systems, and purchase the best sensor. (Estimated level of effort 40 hours, Electrical or Electronic Technologist or other).
  - Design and fabrication of a custom electrical interface between the sensor and the vehicle control processor on-board the unmanned ground vehicle. (Estimated level of effort 40 hours, Electrical or Electronic Technologist or other).
  - Coding and testing of C++ interface (software driver) to collect the data from the Lidar sensor over the communications interface. This will include development of a software GUI to display data collected from the sensor. (Estimated level of effort 120 hours, Software Developer).
  - Design of a vibration reducing mount to attach the sensor to the unmanned ground vehicle. (Estimated level of effort 40 hours, Mechanical Engineer).
  - Fabrication of vibration reducing sensor mount. (Estimated level of effort 40 hours, Mechanical Technologist).
  - Installation and wiring of the sensor on the DRDC UGV. (Estimated level of effort 40 hours, Mechanical, Electronic or Electrical Technologist, or other, conducted at DRDC Suffield location).
  - Data collection and field testing of integrated sensor system on a DRDC unmanned ground vehicle. (Estimated level of effort 40 hours, Mechanical, Electronic or Electrical Technologist, or other, conducted at DRDC Suffield location).

5. Meetings  
There will be an initial project meeting at DRDC Suffield to establish the requirements of the project.
6. Deliverables  
The contractor will deliver the sensor, the software interface code, all wiring apparatus, and the sensor mount.
7. Government Furnished Support/Equipment/Information  
DRDC - Suffield will provide background material and test data as appropriate for completing the work. As specific requirements indicated in the individual work packages will dictate, it may be necessary to purchase equipment and/or materials during the conduct of the work package, such as wiring, metal, etc.. However, any day to day tools, office supplies, computers, networking, phone, and transportation to the work site will be the responsibility of the contractor. DRDC Suffield will provide the contractor with a vehicle radio, copies of relevant Field Trial Procedures (FTPs) and Standard Operating Procedures(SOPs), as well as access to Experimental Proving Ground (EPG) facilities.
8. Special Considerations:  
Some of this Task Authorization may be completed at the contractor's site. However, significant portions of work will be conducted on-site at DRDC - Suffield, in and around the Building 15 area on the Experimental Proving Ground. The contractor's on-site personnel must adhere to all applicable safety regulations and procedures, and will be provided with a mandatory Range Safety Briefing and orientation.
9. Acceptance Criteria:  
The work will be monitored regularly in order to adhere to the work plan and to approve any modifications that may be required. Acceptance will be determined following examination, satisfactory completion, and approval of the work package deliverables by the Technical Authority.
10. Technical Authority:  
TBA  
Defence R&D Canada, Suffield Research Centre  
Box 4000 Stn Main  
Medicine Hat AB T1A 8K6  
Phone,fax,email
11. Procurement Authority:  
TBA  
Defence R&D Canada, Suffield Research Centre  
Box 4000 Stn Main  
Medicine Hat AB T1A 8K6  
Phone,fax,email



**B. Basis of Payment for Sample Task Authorization**

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

- Rates provided in this Sample Task Authorization must be firm and the same as the rates provided in the Financial Bid, Part One - Annex "B", Basis of Payment. The Bidder must identify all labour rates that may be required throughout the duration of the Sample Task Authorization. Labour rates that are not identified will not be approved and will not be included in the Basis of Payment of the Resulting Contract.
- For the labour rates that apply specifically to the Sample Task Authorization, identify the level of effort (i.e. number of days) that will be required to complete the work for this Sample Task Authorization. The labour rate will then be multiplied by the level of effort to reach an estimated total for that particular person. These totals will then be used to reach the total estimated labour for the Sample Task Authorization which will be added to the estimates for items 2-7 below to arrive at a total limitation of expenditure for the Sample Task Authorization. This value will then be used for evaluation purposes only.

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

a) Title, name \_\_\_\_\_  
 (est) \_\_\_\_ days @ \$---./day (est.) \$ \_\_\_\_\_

b) Title, name \_\_\_\_\_  
 (est) ---- days @ \$---./day (est.) \$ \_\_\_\_\_

a) Title, name \_\_\_\_\_ (est) \_\_\_\_ days @ \$---./day (est.) \$ \_\_\_\_\_

b) Title, name \_\_\_\_\_ (est) \_\_\_\_ days @ \$---./day (est.) \$ \_\_\_\_\_

c) Title, name \_\_\_\_\_ (est) \_\_\_\_ days @ \$---./day (est.) \$ \_\_\_\_\_

d) Title, name \_\_\_\_\_ (est) \_\_\_\_ days @ \$---./day (est.) \$ \_\_\_\_\_

Total Estimated Labour: \$ \_\_\_\_\_

For this Sample Task Authorization, identify:

2. Purchased equipment at laid down cost without mark-up, including (list items). (est.) \$ \_\_\_\_\_
3. Rentals : at actual cost incurred without mark-up, including (list items). (est.) \$ \_\_\_\_\_
4. Material and supplies at laid down cost without mark-up, including (list items). (est.) \$ \_\_\_\_\_
5. *Travel and Living Expenses: The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive ([http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/TBM\\_113/td-dv\\_e.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp)), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees" are applicable. All travel must have prior authorization of the*

- 
- Technical Authority All payments are subject to government audit.* (est.) \$ \_\_\_\_\_
- OR**
5. *Authorized travel and living expenses in accordance with the University's Standard Travel Policy. Claims for travel expenses must include an explanation of who, where, when duration and purpose of travel.* (est.) \$ \_\_\_\_\_  
**(Applicable to Universities only)**
6. Subcontracts: at actual cost incurred without mark-up, (Identify subcontractors, if applicable.) (est.) \$ \_\_\_\_\_
7. Other direct charges at actual cost incurred without mark-up, including (list any other costs which may be applicable, giving an estimated cost for each e.g. computing costs, long distance telephone/facsimile charges, reproduction, shipping). (est.) \$ \_\_\_\_\_
8. *Computing charges at standard university rates.* (est.) \$ \_\_\_\_\_  
**(Applicable to Universities only)**
9. *Standard University Overhead as follows:*  
**(Applicable to Universities only)**
- a) at a maximum 65% of on-campus labour (item 1) (est.) \$ \_\_\_\_\_
- b) at a maximum 30% of off-campus labour (item 1) (est.) \$ \_\_\_\_\_
- c) at a maximum 2% of travel expenses (item 6) (est.) \$ \_\_\_\_\_
- Total Estimated Overhead:* \$ \_\_\_\_\_
9. Profit at a firm --% of items --,--, above (\$----.--), not to exceed (max.) \$ \_\_\_\_\_
- Total Limitation of Expenditure For Sample Task Authorization:** \$ \_\_\_\_\_

With the exception of the firm rate(s) and price(s), the amounts shown in the various items specified above are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Technical Authority, and provided that the estimated cost does not exceed the aforementioned Limitation of Expenditure.

APPLICABLE TAXES: The applicable taxes are not included in the amounts above. The applicable taxes are to be shown as a completely separate item on each invoice.