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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

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
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

Title - Sujet Canadian Safety and Security Progra	
Solicitation No. - N° de l'invitation W2207-12CSSP/D	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client W2207-12CSSP	Date 2014-08-15
GETS Reference No. - N° de référence de SEAG PW-\$\$\$V-059-27860	
File No. - N° de dossier 059sv.W2207-12CSSP	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-09-04	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Palmer, Heather	Buyer Id - Id de l'acheteur 059sv
Telephone No. - N° de téléphone (819) 956-6176 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

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

Solicitation No. - N° de l'invitation

W2207-12CSSP/D

Amd. No. - N° de la modif.

001

Buyer ID - Id de l'acheteur

059sv

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

W2207-12CSSP

File No. - N° du dossier

059svW2207-12CSSP

CCC No./N° CCC - FMS No/ N° VME

**See attached Call for Proposals (CFP): Bidder Guidebook - Call 003 2014/15,
Agenda and Webex information**



Government
of Canada

Gouvernement
du Canada

Canadian Safety and Security Program



Call for Proposals (CFP): Bidder Guidebook - Call 003

2014/15



Led by Defence R&D Canada – Centre for Security Science

Canada

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Abstract

The Canadian Safety and Security Program (CSSP) — Call for Proposals Bidder Guidebook Call 003 is written for potential Bidders who wish to submit project proposals for CSSP science and technology (S&T) investment funding. Resulting contracts and associated funding will be used to enhance the program and support national public safety and security objectives. The Guidebook outlines the Public Works and Government Services Canada (PWGSC) procurement process by which proposals are prepared, evaluated, selected and recommended for contract award.

The Call for Proposal process consists of three stages: Stage One - Synopsis, Stage Two - Full Proposal, and Stage Three - Contracting. The information provided via proposals in Stage One and Stage Two will be used to establish a pool of pre-qualified Bidders, while Stage Three will focus on the contracting process.

No payment will be made for costs incurred in the preparation and submission of a bid in response to the Call under the request for proposal process. Costs associated with preparing and submitting a bid, as well as any costs incurred by the Bidder associated with the evaluation of the bid, are the sole responsibility of the Bidder. Bidders must use only the current guidebook for Call 003 (2014/15) when preparing their proposal submission.

List of Acronyms and Abbreviations

AIT	Agreement on Internal Trade
BRU	Bid Receiving Unit
CFP	Call for Proposal
CoP	Communities of Practice
CSSP	Canadian Safety and Security Program
DG	Director General
DND	Department of National Defence
DRDC CSS	Defence Research and Development Canada - Centre for Security Science
EDT	Eastern Daylight Time
GETS	Government Electronic Tendering Service
GoC	Government of Canada
IP	Intellectual Property
IS	Interdepartmental Settlement
LOA	Letter of Agreement
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NAFTA	North American Free Trade Agreement
NPP	Notice of Proposed Procurement
OSS	Open source software
PC	Project Champion
PEC	Proposal Evaluation Committee
PIW	Project Implementation Workshop
PM	Project Manager
PMB	Program Management Board
PRC	Project Review Committee
PSC	Proposal Selection Committee
PSTP	Public Security Technical Program
PWGSC	Public Works and Government Services Canada
R&D	Research and Development
SC	Steering Committee
SD	Standard Deviation
SME	Subject Matter Experts
S&T	Science and Technology
TBA	To be announced
TBS	Treasury Board Secretariat
TD	Technology Demonstration
TP	Technology Pilots
TRL	Technology Readiness Level
WTO-AGP	World Trade Organization Agreement on Government Procurement
WOG	Whole-of-Government

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1.0 Introduction

1.1 Background

The Canadian Safety and Security Program (CSSP) is a whole-of-government (WOG) initiative that is designed to invest in research and technology, as well as knowledge generation to enable Canada's public safety and security posture. The program builds on a number of precursor public safety and security science and technology (S&T) programs that have evolved from an initial focus on S&T output and mobilizing S&T communities (Community clusters), to one that is driven to address identified public safety and security gaps and is optimized to deliver relevant impact on national safety and security priorities.

The CSSP is a federally-funded program, which has been allocated \$15 million dollars annually to strengthen Canada's ability to anticipate, prevent/mitigate, prepare for, respond to, and recover from natural disasters, serious accidents, crime and terrorism through the convergence of science and technology (S&T) with policy, operations and intelligence.

The CSSP is led by Defence Research and Development Canada - Centre for Security Science (DRDC CSS) on behalf of the Government of Canada (GoC) and its partners across all levels of government, response and emergency management organizations, non-governmental agencies, industry and academia.

CSSP investments enable DRDC CSS to coordinate and support projects and activities that respond to Canadian public safety and security priorities and address capability gaps. These gaps are identified through consultation with communities of practice, as well as central agencies, and policy, operational and intelligence entities.

Ultimately, these efforts contribute to achieving the CSSP's primary strategic goal of ensuring that Canada's people and institutions have a greater resilience to global and domestic public safety and security threats and hazards.

CSSP Vision:

A safe and secure Canada through Science and Technology (S&T) leadership.

CSSP Mission:

To strengthen Canada's ability to anticipate, prevent/mitigate, prepare for, respond to, and recover from acts of terrorism, crime, natural disasters, and serious accidents through the convergence of science and technology with policy, operations and intelligence.

CSSP Scope:

To deliver S&T solutions, support and advice to respond to Canada's public safety and security imperatives.

The CSSP delivers on these imperatives by:

- Promoting and fostering horizontal co-ordination across government departments, agencies, and stakeholders, including federal, provincial, territorial and municipal partners;
- Prioritizing and matching S&T investment responses according to the assessment of public safety and security risks;
- Leveraging existing S&T capacity, programs and agreements in government, academia and industry to accomplish program outcomes;
- Engaging stakeholders and end-users in establishing expectations for program outcomes, and in exploiting these outcomes;
- Supporting existing and evolving emergency preparedness and response plans and agreements;
- Providing evidence-based analysis and advice to policy and decision makers; and
- Informing, through S&T, the development of regulations, standards and codes.

1.2 Program Investment Priorities

DRDC CSS activities address a broad range of public safety and security domains across multiple research portfolios. The research portfolios that are represented by the CSSP include:

- Biological,
- Border and Transportation Security (BTS),
- Chemical,
- Critical Infrastructure Resilience,
- Emergency Management Systems and Interoperability (EMSI),
- E-Security,
- Explosives,
- Fire,
- Forensics,
- Natural Hazards,
- Paramedics,
- Police/Law Enforcement,
- Psycho-Social and Community Resilience,
- Radiological-Nuclear (RN), and
- Surveillance, Intelligence and Interdiction (SII).

The Portfolio Managers for each research portfolio, in communication with their Communities of Practice (CoP), have identified program investment priorities to guide CSSP investment decision-making. These investment priorities emphasize specific gaps and objectives that are relevant to the CSSP research portfolios.

Please refer to Annex A for a list of CSSP Investment Priorities.

2.0 Call for Proposals (CFP)

2.1 CFP Bidder Guidebook Scope

The CFP bidder guidebook outlines the requirements for proposal submission, evaluation, selection, set up and execution for the 2014 Call for Proposals (CFP) investment instrument of Defence Research and Development Canada – Centre for Security Science (DRDC CSS) through the Canadian Safety and Security Program (CSSP). This guidebook presents the instructions for the procurement process for the third iteration of the CSSP CFP process.

2.2 CFP Objective

The objective of this CFP is to engage industry, academia and other levels of government in collaborative research projects with those government departments and agencies that have both the subject matter and project management expertise to contribute S&T solutions for Canadian public safety and security outcomes.

2.3 Program Delivery

2.3.1 Project Types

The primary delivery mechanism for the program is based on four (4) project types. The four types of projects that will be considered for funding through the CFP process include:

- Studies (Type I and Type II),
- Research and Development (R&D),
- Technology Demonstration (TD), and
- Technology Pilots (TP).

Each project type is also expected to align within a Technology Readiness Level (TRL) range. Technology readiness levels are measures that help to assess the maturity of evolving technologies, devices, materials, software, etc. (Annex D – Technology Readiness Levels). Table 1 describes the funding parameters as well as TRL ranges for each of the four project types that will be funded through the CFP investment instrument.

2.3.1.1 Studies

Studies are evidence-based examinations or analyses that address known public safety and security issues, define problems or scope out a future solution or a range of solutions in areas identified by the Bidders and assessed against published CSSP Investment Priorities (Annex A) as a prelude for recommending a way forward. Studies can provide operational

research tools and methods, including risk, capability and foresight analyses, or road-mapping to define operational needs and/or aid in prioritizing investment decisions. Examples include conducting scoping studies, developing emergency response scenarios that help to define needs, or analyzing the risk of a particular output for a variety of operational approaches in a feasibility or cost-benefit analysis.

Studies can vary considerably in scale and complexity. For the purposes of this CSSP CFP, the following metrics will be used:

Type I: Typically under \$100K, conducted within 12 months, and fall within TRL 1-9. Key issues are analysed with rigor but the scope of the analysis is managed so as to be achievable within this envelope of time and funding. Typically, this implies the analysts are well versed in the state of the art and do not require much time/effort devoted to, and including environmental scans, or broad consultation with Subject Matter Experts (SMEs) and stakeholders.

Type II: Typically under \$250K, conducted within 24 months, and fall within TRL 1-9. Comprehensive studies provide a more in depth analysis of the issues and solution options, including a comprehensive environmental scan to ensure the analysis is up-to-date with the state of the art. Comprehensive studies typically include broad consultation with SMEs from diverse sources and a holistic analysis of the problems and solution space taking into account technological, operational, policy, and governance and/or regulatory aspects.

2.4.1.2 Research and Development (R&D)

Research and Development (R&D) projects may be funded up to \$1.0M, are to be completed within 36 months, and fall within TRL 3-4. Research and Development projects involve applied research that will generate new knowledge or awareness while addressing user-defined capability gaps in critical areas as identified by the Bidders and assessed against published CSSP Investment Priorities (Annex A). Examples of R&D projects include analytical research and experiments that mature earlier findings or validate that the analytical predictions of existing S&T in a new context to constitute “proof-of-concept” validation.

2.3.1.3 Technology Demonstration (TD)

Technology Demonstration (TD) projects may be funded up to \$1.5M, are to be completed within 36 months, and fall within TRL 5-7. Technology Demonstration projects advance the maturity of a technology, application or capability by embedding science or technology in an operational context to foster collaboration between the operational and S&T communities in areas as identified by the Bidders and assessed against published CSSP Investment Priorities (Annex A). Examples of TD projects include integrating basic technological elements with realistic supporting elements so that the total applications (component-level, sub-system level,

or system-level) can be tested in a ‘simulated’ or realistic environment. Technology demonstrations are aimed at proving the applicability of a high TRL technical solution to solving a capability gap (Annex D). They are not intended to flow smoothly into implementation or operationalization as it is expected that additional development will be required.

2.3.1.4 Technology Pilots (TP)

Technology Pilots (TP) may be funded up to \$2.0M, are to be completed within 36 months, and fall within TRL 7-9. Technology Pilot projects are used when the technology solution is somewhat already known by the operational authority but the challenge is how best to configure, implement, integrate, or use it (Concept of Operations) so that it works efficiently in an operational setting. Technology Pilots are not torn down at the end of the project. They are normally designed to flow smoothly into operational use as part of the transition strategy. Technology Pilots are well-suited to support the early spiral of an implementation plan that brings an enhanced capability into operational use.

2.4 CSSP Funding

The CSSP funding that is available to each project is defined according to project type (Table 1 below). The funding awarded to approved projects during the project cash phasing will not exceed the maximum funding defined in the project funding parameters (Table 1). All proposal submissions must be priced in Canadian currency.

Table 1: Summary of CFP Project Type Funding and Partnership Parameters

Investment Instrument	Call for Proposals (CFP)				
	Studies		Research & Development	Technology Demonstration	Technology Pilot
Project types	Type I	Type II			
Duration from Project award	≤ 12 months	≤ 24 months	≤ 36 months	≤ 36 months	≤ 36 months
Nominal Funding Range	≤ \$100K	≤ \$250K	≤ \$1.0M	≤ \$1.5M	≤ \$2.0M
Technology Readiness Level (TRL) Range	TRL 1-9		TRL 3-4	TRL 5-7	TRL 7-9
Co-Investment Contribution Description	<ul style="list-style-type: none"> • A Co-Investment contribution that indicates a commitment to the project that, commensurate with risk, is required for all projects. • The project team should demonstrate that the level of contribution is appropriate to the CSSP investment being requested based on the ability of the partners to commit resources and the level of risk of the proposed project. 				
Co-Investment Type	Participants' Co-Investment contributions may include cash and/or in-kind (non-cash) contributions (Refer to Section 4.3 "Co-Investment Contribution").				
Proposal Submission	<ul style="list-style-type: none"> • A proposal must be submitted by a Canadian private, academic or public sector organization. • International participants must partner with Canadian Bidder(s) from the aforementioned Canadian sectors. 				
Lead Bidder	<ul style="list-style-type: none"> • The Lead Bidder is the proposal team member who submits the bid and acts as the point of contact for the duration of the CFP solicitation process. • The Lead Bidder can be a representative of any of the Canadian partner organizations. • The Lead Bidder must be a Canadian Bidder. 				
Partnership Requirements	<p>Mandatory requirement:</p> <p>All proposal submissions must have a minimum of two partner organizations:</p> <ol style="list-style-type: none"> 1) One partner must be from a Canadian Government Department* (Federal / Provincial / Territorial / Municipal). 				

	<ul style="list-style-type: none"> a. This organization will assume the role as the Lead Government Department if the proposal is approved for funding. b. The Lead Government Department acts as the Project Champion and Project Manager and respectively provides oversight and manages the implementation (initiation, execution and close out) of CSSP funded projects. c. If one of the partners is a federal government department, that federal government department must be the lead. If no partners are federal government departments, a Provincial/Territorial/Municipal department must be the Lead Government Department. <p>2) The other mandatory partner can be from government, academia or industry.</p> <p>Additional partners from Canadian and international government, industry and academia are permitted as long as the above two requirements are met.</p>
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***Canadian Government Department**

To satisfy the mandatory requirement of a partner being from a Canadian Government Department the Bidder must fall into one of the below categories:

- 1) Be listed under schedules I-IV of the *Financial Agreement Act*; or
- 2) A government corporation, any other local or Provincial public authority designated by regulation of the Lieutenant Governor in Council; or
- 3) Fit the following criteria:
 - a. The entity was created by government legislation.
 - b. Direct control is held by possessing 100% of the voting equity.
 - c. The government determines the general policy or program of the entity.
 - d. The government appoints members to the board of directors.
 - e. The entity's assets revert back to a government in the event of liquidation or dissolution.
 - f. Its budget is approved by the government.
 - g. It submits an annual, audited report to a government.
 - h. Its financial accounts are subject to examination by the Auditor General.

2.4.1 CFP Financial Framework

DRDC CSS will allocate funds for program investment as determined by the CFP Project Type. Appropriate funding mechanisms will be used to transfer funds to the Lead Government Department of a program investment project.

CSSP Funds will be transferred to Lead Federal Government Departments by using the Interdepartmental Settlement (IS) mechanism to manage and oversee all procurement associated with the project. The fund transfers are applicable to federal government departments who are either a signatory of the Public Security Technical Program (PSTP) Memorandum of Understanding (MOU) or have a Letter of Agreement (LOA) in place between the lead Federal department and DRDC CSS.

If the Lead Government Departments is either from a provincial, municipal, or territorial government, a Memorandum of Agreement (MOA) will be created so that funds can be disbursed using normal procurement processes.

The competitive selection process for CSSP projects, in compliance with Treasury Board (TB) policies, is designed to give national S&T performers in the Canadian public, private, and academic sectors equal opportunity to seek funding from and contribute to the initiative.

2.4.2 Financial Considerations

Participating government departments will assume responsibility for received funds in accordance with approved project work plans and will follow their departmental expenditure authority. Departments are accountable for expenditure management of received funds according to the agreed upon project objectives, schedule, and cash profile. Departments are required to keep an up-to-date and accurate accounting record of each project separately.

The Director General (DG), DRDC CSS will oversee program delivery. Lead Government Departments will be accountable to the DG, via their respective departmental project managers, for provision of progress reports and cash flow information by project. The Lead Government Department is responsible for identifying any potential slippage of funds in each trimester report through the provision of an updated project forecast.

Program funds advanced to government departments can be applied against departmental incremental costs in support of the project and/or used to contract with either or both the private and academic sectors, as established in the project plan. Unexpended funds will be returned to DRDC CSS.

2.4.3 CFP Financial Distribution Considerations

Project funding amounts allocated throughout the project may vary from project to project. For instance, there might be a slight reduction in the amount of the total CSSP budget requested or DRDC CSS may change the budget phasing in order to reduce risks associated with possible delays in project contracting and initiation in the first year of the project.

In most cases, DRDC CSS will:

- 1) Transfer 100 percent (%) of Year 1 project funds,
- 2) Approve 100 percent (%) project funds for contracting, and
- 3) Approve full Year 2 funding contingent upon timely receipt of progress reports (Year 1 mid-year) and Project Review Committee (PRC) reports.

For projects deemed high risk, DRDC CSS reserves the right to:

- 1) Transfer 75 percent (%) of project funding to project teams with the remaining 25 percent (%) hold-back being released upon completion of, and the assessment of project progress reports.

2.4.4 Eligible Costs

CSSP funds can be provided to projects for both the costs of participating government departments, and for the costs of contracting with the private sector, academia, other levels of government, and international participants, according to approved project plans.

CSSP funds can only be used for incremental resourcing costs associated with delivering the project, e.g. contractors, temporary help services (THS), Government of Canada (GoC) FSWEF Students, casual or term employees. Therefore, CSSP funds can only be used for “non-capital” type expenditures. All incremental GoC salary costs are to be captured via General Ledger (GL) 1105 – Term Civilians, GL 1111 – Casual Civilians, or GL 1135 – FSWEF Students.

Therefore, CSSP funds cannot be used to pay for indeterminate government employee salaries. Any indeterminate employee salary would be included as an in-kind contribution to the project.

2.4.5 Salary Wage Envelope Conversion

As per Treasury Board Secretariat requirements, a 20 percent transfer price recognizes and compensates the additional personnel costs (i.e. employee benefits) that result from the transfer of a non-salary allocation to a salary allocation. Therefore, all Federal Government Departments expenditures for GL 1105 - Term Civilians, GL 1111 – Casual Civilians, or GL 1135 - FSWEF Students, are subjected to a 20 percent transfer price. All budget figures for federal government salaries should take this into account.

For example, if a project has \$20,000 in federal salary costs, the project must put aside \$4,000 to cover the SWE conversion rate. For example, if a term employee will cost a federal government organization \$20,000, a figure of \$24,000 should be indicated in the budget line in order to provide for the 20 percent. This conversion fee is ONLY applicable to incremental federal government salaries and does not apply to Provincial/Municipal/Territorial lead government departments.

2.5 Call for Proposal Procurement Approach

Public Works and Government Services Canada (PWGSC) is the contracting authority responsible for the integrity of the procurement process under the CFP.

The CSSP CFP process involves a three-stage procurement process:

- Stage 1: Synopsis Proposal - Submission and evaluation,
- Stage 2: Full Proposal - Submission and evaluation, and
- Stage 3: Contracting.

This procurement process does not constitute a guarantee on the part of Canada that a contract will be awarded. The information provided in Stage One (1) and Stage Two (2) will be used to establish a list of pre-qualified Bidders.

The process is organized in a manner consistent with the principles of the Agreement on Internal Trade (AIT) in terms of equal access, fairness, and transparency and is open to all national S&T performers (public, private, and academic).

Research and Development services are excluded under the North American Free Trade Agreement (NAFTA) and World Trade Organization Agreement on Government Procurement (WTO-AGP) trade agreements.

The invitation to submit a bid for the CSSP CFP is in the form of a Notice of Proposed Procurement (NPP) prepared and posted by PWGSC on the Government Electronic Tendering Service, Buyandsell.gc.ca/tenders.

2.5.1 Communications

To ensure the integrity of the competitive bid process, all enquiries regarding the CFP solicitation and contracting process must be directed to the Contracting Authority identified below.

PWGSC Contracting Authority
Heather Palmer
Public Works and Government Services Canada
Telephone: 819-956-6176
Facsimile: 819- 997-2229
Email: Heather.Palmer@tpsgc-pwgsc.gc.ca

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.

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

Bidders should reference as accurately as possible the numbered item of this CFP Bidder Guidebook to which the enquiry relates. Care should be taken by the Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked “proprietary” at each relevant item. Items identified as proprietary will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidders 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.

2.5.1.1 Public Announcements

In order to coordinate any public announcements pertaining to this CFP and any resultant contracts, neither the Bidder nor any participating partners shall make any public announcements without prior approval of DRDC CSS and/or PWGSC.

3.0 Bid Submission Information

PWGSC employs a competitive proposal selection process that examines each proposal's quality and relevance to program priorities, as established by the evaluation criteria outlined in this CFP Bidder Guidebook (Annex B).

3.1 Bid Submission - Terms of Reference

3.1.1 Standard Instruction, 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 (SACC) Manual*.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

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

The 2003 (2014-06-26) *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"

Add: A Bid must be submitted by a Canadian Bidder, in submitting both a synopsis proposal and a full proposal.

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

Bid Validity:

Delete: sixty (60) days

Insert: three hundred and sixty five (365) days from synopsis submission, (October 1 2014)

3.1.2 Who May Submit a Proposal

A proposal may be submitted by a lead bidder that is a Canadian private, academic, or public sector organization.

Limits on Bidders:

1. Government Departments that submit proposals as a “*Bidder*”, where there would be intent to contract with a Supplier using the CFP method of supply, must name the Supplier in their proposal submission and the applicable budget. Suppliers not clearly identified within the proposal submission cannot be contracted through any resultant contracts initiated under the CFP method of supply.

3.1.3 Submission Tool

Unclassified Bids

All unclassified submissions must be completed through the web-based submission system by the indicated due date and time. Bidders are directed to < <https://cssp-cfp-2014.fluidreview.com/> > to initiate the submission process. Bidders using the web-based system will receive confirmation of receipt through the online system.

Unclassified proposals received outside the bid submission periods will not be evaluated and will be returned to the bidder.

Classified Bids

For all classified proposal submissions bidders must first contact the PWGSC Contracting Authority (see section 2.8.1 Communications) to obtain the proper Classified Submission Forms and then must arrange delivery of the proposal using procedures designed to protect the sensitivity of the content by the due date and time.

All Classified bids must be submitted to the Bid Receiving Unit (BRU) at PWGSC. To ensure fairness, all bids must be received before the closing date and time of the submission bid period at the BRU.

Classified Bids must be submitted to the following address:

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

Classified proposals received outside the bid submission periods will not be evaluated and will be returned to the bidder.

Technical Support

Should there be difficulties in accessing or using the submission site, please contact: support@myreviewroom.com.

Bidders will need to ensure that when submitting their proposal that they use a computer with the following software: Internet Explorer (7, 8, or 9), and/or Chrome to ensure delays are not experienced during the submission process. Bidders need to ensure that firewalls are turned off during the online submission process.

3.1.4 Bid Submission Periods

DRDC CSS CFP Solicitation will be posted on the Government Electronic Tendering Service (GETS), Buyandsell.gc.ca/tenders for the periods indicated below:

1. Bid Submission Period 2012: September – December 2012 (CSSP 1): CLOSED
2. Bid Submission Period 2013: June – October 2013 (CSSP 2): CLOSED
3. Bid Submission Period 2014 (CSSP 3): OPEN
 - a. Synopsis Proposal Submission Period: September 3, 2014 to 1 October, 2014 at 16:00 EST.
 - b. Full Proposal Submission Period: 19 November, 2014 to 8 January, 2015 at 14:00 EST.
4. Bid Submission Period 2015 (CSSP 4): To Be Announced.

3.1.5 Extension Enquiries

Changes to the solicitation itself, to reflect clarifications resulting from questions from bidders, including extensions to the solicitation period, will be released as an amendment to the solicitation. It is not anticipated that extensions will be granted.

3.1.6 Modification and Withdrawal of a CSSP Bid Submission

A project proposal can be modified, withdrawn or resubmitted before the bid submission period closing date provided that it is being submitted using the online submission process described in section 3.1.3.

Canadian Safety and Security Program Call for Proposals Process

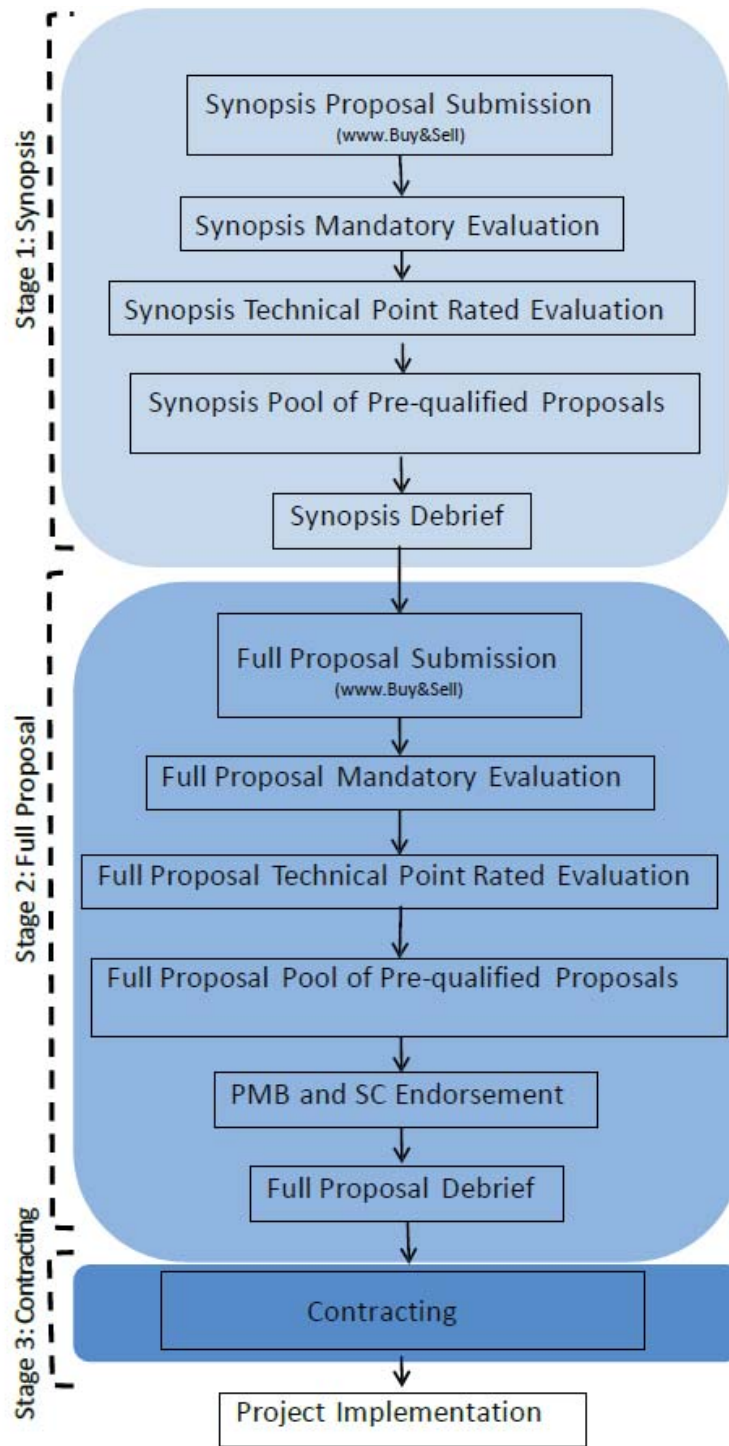


Figure 1: Summary of CSSP CFP Process

4.0 Call for Proposal - Evaluation Requirements

4.1. Mandatory Evaluation Criteria

At Stage One and Stage Two of the CFP process, proposals will be assessed against mandatory criteria by internal CSSP Subject Matter Experts (SMEs). The proposals that meet all of the mandatory criteria will be evaluated against the point rated criteria.

Two Step Proposal Evaluation Process

Step 1: Initial Review of Mandatory Criteria

Canada will conduct an initial review of the Bidder's proposal to determine if all mandatory criteria have been addressed. After the initial review the Contracting Authority will provide each Bidder that did not meet a mandatory with a "Preliminary Evaluation Report" listing the non-compliant mandatory criteria evaluated to date. This will include only a list of CFP references.

Bidders that do not meet all mandatory criteria will be invited to submit additional or different information in accordance with the CFP, that the proposal is compliant with those mandatory requirements. This information must be submitted to the Contracting Authority 48 hours after the request has been made.

The new information submitted by the Bidder must be based on the proposal it submitted at bid closing.

The evaluation mandatory criteria will be those included in the following areas:

- 5.3.3 Synopsis-Certification Criteria
- 6.4 Full Proposal-Certification Criteria

Step 2: Final Review of Mandatory Requirements

Canada will conduct a final review of the Bidder's proposal, taking into account the new information submitted, to determine if all mandatory requirements have been met as required in the CFP. Should one or more of the initially evaluated non-compliant mandatory requirements continue to be evaluated as non-compliant after receipt of the new information, or a new non-compliance be created as a result of the new information, the proposal will be evaluated as non-responsive and will not be given any further consideration. The new information submitted will take precedence over that submitted with the original bid at bid closing.

Proposals that have demonstrated compliance with mandatory requirements at the conclusion of the final review will continue to be evaluated.

Proposals that do not meet any of the mandatory evaluation criteria will not be given further consideration.

4.2 Point Rated Evaluation

The point rated criteria will be evaluated by internal and external reviewers who are Subject Matter Experts (SMEs) and members of the CSSP Proposal Evaluation Committee (PEC). Proposals that do not achieve a pass mark of 70% or above on the point rated evaluation criteria will not be given further consideration.

For point-rated criteria in Annex C; Synopsis Evaluation Criteria 1 and 2; and Full Proposal Criteria 1-2 and 5-6:

Proposals that do not score 70% or above in any of the individual criteria will not be given further consideration.

For point-rated criteria in Annex C; Synopsis Evaluation Criteria 3-5; and Full Proposal Criteria 3-4 and 7:

Proposals that do not achieve a total cumulative pass mark of 70% or above on the evaluation criteria will not be given further consideration.

Additional detail on the point rated criteria are presented in Annex C, Evaluation Criteria - Point Rated Scoring chart.

Internal Reviewers

Internal proposal evaluations will be conducted to assess mandatory evaluation criteria (synopsis) as well as point rated criteria (synopsis and full proposal). These proposal evaluations will be chaired by DRDC CSS portfolio managers and consist of at least one SME from policy and one SME from either S&T and/or operations.

PWGSC will oversee the internal proposal evaluations process.

External Reviewers

External reviewers are SME and members of the CSSP Proposal Evaluation Committee (PEC). External reviewers will be assigned 1-10 proposals to review and each proposal will be reviewed by five (5) external reviewers.

Of the five reviews completed, three (3) scores with the least deviation from the mean will be used to calculate the point rated criteria average. Proposals whose scores have a Standard Deviation (SD) $\geq 25\%$ (0.25) from the mean will undergo a further review in which PWGSC, in consultation with the evaluators, will attend a review panel where the reviewers will review and re-assess the point rated evaluation score.

4.3 Co-investment Contribution

Collaborative delivery is an underlying characteristic of the CSSP. In most circumstances, the degree and extent to which the project partners co-invest in an activity can be a direct measure of the strategic and tactical importance that they place on the activity and their willingness to assume some project-related risk. Consequently, a co-investment contribution that indicates a commitment to the project that is commensurate with risk is required for all projects the co-investment contribution will account for 10% of the overall score.

Proposal evaluation using the point rated criteria will include assessment of the level and nature of co-investment. The project team should demonstrate that the level of contribution is appropriate to the CSSP investment being requested based on the ability of the partners to commit resources and the level of risk of the proposed project.

Participants' co-investment contributions may include cash contributions (e.g. towards project expenses) and/or in-kind contributions (i.e., non-cash contributions). The co-investment amount and type must be defined in the project proposal and will be evaluated as one of the point rated evaluation criteria. The nature of eligible in-kind contributions is described in Annex E, Co-Investment Model.

Cash Co-investment contributions

Project partners are strongly encouraged to articulate their direct support for the project with cash contributions to the best of their ability. Cash contributions represent project expenses paid for by a partner organisation for goods or services that must be procured for the project that were not pre-existing. For instance, partner funds that will be used to procure new equipment or software that no partner had at the time of project initiation or the services of a resource that will work on the project that was not engaged by a project partner prior to the initiation of the project.

Partners who are participating members in other federal programs may solicit financial support from those programs as a contribution to the project. These contributions must respect any limitations imposed by the partner organisations (such as stacking provisions associated with some federal programs) and must be clearly articulated in the proposal submission.

In-kind Co-investment contributions

In-kind contributions are direct costs to the project, considered essential to the research and are most often in the form of cash equivalent goods or services that are pre-existing within the inventory of the project partners at the initiation of the project. For example, the salary of full time staff, use of equipment, licenses and/or laboratory space would qualify as in-kind. Contributions will only be taken into consideration if they are from participating project partners.

The Co-Investment Evaluation Criteria will account for 10% of the evaluation score and is detailed in Annex F.

4.4 Distribution of Investment

In response to the CFP, the CSSP typically receives a large number of sound proposals that are relevant to a wide range of program domains. Proposals that pass the evaluation process establish a pool of pre-qualified proposals for consideration by the Program Management Board (PMB) based on recommendations from review panels and the Project Selection Committee (PSC). The review panels and the PSC aim to balance program investments in support of Canadian public safety and security needs across specific areas of interest in order to balance program risk and return.

During the deliberations of the PSC, each pre-qualified proposal will be assessed against a series of considerations through the analysis of the relevant investment priorities, objectives and intended outputs. The considerations against which a distribution of investment is sought are:

- Current CSSP Investment Portfolio balance,
- Technology Readiness Levels,
- Emerging operational and policy issues,
- Multi-year program direction, and
- Program record of desired vs. actual performance.

Additional PSC considerations for balance of investment may include the quality of the proposal and the distribution of funding across safety (counter-terror) vs. safety (daily trauma), project types, Canadian regions and long term vs. short term impact, and alignment with Government of Canada (GoC) strategic priorities.

The PSC will rank all pre-qualified proposals based on the balance of investment considerations, and the highest ranked proposals will be approved for funding based on the envelope of money available for the current call for proposals.

5.0 Call for Proposal – Synopsis Submission

5.1 Stage 1: Synopsis Proposal – General Information

The CSSP CFP process involves a three-stage procurement process:

- ***Stage 1: Synopsis Proposal - Submission and evaluation,***
- Stage 2: Full Proposal - Submission and evaluation, and
- Stage 3: Contracting.

A Synopsis Proposal is only an outline of the work that if successful, would be proposed in more detail in Stage Two: Full Proposal. The Synopsis Proposal is intended to provide a brief summary for evaluators on the general proposed concept, the feasibility of the proposal, and an estimate of the cost and schedule of the proposed project. The Synopsis Proposal stage is meant to act as a triage phase that is intended to reduce the burden on both bidders and the program.

An overview of the synopsis submission and evaluation process is highlighted in Figure 2.

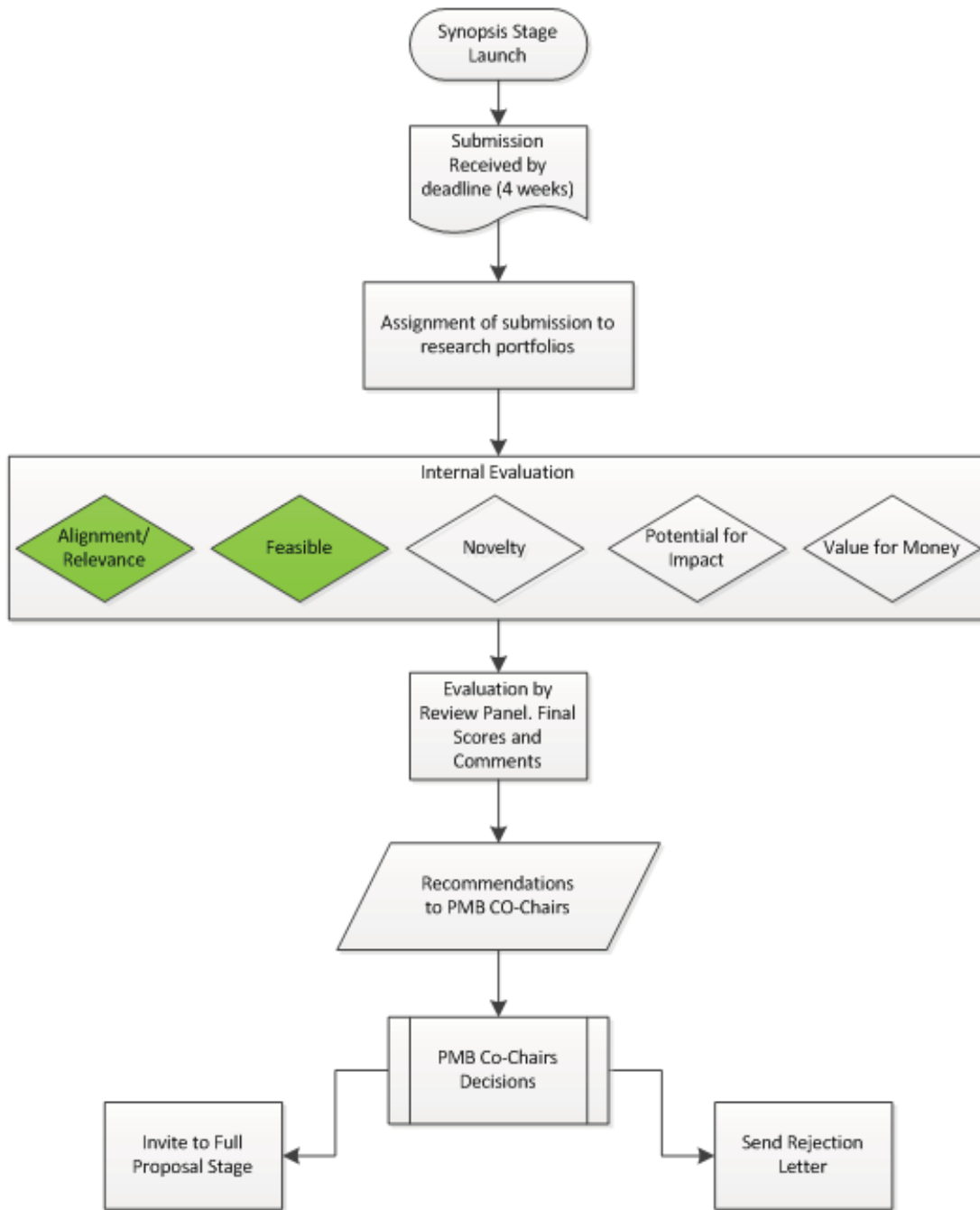


Figure 2: Overview of Synopsis submission and evaluation Process.

5.2 Synopsis Submission Requirements

At the synopsis stage bidders are required to submit the following documents:

- Submission form (Section 5.2.1),
- Quad Chart (Section 5.2.2), and
- Maximum four (4) page summary of the proposed project (Section 5.2.3).

Proposal submissions, both classified and unclassified, must be received by the due date and time indicated on www.BuyandSell.gc.ca/tenders in order to be considered.

Care should be taken to align the submission with the point-rated evaluation criteria in Annex C.

5.2.1 Submission Form Requirements

All Synopsis Proposal submissions must be completed fully. Failure to populate the forms correctly or to submit the required information may result in the rejection of the proposal.

All bidders are required to fill out the submission form.

The form consists of six (6) sections:

1. General Information,
2. Self-Evaluation,
3. Budget breakdown,
4. Partners,
5. List of three-five (3-5) preferred reviewers (optional), and
6. List of reviewers to exclude from the evaluation process (optional).

5.2.2 Quad Chart Requirements

It is a mandatory requirement to submit a quad chart. The quad chart is intended to provide a quick summary overview of the proposal (Annex G). The quad chart is expected to be submitted in electronic format on the online tool (unless the submission is classified). The document must be 8 ½ by 11 inches with fonts no smaller than 10 point. All documents must be print-capable, without password, and no larger than 1024 KB. File names must contain the appropriate file name extension (.doc/.docx, .ppt/.pptx, or .pdf). (Sample Quad Chart is provided in Annex H).

The quad chart is expected to adhere to the following format:

a) Header; Project Title and Submission number

Header of the quad chart is to include the priority area being addressed and submission number, followed by a project title. The submission number will be generated upon first registering on the online tool.

b) Top left quadrant; Project Summary

The top left quadrant contains a brief summary of the proposed project in layman's language. The summary outlines the goals in terms of expectations of the project.

Corporate Contact Information shall include the submitter's company name, POC, phone number, and email address. Include any significant teaming partner (contact information) relevant to the evaluation.

c) Top right quadrant; Cost and Schedule

The top right quadrant contains the budget summary and schedule. A total summary shall include total CSSP funds requested, partner in-kind and cash co-investment; as well as the total project period.

Schedule shall be proposed by phase and include the cost, and period of performance for each phase. Products and Deliverables shall include, by phase, a list of all reports, planned communications, and prototype hardware/software/system.

d) Bottom left quadrant; Technical Approach

The bottom left quadrant contains a project summary and the proposed technical approach. Specifically, describe the technology involved, how it will be used to solve the problem, actions done to date, and any related ongoing efforts. Briefly describe the tasks to be performed for each phase. A bullet list is acceptable.

e) Bottom right quadrant; Impact Summary

The bottom right quadrant contains the operational and performance impact summary. Describe any basic, new, or enhanced capabilities the system will provide to meet the published priorities. In bullet form, list key aspects of performance, capability, operational or policy use, relevant software/hardware/technology specifications, and planned interface and/or compatibility.

5.2.3 Maximum four (4) page Proposal Summary

It is a mandatory requirement that Bidders submit a maximum four (4) page Proposal Summary Paper. All submission pages shall be 8 ½ by 11 inches, double-spaced with fonts no

smaller than 10 point; all margins shall be one inch. If the Proposal Summary Paper contains more than four (4) pages including tables, charts, and figures, only the first four (4) pages will be evaluated.

The Synopsis Proposal must address the following:

Synopsis Proposal Summary Content

A proposal summary must provide a description of the technical approach, the specific tasks and deliverables by phase, schedule and cost estimate by phase, and transition planning. The following Proposal Summary Paper sections and details are required.

a) Technical Approach.

Describe the proposed solution relative to the priority. Focus content on policy/operational capabilities required to address the problem, the underlying theory that supports the operational capability, and suggested concept of operations. Identify end users that could be interested in the proposed solution and describe how the solution will be a benefit. Include drawings, diagrams, charts, and tables needed to explain the effort. Describe if, and where, the proposed technology/solution has been, or is being used.

b) Tasks and Deliverables.

Identify the proposed tasks by phase in the order of occurrence. A phase must have clear exit criteria to serve as a “go” or “no-go” decision point to proceed to the next phase. Identify work that will be performed by other partners or contractors. Identify anticipated technical risks along with planned mitigation efforts. For each phase include the exit criteria and all products and deliverables.

c) Schedule.

The schedule shall indicate the planned start and stop point for each phase with top level subordinate tasks, estimated delivery dates, and completion dates. Indicate the total project period of performance in months using June 1st as a notional start date through the completion date.

d) Cost.

Provide the proposed, task-phased budgetary estimate. At this stage of the process, this estimate shall outline anticipated costs for each phase/task. Costs allocated to other organizations or sub-contractors shall be clearly shown.

5.3 Synopsis Proposal Evaluation

5.3.1 Synopsis Proposal- Mandatory Criteria

Each Synopsis Proposal seeking CSSP investment must meet the following mandatory requirements:

SM1 - All Synopsis Proposal submissions must be within the CSSP scope and mandate by being relevant to the CSSP Investment Priorities (Section 1.2, Program Investment Priorities). All Synopsis Proposal submissions must indicate which priority area(s) they are addressing.

SM2 - All Synopsis Proposal submissions must be categorized by a project type and adhere to the project parameters for duration and funding range outlined in Table 1 (Summary of Project Type Funding and Partnership Parameters) for the project type.

SM3 - All Synopsis Proposal submissions must clearly indicate a Co-investment contribution (Cash and/or In-kind Contributions) (Section 4.3; Annex E & F).

SM4 - All Synopsis Proposal submissions must include a Quad Chart (Annex G).

5.3.2 Synopsis Proposal – Point Rated Evaluation Criteria

The Synopsis Proposal evaluation criteria have been established in order to assist the CFP Proposal Selection Committee (PSC) in their deliberations. These evaluations will be conducted by internal CSSP SMEs (Section 4.2). At the Synopsis Proposal stage, the point rated evaluation criteria are divided into two parts.

The following criteria will be used to evaluate synopsis proposals. The evaluation grid is located in Annex C.

Point Rated Evaluation Criteria 1 and 2

1. Alignment and relevance to program priority investment areas;
2. Feasibility.

Synopsis Proposals that do not score 70% or above in criteria 1 and criteria 2 will not be given further consideration.

Point Rated Evaluation Criteria 3, 4 and 5

3. Novelty;
4. Value of solution compared to cost of project and additional strategic or tactical value (i.e., value for money); and
5. Potential to impact policy, operational, or intelligence capabilities.

Synopsis Proposals that do not achieve a total cumulative pass mark of 70% or above in criteria 3, 4 and 5 will not be given further consideration and will not advance to Stage 2: Full Proposal.

5.3.3 Synopsis - Certification Criteria

In submitting a proposal, the Lead Bidder must certify to the following terms:

- The Lead Bidder has read, understood and agreed to the contents, terms, and conditions contained in this Call for Proposal Bidder Guidebook Call 003.
- The Lead Bidder 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 proposal. If the lead bidder is to change during the selection process, a letter must be submitted to the contracting authority informing them of the change. The replacement lead bidder must be an authorizing signing officer of the bidder.
- That all the information the Lead Bidder has provided in this Synopsis Proposal is true and complete.
- That all partners listed in the Synopsis Proposal have agreed with their roles and resource implications.
- The Lead Bidder understands that a signature may be requested later during Stage Three: Contracting. The lead bidder must be the signing authority for the Project Charter and the Contracting phase.
- The Lead Bidder and Lead Government department are Canadian.

5.3.4 Synopsis - Debrief

Proposals that pass the mandatory criteria and achieve an evaluation score of $\geq 70\%$ for the point rated evaluation will advance to Stage 2: Full Proposal.

Bidders that are successful at Stage One may choose to submit a Full Proposal with the same project team or may choose to combine their submissions with another project team that was also successful in Stage One.

DRDC CSS and PWGSC cannot provide information on the results of a Synopsis Proposal review to anyone other than the Lead Bidder and the Lead Government Departmental representative. PWGSC will correspond and provide feedback to the Lead Bidder and the Lead Government Departmental representative identified on the Synopsis Proposal. Lead Bidders and the Lead Government Departmental representatives must reference their Synopsis Proposal number provided by the online submission tool in all correspondence.

Following the evaluation of the Synopsis Proposals, Bidders will be advised of their evaluation results, in writing by PWGSC, via an email message addressed to the Lead Bidder and the Lead Government Departmental representative. Bidders will be provided with feedback on their evaluation results for their Synopsis Proposal following the

completion of Stage One. Due to the large volume of Synopsis Proposals, further feedback will not be provided at this time. However, further feedback can be requested at the end of the CFP process following the Ministerial announcement or project award.

Bidders will receive one of the following debrief messages:

- The Synopsis Proposal submission did not meet mandatory criteria X and was not accepted,
- The Synopsis Proposal submission scored less than 70% for the point-rated criteria X and has not been accepted,
- The Synopsis Proposal submission scored an average that was less than 70% in the point-rated criteria and has not been accepted,
- The Synopsis Proposal submission has been accepted to submit a Full Proposal.

6.0 Stage 2: Full Proposal – Submission

6.1 Full Proposal – General Information

The three-stage procurement process:

- Stage 1: Synopsis Proposal - Submission and evaluation,
- ***Stage 2: Full Proposal - Submission and evaluation,*** and
- Stage 3: Contracting.

Full Proposal Submissions build on the information presented in Stage One and are intended to provide comprehensive detail of the proposed work to be completed.

An overview of the Full Proposal process is highlighted in Figure 3.

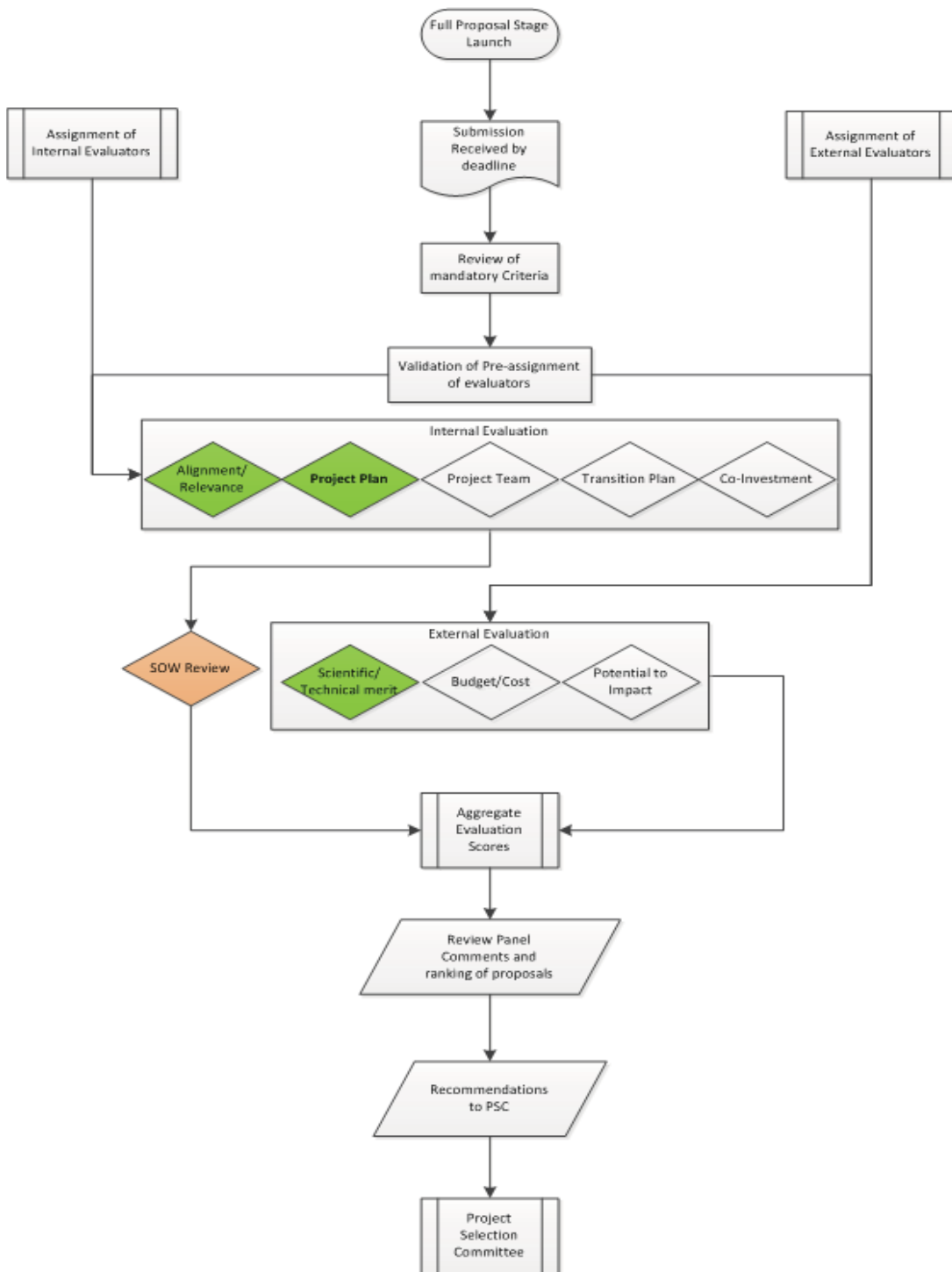


Figure 3: Overview of Full Proposal Submission and Evaluation process.

6.2 Full Proposal Submission Requirements

At the Full Proposal stage bidders must submit the following documents:

1. Submission Form (Section 6.2.1),
2. Max twelve (12) page summary of the proposed project (Section 6.2.2) with cover page, and
3. Annexes (Section 6.2.3):
 - a) Statement of Work (SOW),
 - b) Updated Quad Chart,
 - c) Gantt chart,
 - d) Partner Signature Form,
 - e) Previous Work Experience / Curriculum vitae (CV),
 - f) Operational Support Letters,
 - g) List of previous work and contracts managed by lead bidder and/or project team within last five (5) years, and
 - h) List of financial support solicited from any other federal program.

All Proposal Submissions must be completed fully by the closing date specified on <https://buyandsell.gc.ca/procurement-data/tenders>. Failure to populate the forms correctly or to submit the required information will result in the rejection of the proposal.

Care should be taken to align the Full Proposal Submission with the evaluation criteria found in Annex C; Stage 2 Full Proposal.

6.2.1 Submission Form Requirements

All bidders must fill out the submission form.

The submission form consists of five (5) sections:

1. General Information,
2. Budget,
3. Partners,
4. Project Plan, and
5. Self-Evaluation.

6.2.2 Maximum Twelve (12) page Proposal with Cover Page

It is a mandatory requirement that Bidders prepare and upload a Proposal Submission. All submissions must have a cover page with title, descriptive image, and bidder's name. The Proposal Submission must contain no more than twelve (12) pages of content plus a cover page. All submission pages must be 8 ½ by 11 inches, double-spaced with fonts no smaller than 10 point; all margins must be one inch. If the Proposal Submission contains more than 12

pages (plus a cover page) including tables, charts, and figures, only the first 12 pages not including the cover page will be evaluated.

The Proposal Submission must provide a detailed description of the technical approach, the specific tasks and deliverables by phase, schedule and cost estimate by phase, and transition planning. The following Proposal Summary Submission sections and details are required for each submission.

Cover Page:

Cover pages should contain:

- 1) Proposal Title,
- 2) Descriptive image, and
- 3) Bidder name(s).

Proposal Paper (12 pages):

a) Technical Approach.

Describe the proposed solution relative to the priority. Focus content on policy/operational capabilities required to address the problem, the underlying theory that supports the operational capability, and suggested concept of operations. Identify end users that could be interested in the proposed solution and describe how the solution will be a benefit. Include drawings, diagrams, charts, and tables needed to explain the effort. Describe if, and where, the proposed technology/solution has been, or is being used.

b) Tasks and Deliverables.

Identify the proposed tasks by phase in the order of occurrence. A phase must have clear exit criteria to serve as a “go” or “no-go” decision point to proceed to the next phase. Identify work that will be performed by other partners or contractors. Identify anticipated technical risks along with planned mitigation efforts. For each phase include the exit criteria and all products and deliverables.

c) Schedule.

Develop a master project schedule preferably in Gantt chart with format file name extension (.doc/.docx, .ppt/.pptx, .xls, or .pdf). The schedule shall indicate the planned start and stop point for each phase with top level subordinate tasks, estimated delivery dates, and completion dates. Indicate the total project period of performance in months using May 15th as a notional start date through the completion date.

d) Cost.

Provide the proposed, task-phased budgetary estimate. At a minimum, this estimate must detail estimated labor hours and costs, anticipated material costs, product and deliverable costs and other costs (e.g., subcontracts, indirect rates, fee rate) for each phase/task. Costs allocated to other organizations shall be clearly shown.

e) Transition Plan.

Describe the overall strategy to transition the results of this development effort to end users and clients once the funded effort is concluded. Briefly describe the overall strategy for transition, potential partners, transition issues to include any obvious regulatory, liability, interoperability, or financing issues. Discuss the interaction with representative users and the concept for test and evaluation by those users and follow on support of a product resulting from this effort as applicable. (Refer to Annex I for information to consider for each project type when preparing bid transition plans).

6.2.3 Annex Requirements for Full Proposal Submission

a) Statement of Work (SOW)

It is a mandatory requirement to submit a statement of work (SOW) with the submission. The SOW should be modeled after the template provided in Annex J and must align with the submission proposal.

b) Updated Quad Chart

It is mandatory to provide an updated Quad Chart with the same format described under the synopsis submission requirements (section 5.2.2).

c) Gantt chart

It is a mandatory requirement to submit a master project schedule in the form of a Gantt chart. Gantt chart should correspond with format file name extension (.doc/.docx, .ppt/.pptx, .xls, or .pdf).

d) Partner Signature Form

It is a mandatory requirement to submit a signature form(s) from the lead government department, all partner government departments, and all other project partners. The signatory at the federal level should be no less than the Director General Level or equivalent, whereas for all other partners the signatory should be authorized to sign on behalf of their organization and to commit their organizational resources to the proposed project.

e) Previous Work Experience / Curriculum Vitae (CV)

It is a mandatory requirement to provide the CVs of lead bidder and/or team members to substantiate the team's expertise.

f) Operational Support Letters

Provide any support letters that indicate operational support and/or end-user pull. (Refer to Annex I for information to consider for end-user pull/push).

g) List of previous work and contracts managed by lead bidder and/or project team within last five (5) years

Provide a list of all previous work and contracts managed by lead bidder and/or project team within last five (5) years that can substantiate the team's relevant experience.

h) List of financial support solicited from any other federal program.

Partners who are participating members in other federal programs may solicit financial support from those programs as a contribution to the proposed project. All such financial contributions to the proposal that are solicited from other federal programs by lead bidder or any project partners have to be listed. These contributions must respect any limitations imposed by the partner organisations (such as stacking provisions associated with some federal programs).

6.3 Full Proposal - Evaluation

6.3.1 Full Proposal - Mandatory Criteria

Full Proposal submissions will be assessed against mandatory criteria by DRDC CSS. The proposals that successfully address all mandatory criteria will be evaluated against the point rated criteria.

Each Full Proposal submission seeking CSSP investment must meet the following mandatory requirements:

FM1 - All proposal submissions must indicate a co-investment contribution (Section 4.3; Annex E & F).

FM2 – A government department or agency must lead each investment project funded by CSSP under the CFP method of supply.

- If one of the partners is a federal government department, that federal government department must be indicated as the lead government department.

FM3 - All proposal submissions must have a minimum of two partner organizations, with one being a government (Federal/ Provincial/ Territorial/ Municipal) organization who will assume the role as the Lead Government Department if the proposal is approved for funding.

- The other mandatory partner can be from government, academia or industry.

FM4 – All proposal submissions must have a draft Statement of Work (SOW) attached (Refer to Annex J “SOW Template).

6.3.2 Full Proposal - Point Rated Criteria

Point rated evaluation criteria have been established in order to assist the CFP PSC in their deliberations. The Full Proposals must achieve a minimum pass mark of 70% on the evaluation criteria to be sent to the PSC to be considered for the pool of pre-qualified proposals that may be considered for investment.

Some evaluation criteria will be weighted more than others. The criteria that will be assessed with double weight are indicated with an (2x).

The following eight (8) point rated criteria will be used to evaluate the proposals:

Internal Review:

Minimum pass mark of 70% for each criterion

1. Alignment and Relevance to CSSP priority investment areas;
2. Project Plan (2x);

Minimum pass mark of 70% overall

3. Project Team;
4. Transition Plan;

Additional Criteria

5. Co-investment;

External Review:

Minimum pass mark of 70% for each criterion

6. Scientific and/or Technical merit (2x);
7. Cost, and value for money; and

Minimum pass mark of 70% overall

8. Potential operational, intelligence or policy impact.

The internal evaluations will be completed by CSSP SMEs. External evaluations will be completed by SMEs who are members of the CSSP Proposal Evaluation Committee (PEC).

Criteria one and two (1 & 2) and criteria five and six (5 & 6.) must attain a score $\geq 70\%$ in each of the criterion to advance.

Criteria three and four (3 & 4) and criteria seven (7) must attain an overall average pass mark of $\geq 70\%$ in order to advance.

Additional detail on the point rated criteria is in Annex C “Point Rated Evaluation Criteria.”

6.4 Full Proposal - Certification Criteria

In submitting a proposal, the Lead Bidder must certify to the following terms:

- The Lead Bidder has read, understood and agreed to the contents, terms, and conditions contained in this Proposal Bidder Guidebook.
- The Lead Bidder 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 proposal. If the lead bidder is to change during the selection process, a letter must be submitted to the contracting authority informing them of the change. The replacement lead bidder must be an authorizing signing officer of the bidder.
- That all the information the Lead Bidder has provided in this proposal is true and complete.
- That all partners listed in the proposal have agreed with their roles and resource implications.
- A representative from each partner organisation must confirm their organisation’s resource commitment as outlined in the Full Proposal by signing the Partner Approval Form (provided in the on-line submission form).
- The Lead Bidder understands that a signature may be requested later during Stage Three: Contracting. The lead bidder must be the signing authority for the Project Charter and the Contracting phase.
- The Lead Bidder and Lead Government department are Canadian.

6.5 Full Proposal – Proposal Selection Committee (PSC)

The PSC will use the results of the point rated evaluation to determine a pool of pre-qualified proposals to be considered for investment. The PSC will review proposals in the pool of

qualified proposals considering a balance of investment and finalize a list of proposals to be recommended for funding to the Project Management Board (PMB). The PSC Chair will present the resulting recommendations to the PMB Co-chairs.

6.6 Program Management Board and Steering Committee Endorsement

At the end of the Full Proposal stage, the PSC Chair will provide a list of recommended proposals to the PMB based on the deliberations of the PSC and the balance of investment. The PMB will review and forward their recommendations to the Steering Committee (SC) for endorsement.

Final determination for funding approval of fully or partially approved projects is made based on the recommendations of the PSC, the distribution of investment and available funding.

6.7 Full Proposal - Debrief

Once the CSSP CFP selection announcement is made public by DRDC CSS and/or PWGSC, all Bidders will be advised of the status of their Full Proposal submissions. Bidders will receive one of the following debrief messages:

- The Full Proposal submission did not meet mandatory criteria X and was not accepted,
- The Full Proposal submission scored less than 70% for the point-rated criteria X and has not been sent to the PSC,
- The Full Proposal submission scored less than 70% overall in the point-rated criteria and has not been sent to the PSC,
- The Full Proposal submission was not recommended for funding by the PSC due to X,
- The Full Proposal submission has been accepted for funding, conditional on refinements and/or further clarification made to the project work plan, scope, or budget identified during the selection process, or
- The Full Proposal submission has been accepted for funding in full.

Bidders will be provided with feedback in terms of evaluation results for their proposal within 60 days of the PSC's decision following the completion of Stage Two: Full Proposal.

Situations may arise where feedback is provided to the Lead Bidder to implement refinements or seek further clarification to the project scope, budget, schedule, or work plan that have been identified during the selection process. Recommendations for full or partial funding, based on the scope and program objectives, may also be made. These

refinements or further clarifications will be reflected in any resulting contract as appropriate.

If a bidder requests further feedback following the Ministers announcement, they must first contact the Contracting Authority at PWGSC to make the request. Further feedback will be provided to the bidder however; the name and details of the reviewers will not be disclosed.

6.8 Full Proposal - Amalgamation

Where two or more Full Proposals are similar in scope and purpose, DRDC CSS will recommend that project teams combine their resources to submit one Full Proposal before final approval and funding can be granted and before commencing Stage three: Contracting.

7.0 Stage 3: Contracting

The CSSP CFP process involves a three-stage procurement process:

- Stage 1: Synopsis Proposal - Submission and evaluation,
- Stage 2: Full Proposal - Submission and evaluation, and
- **Stage 3: Contracting.**

As the Technical Authority for the approved project, the Lead Government Department for each of the selected (full or partially funded) projects is responsible for initiating a properly authorized and approved requisition for goods or services, or both, through their materiel management department. The materiel management department, in turn, must forward the funded requisition to the Contracting Authority (see section 2.6.1 “Communications”) for all resulting contracts under the Call for Proposal process.

The Contract Authority will initiate the proposed resulting contract upon receipt of:

- The approved requisition,
- Statement of Work (SOW),
- Signed Project Charter and Security Requirement Check List (SRCL),
- The Employee Employer Relationship (EER) form, and
- The Intellectual Property form.

The Contracting Authority may request additional information to obtain pricing details and to confirm that the project Bidder or Bidders have the technical, financial, and managerial competence to discharge the contract.

7.1 Acquisition of Resulting Goods and or Services

The Contractor grants to Canada the irrevocable option to acquire additional units of the goods and or services for testing and evaluation with the objective of advancing the state of the art to determine the feasibility of future operational utilization. The option shall only be exercised to acquire goods and or services which were developed as part of this CSSP contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment prior to contract completion.

8.0 Additional Considerations

The following are additional considerations for Bidders as they are forming teams and preparing proposals. Establishing a common understanding of these considerations across all the proposal partners lays the foundation of project execution success.

8.1 Role and Responsibility of Lead Government Department

On behalf of DRDC CSS, the Lead Government Department will act as the Project Manager and manage the implementation (initiation, execution and close out) of the approved project under the Program Lead, who is the DG of DRDC CSS. The Program Lead exercises oversight of deliverables through the CSSP reporting requirements. The Lead Government Department is required to respond to any request(s) made by the Program Lead regarding the project. Figure 4 provides a generic organizational chart for project implementation.

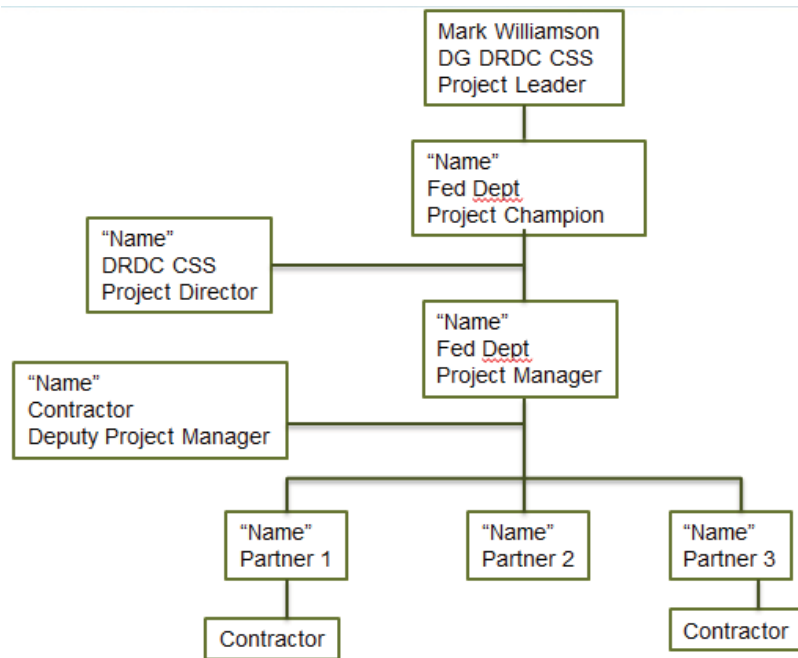


Figure 4 – Generic Organizational Chart

Within this structure, there must be a Lead Government Department assigned for each project. The Lead Government Department can be a federal, provincial, territorial or municipal department. It is important that the Lead Government Department for a given project understands its roles and responsibilities for the duration of the project; these may differ depending on the level of government.

The roles and responsibilities for DRDC CSS and the Lead Government Department are highlighted in Table 2.

Table 2: DRDC CSS and Lead Government Department Roles and Responsibilities.

Organization	Role	Responsibilities
DRDC CSS	Project Leader (DRDC CSS DG)	Monitors the DRDC CSS oversight responsibilities regarding project implementation.
	Portfolio Manager	Oversees CoP research activities on behalf of DRDC CSS.
	Project Director (Portfolio Manager)	Is responsible to the appropriate DRDC CSS Director or DRDC DG CSS for ensuring the project is executed according to the agreed plan to meet required CSS Outcomes.
Lead Government Department	Project Champion (PC)	Ensures that the project meets its objectives within the agreed schedule and budget. The PC is expected to be at the Director General (DG) or Director level.
	Project Manager (PM)	Is responsible to the PC for day-to-day management of the project and compliance with the agreed objectives, schedule, and budget.
	Scientific / Technical Authority	Is a project team member from lead government department who has the scientific and/or technical knowledge to review and oversees deliverables produced under contract to ensure the work is conducted with proper scientific and/or technical rigor.
	Financial Officer & Procurement Officer	Support Financial Management and Contract Management responsibilities. Ensures that all financial transactions are conducted and documented accurately.
	Project Team	Executes the project under the guidance of the PM in order to achieve its objectives and execute assigned tasks according to the approved Charter.

Further guidance will be provided to the selected applicants at the Project Implementation Workshop that will be held approximately one (1) month after project selection for each bid period.

8.2 Sensitive or Proprietary Information

The contents of all proposals will be considered sensitive and will be maintained in confidence by DRDC CSS, PSC members, PMB members and expert reviewers throughout the evaluation and selection process. Any release of this information outside the selection process requires the expressed agreement of the Bidder(s).

8.3 Canadian Content

The “Canadian Content Policy” in the PWGSC’s *Supply Manual* applies to competitive procurements that are publicly advertised and have an estimated value of \$25K or more. Any contracts for goods or services or both initiated by the Lead Government Department that will use funding received from DRDC CSS will be assessed by PWGSC for Canadian content. The aim is to achieve a minimum of 50 percent Canadian content. As a result, successful project Bidders may be requested to provide additional information on Canadian content during Stage (3) three: contracting process.

Additional information on Canadian content is available in Annex 3.6 of the PWGSC *Supply Manual* at <www.tpsgc-pwgsc.gc.ca/app-acq/ga-sm/chapitre03-chapter03-eng.html#sa3-6>. The *Supply Manual* demonstrates how Canadian content is determined for a mix of goods, a mix of services or a mix of goods and services.

8.4 Intellectual Property

Before submitting a proposal Canada requests that the bidder identify what intellectual property (IP) already exists and, conversely, what IP will be generated as a result of the contract. In addition to reducing future costs, disputes can be avoided by being clear upfront.

Intellectual property is anything resulting from a contract that can be copyrighted, trademarked, patented, licensed, etc. Potentially, any contract can have IP. The likelihood for IP is much greater where the goal of the contract is something new, or might incorporate new processes. IP considerations are most relevant to research and development contracts, software development, or where the production of new written material occurs. A definition of "Intellectual Property" and Intellectual Property Rights" can be found in SACC Manual.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2040/13>

Complete details on the IP policy as per following Treasury Board policies:

- i. Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts: <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=13697>
- ii. Implementation Guide for the Policy: Title to Intellectual Property Arising Under Crown Procurement Contracts; http://www.ic.gc.ca/eic/site/068.nsf/eng/h_00001.html

The default position of the government policy is to allow contractors to retain the rights to IP generated under government contracts. This is designed to promote the commercialization of new ideas where IP protection is beneficial to protect interests, under the premise that the private sector has a greater capacity in this regard. Exceptions are described in the Policy references above.

It is important to note that IP protection is not always necessary and in some cases may actually inhibit the potential for exploitation and transition of knowledge to the widest possible range of target stakeholders that can benefit from it. Where commercialization may not be viable or may actually inhibit achieving the intended outcome because of constraints imposed by IP protection, the CSSP encourages the application of an '*open technology*' transition strategy that greatly facilitates technology/knowledge uptake by the broad Canadian public safety and security community by releasing the IP as free (no constraints on re-use) and open to public use.

The CSSP Call for Proposal 003 encourages bidders to build upon the Intellectual Property developed in the course of the contract through the commercialization in Canada clause <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/K/K3415C/1>. The standard timeline for commercialization will be a period of two (2) years from the contract end date.

Refer to Table 3 for a high level description of contractual Options for Ownership of Intellectual Property.

Table 3 - Contractual Options for Ownership of Intellectual Property.

Contractual Options for Ownership of Intellectual Property include but are not limited to:					
Contractual Options		Research and Development (R&D)	Goods with Associated R&D	Goods with no R&D Expected	Services with no R&D Expected
Intellectual Property Options	Default	Contractor to Own IP	Contractor to Own IP	Canada to Own Copyright	Canada to Own Copyright
	Options	Canada to Own IP	Canada to Own IP	Contractor to Own IP, including Copyright	Contractor to Own IP, including Copyright
				No IP Terms in the Contract	No IP Terms in the Contract
				IP to be released for free and open (public or commercial) use. No IP terms in the contract.	

8.5 Software IP

The CSSP encourages a software approach which considers the benefits of free and Open Source software (OSS), where available, to mature and deliver innovative products and services to fill capability gaps in multi-stakeholder safety and security environments. To the maximum extent possible, we encourage project teams to adopt an IP approach that will enable end-users to seamlessly integrate technologies developed with CSSP funding. Such an approach would also include Open Architecture and Open Standards.

We encourage stakeholders to consider the following TBS guidance when establishing IP protection requirements:

http://www.collectionscanada.gc.ca/webarchives/20071212130456/http://www.tbs-sct.gc.ca/fap-paf/oss-ll/position_e.asp

8.6 Security Considerations

Participants in DRDC CSS program investment projects 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. The Lead Government Department and the project team will determine the level of security required for the project and will be responsible

for managing the acquisition of any necessary security clearance. Security clearances can be provided by the Canadian Industrial Security Directorate of PWGSC.

For further information, refer to the Canadian Industrial Security Directorate website.

8.7 Disclosure and Use of Information

At project onset, project partners must clearly identify all issues related to security and disclosure of information; this includes special or specific information requirements.

DRDC CSS reserves the right to disclose and/or use information for projects for which it provides funding when requested by the appropriate authorities (refer to section 2.6.1.1 “Public Announcements”).

8.8 Human and Animal Ethics

A project involving human subjects, human tissues, laboratory animals, or animal tissues, must not proceed without prior approval of the partners’ Human Subjects Research Ethics Committee or the partners’ institutional Animal Care Committee and must not be conducted in contravention of the respective Committee’s conditions of approval.

8.9 Dispute Resolution

Projects that will receive CSSP funding for a value of or exceeding CAD\$200,000 and/or spanning more than one (1) fiscal year will have a Project Review Committee (PRC) meeting scheduled to manage project issues including the resolution of any disputes. If a project does not have a PRC, any disputes at the project level must be brought to the attention of the responsible DRDC CSS Portfolio Manager (Annex B). If additional steps are required to arrive at a solution, a DRDC CSS Director will manage the dispute resolution process; unresolved issues will be brought to the Program Lead and, if required, the PMB.

9.0 Project Implementation Deliverables

The summary in Table 4 and Annex K presents an overview of the key project implementation stages and expected deliverables for program investment projects. Additional details will be provided in full at the Project Implementation Workshops that will be scheduled approximately one (1) month after project selection for each bid period.

Table 4: Key Project Implementation Stages and Deliverable.

Implementation Stage	Documents/ Deliverables
Initiation	<ul style="list-style-type: none"> ▪ Charter (include relevant financial coding) ▪ Impact Summary Quad Chart
Execution	<ul style="list-style-type: none"> ▪ Quarterly Progress Reports ▪ Year End Financial Report (Federal Departments only) ▪ Project Review Committee (PRC) ▪ Updated Impact Summary Quad Chart (as appropriate)
Close-out	<ul style="list-style-type: none"> ▪ Final documentation of the output of the investment as appropriate to the project type ▪ Project Close-out report ▪ Letter Report – Prepared by CSS PD ▪ Final Impact Summary Quad Chart ▪ Project Close-out presentation and minutes

9.1 Project Termination

Should it be required, the DG, DRDC CSS, in the role of Project Leader, and in consultation with the PC, will make recommendations to the PMB regarding the termination of a project. The PMB will make the final recommendation on the termination of a project.

If one or more of the following conditions occurs, the project may be terminated:

- Charter has not been signed by project partners within two (2) months of project award;
- There is a forecasted inability to deliver as intended (e.g., project non-performance; key personnel have left the department or project); or
- Failure of a project partner to meet DRDC CSS reporting requirements.

Procedures for project termination will be initiated with written notification between the Program Lead and the PC.

9.2 Contract Termination

PWGSC's General Conditions 2040 – Research and Development, include provisions respecting contract termination.

Occasionally, Canada may terminate a contract for convenience in accordance with the termination for convenience provision of the general conditions applicable to the contract. See Annex 8.3: Termination for Convenience Process for a detailed description of the termination process. This may be due to curtailment of funds, discontinuation of a government program, or other circumstances, which make the procurement of the good or service unnecessary.

The process is in annex 8.3 <https://buyandsell.gc.ca/policy-and-guidelines/sites/buyandsell.gc.ca/policy-and-guidelines/files/manuals/supply-manual-full-html-version.2014-2.html#annex-8.3>

Refer to the below link, Section 40 and 41, for specific details regarding contract termination:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2040/13>

List of Annexes

- Annex A – DRDC CSS Investment Priorities
- Annex B – DRDC CSS Research Portfolio - Contact Information
- Annex C – Evaluation Criteria - Point Rated Scoring Chart
- Annex D – Technology Readiness Level (TRL)
- Annex E – Co-Investment Information
- Annex F – Co-investment Evaluation Criteria
- Annex G – Quad Chart Template
- Annex H – Quad Chart Example
- Annex I – Transition Plan
- Annex J – SOW Template
- Annex K – Project Implementation

Annex A: CSSP Investment Priorities

No.	Priority
1	Support the enhancement of targeting solutions that make use of electronic trade data or traveller data for the purposes of identifying low-risk travellers and cargo and facilitating the flow across the border.
2	Assess vulnerabilities and propose safeguards to enhance the cyber security of cross-border supply chains, including securing the exchange of electronic data, protecting cargo management and industrial control systems within transportation infrastructure and securing networks of sensors and screeners.
3	Enhance Arctic domain awareness and space-based detection of small vessels by exploiting emerging defence capabilities in safety and security contexts.
4	Evidence-based qualitative and quantitative assessments of the state of preparedness of CI sectors and concrete measures that can be taken to enhance resilience.
5	Analysis of cyber and physical security standards within CI sectors and the identification of areas of compatibility, misalignment, gaps, etc. between them, and recommendations for improvement.
6	Projects that integrate and exploit new capabilities in direct support operations to support industrial control systems (ICS)/supervisory control and data acquisition (SCADA) security technologies and transition them to key critical infrastructure (CI) sectors.
7	Vulnerability assessments and mechanisms to engage stakeholders (Electricity representatives from Energy & Public Utilities Sector) and propose safeguards for cyber security to improve SMART GRID Security.
8	Projects to counter vulnerabilities in 'eCargo' resilience being impacted by contraband, counterfeit, illicit payment, services, etc. within worldwide transportation/border corridors.
9	Development, testing, and validation of new surveillance and interdiction technologies in the areas of biometrics and imagery that would assist national security and intelligence agencies in identifying terrorists, terrorist organizations, and their supporters, as well as their capabilities and the nature of their plans.
10	National security data. Expanding the evidence base and related analytical tools to support fine-grained comparative analysis of terrorism-related activities over time, including group characteristics, tactics including targeting and use of resources, patterns of participants' involvement, and impact of interventions and other responses by government and non-government actors. Work in this area could include developing and piloting methods for the effective use of social media and "Big Data" for frontline actors such as law enforcement and civil society organizations working to counter violence and hatred, as well as to improve intelligence, taking into account appropriate and necessary authorities, permissions and privacy protections.
11	Develop and validate best practice/guidelines/methodologies for genomic approaches to biological attribution that address identification, analysis, and characterization of pathogens which can be validated scientifically and transitioned to the microbial forensic user community.

12	Evidence-based risk assessments of the deliberate release of genetically modified (including synthetic) organisms with regard to adverse effects for conservation of biological diversity and risks to human health. Assessment of current and potential regulatory tools and systems to mitigate these risks.
13	Inform the development of policy and regulations or solutions to enhance the national safety and security posture against anti-microbial resistant (AMR) organisms and the potential socioeconomic impacts, including food security.
14	Define requirements to elevate current bio situational awareness to the national and international level to inform decision makers through harmonization and advancement of existing bio surveillance capabilities in animal and human health to address key bio areas of concern (i.e. inter-species disease transmission, AMR, pandemic) building on previous CSS investments in the Canadian Network for Public Health Intelligence and the Canadian Animal Health Surveillance Network.
15	Development of Homemade Explosives (HME) simulants to support the training of front line personnel (border, airport, police).
16	Further development and optimization of Improvised Explosives Device (IED) defeat and render safe procedures, including intelligence exploitation.
17	Scoping study and recommendations for a suitable replacement of He-3 based neutron detection technology at Border Ports of Entry. The study will identify currently available technology, review their performance against current He-3 based detector and propose a strategy to procure and operationalize the suitable replacement technology.
18	Study of existing modeling and simulation capabilities to assist in the predictability and suppression of low-probability, extremely high-consequence (i.e., “typically-unpredictable”) natural hazard events (e.g., flood, earthquake, wildfire, tsunami, extreme weather) to identify opportunities and gaps in this domain.
19	The development of national standards for first receiver preparedness and response to high impact CBRNE events.
20	Projects that offer innovative and best practice approaches for the aggregation, filtering, and searching of large volumes of disparate social media data and for the integration of this information with traditional sources of emergency management situational awareness information to inform operational decisions, while considering challenges such as validity/trust of sources, privacy concerns, jurisprudence/evidentiary trail, etc.
21	Projects that advance and facilitate the implementation, on a national scale, of information system interfaces using the National Information Exchange Model (NIEM) in the emergency management domain in order to enhance the agility of controlled information sharing and/or provide effective cooperation between multiple organizations.
22	Projects that provide best practices to facilitate the operationalization of information fusion capabilities (compatible with MASAS and/or the Operations Centre Interconnectivity Portal) to support emergency operations centres, with consideration to the increasing abundance and complexity of information available to Operations Centre decision-makers.

23	A study to demonstrate and advise on best technical practices for use of emerging approaches compatible with advanced long-term evolution (LTE) such as dynamic prioritization, 'spectrum arbitrage,' and other approaches for efficiently managing a Public Safety Broadband Network (PSBN) in situations when the demand for services is greater or lower than the available capacity of the PSBN-allocated spectrum.
24	A study to develop recommendations and guidance to industry on developing 'apps' for Canadian PSBN mobile devices that leverages similar work in the United States (U.S.) and is aimed at enhancing interoperability, shareability, and affordability.
25	A study to understand the behavioural implications of effective communications, specifically, evidence-based research to inform strategies on a) how to shape and convey information in order to induce desired public behaviour, and b) volunteerism (i.e., the recruitment, sustainment, and retention of volunteers). Differences between communication needs in Canada's North, compared to the South, should be taken into consideration.
26	12.1.1 Assessment and intervention. Examine understudied mechanisms (e.g., gender-specific dimensions, patterns of involvement in violent extremist movements, etc.) leading to violent extremism/radicalization in order to inform intervention programs. Evidence and analytical tools are needed to support comparative analysis of violent extremist movements, including group characteristics and tactics, and impact of interventions and other responses by government and non-government actors. Bidders are encouraged to consider the body of work undertaken under the Kanishka project as they formulate their proposals to this priority area.
27	Extremist travel. Studies to expand the state of knowledge about persons travelling for terrorist purposes, such as interview-based case studies of former participants focusing on questions of radicalization leading to violence and processes of de-radicalization, and research into the traits and experiences of individuals who have worked in foreign conflict zones for medical or other humanitarian purposes to examine reasons behind such non-violent participation. Bidders are encouraged to consider the body of work undertaken under the Kanishka project as they formulate their proposals to this priority area.
28	Projects spanning multiple police and law enforcement organizations that demonstrate the implementation of best practices in evidence-based decision-making. Projects should demonstrate how the collection, storage, analysis, and sharing of "calls for service data" and/or "criminal case management data" is transitioned into timely and effective operational and organizational decision-making.
29	Projects supporting the development of a national standardized reporting system for the systematic collection, organization, and analysis of relevant fire data from all regions of Canada, as provided by provincial and municipal fire departments. Projects should consider the Report on the Feasibility of a Canadian National Fire Information Database. Projects should also consider the dissemination of knowledge and information to inform decisions regarding (i) increased safety measures for Canadian communities, (ii) enhanced protection to the health and wellbeing of firefighters and other first responders, and (iii) policy pertaining to Canada's Fire Service.

30	Studies to inform decisions regarding the knowledge gaps around the recruitment and retention of volunteers in Canadian communities to address fire service requirements. Studies should inform organizational and service-based decisions regarding the policy, training, recruitment and retention of volunteers, with consideration to the 'whole of community' involvement in fire service delivery.
31	Studies that identify and document the human resource profile and demographic trend of the paramedic community to inform organizational and service-based decisions pertaining to key policies and protocols regarding levels of service, resource deployment, clinical benchmarking, policy, training, recruitment and retention.
32	A study to assess technology insertion issues associated with the growing use of unmanned aerial reconnaissance in support of emergency management and community safety decision-makers. The study should identify technology as well as human factors and concept of operations challenges, and should point to possible knowledge and technology gaps precluding optimization of deployment.
33	Pilot projects that incorporate innovative interoperable technology and telemedicine monitoring in support of sustainable community paramedicine. Proposals need to include federal as well as provincial healthcare partners and demonstrate clear benefits to community safety.

Annex B: CSSP Research Portfolios

The following list presents the research portfolio managers for the 14 portfolios supported by the CSSP.

Research Portfolio	DRDC CSS	Phone Number	Email
Chemical/Biological (Chem/Bio)	David Perderson	To be Communicated	David.Perderson@drdc-rddc.gc.ca
Radiological Nuclear (RN)	Guy Jonkmans	(613) 943-2504	Guy.Jonkmans@drdc-rddc.gc.ca
Explosives	Marc Roy	(613) 944-8168	Marc.Roy@drdc-rddc.gc.ca
Forensics	Marc Roy	(613) 944-8168	Marc.Roy@drdc-rddc.gc.ca
Natural Hazards	Anthony Masys	(613) 943-2463	Anthony.Masys@drdc-rddc.gc.ca
Border and Transportation Security (BTS)	Paul Hubbard	(613) 992-0595	Paul.Hubbard@drdc-rddc.gc.ca
Critical Infrastructure Resilience	Lynne Genik	(613) 943-2499	Lynne.Genik@drdc-rddc.gc.ca
E-Security	Rodney Howes	(613) 943-2474	Rodney.Howes@drdc-rddc.gc.ca
Surveillance, Intelligence and Interdiction	Stéphane Lefebvre	(613) 947-0584	Stephane.Lefebvre@drdc-rddc.gc.ca
Emergency Management Systems and Interoperability (EMSI)	Phil Dawes	(613) 995-1756	Philip.Dawe@drdc-rddc.gc.ca
Psycho-Social and Community Resilience	Simona Verga	(613) 944-8165	Simona.Verga@drdc-rddc.gc.ca
Fire	Dave Matschke	(613) 943-3403	Dave.Matschke@drdc-rddc.gc.ca
Police/Law Enforcement	Sheldon Dickie	(613) 944-8160	Sheldon.Dickie@drdc-rddc.gc.ca
Paramedics	Doug Socha	(613) 947-1113	Doug.Socha@drdc-rddc.gc.ca

Annex C: Evaluation Criteria - Point Rated Scoring Chart

SYNOPSIS INTERNAL EVALUATION CRITERIA

For each criterion, the rated score will be calculated exactly as shown in the tables below.

Each criteria indicator within a table will be rated from 0 to 10 points (0, 4, 7 or 10) or not rated. If a criteria indicator is scored as “not rated,” this criterion will not be used in the calculation of the overall indicator score. The language ladder used for the indicators is:

10: High Confidence that indicator will be met and/or exceeded.

7: Some confidence that indicator will be met.

4: Limited confidence that indicator will be fully met.

0: No or very little confidence that indicator will be met.

Not Rated: This indicator is not applicable to this proposal.

Criteria 1: Alignment and Relevance to CSSP priorities = /10

Criteria 1 is a mandatory criterion and requires a minimum pass mark of 70% or higher for the proposal to continue to Stage 2: Full Proposal.

CRITERIA INDICATOR	INDICATOR SCORE
1. The proposal objectives are clear and relevant to at least one CSSP Priority Investment area for this CFP.	/10
2. The proposal deliverables are in direct support of a government priority that aligns with the CSSP.	/10
3. The proposal is aligned with applying S&T as a lead investment in advancing on the identified priority area.	/10
Total Indicator Score	= /30
Criteria Aggregated Score	= /10 (A)
BONUS: The proposal represents an effort that cannot be executed elsewhere, because it is not within the mandate of a single government department or agency.	2 or 0 (B)
Total Score with BONUS	= /10 (A+B)

Note: The bonus point criteria indicator is for proposals that are not necessarily aligned with the CSSP investment priorities, but are still a sound investment in advancing the field. The proposal will be scored a 2 or a 0. The bonus points will be added to the aggregated score.

Criteria 1 will be evaluated according to the language grid below:

10: The bidder has provided enough evidence and detail to allow the evaluators to have high confidence that the proposal is aligned and relevant to at least one CSSP Priority Investment area.

7: The bidder has provided the minimum sufficient evidence and detail to allow the evaluator to have some confidence that the proposal is aligned and relevant to at least one CSSP Priority Investment area.

4: The bidder has provided insufficient evidence and detail giving the evaluators limited confidence that the proposal is aligned and relevant to at least one CSSP Priority Investment area.

0: The bidder has provided no evidence and detail giving the evaluators little confidence that the proposal is aligned and relevant to at least one CSSP Priority Investment area.

Criteria 2: Feasibility = /10

Criteria 2 is a mandatory criteria and requires a minimum pass mark of 70% or higher for the proposal to continue to Stage 2: Full Proposal.

CRITERIA INDICATOR	INDICATOR SCORE
1. The proposed concept is credible, feasible and complete.	/10
2. The proposed technical approach and project plan are sound and achievable.	/10
3. The proposed solution is feasible from a governance/policy/regulatory perspective.	/10
Total Indicator Score	= /30
Criteria Aggregated Score	= /10

Criteria 2 will be evaluated according to the language grid below:

10: The bidder has provided enough evidence and detail to allow the evaluators to have high confidence that the proposal is feasible and achievable.

7: The bidder has provided the minimum sufficient evidence and detail to allow the evaluators to have some confidence that the proposal is feasible and achievable.

4: The bidder has provided insufficient evidence and detail giving the evaluators limited confidence that the proposal is feasible and achievable.

0: The bidder has provided no evidence and detail giving the evaluators little confidence that the proposal is feasible and achievable.

Criteria 3: Novelty = /10

Criteria 3 require an average overall mark of 70% or higher (average score of Criteria 3, 4, & 5) for the proposals to continue to Stage 2: Full Proposal.

CRITERIA INDICATOR	INDICATOR SCORE
1. The proposed solution and approach are different from any effort funded by DRDC CSS in this domain in the past five (5) years.	/10
2. The solution does not already exist and there is no similar work currently undertaken by one of our partners.	/10
3. The proposed work has innovation potential to lead to creating new knowledge and/or technology enhancements over existing solutions.	/10
Total Indicator Score	= /30
Criteria Aggregated Score	= /10 (A)
BONUS: The proposed work is ambitious, has innovation potential, and is beyond the state of the art (e.g. ground-breaking objectives, novel concepts and approaches; may lead to stimulating other spin-off innovations/benefits).	0 or 2 (B)
Total score including BONUS	= /10 (A+B)

Note: The bonus point indicator criteria is for proposals that are not necessarily aligned with the CSSP priorities, but are still a sound investment in advancing the field. The bonus points will be allocated as 0 or 2. The bonus point will be added to the aggregated score.

Criteria 3 will be evaluated according to the language grid below:

10: The bidder has provided enough evidence and detail to allow the evaluators to have high confidence that the proposed solution is novel and that the proposal has the potential to create new knowledge.

7: The bidder has provided the minimum sufficient evidence and detail to allow the evaluators to have some confidence that the proposed solution is novel and that the proposal has the potential to create new knowledge.

4: The bidder has provided insufficient evidence and detail giving the evaluators limited confidence that the proposed solution is novel and that the proposal has the potential to create new knowledge.

0: The bidder has provided no evidence and detail giving the evaluators little confidence that the proposed solution is novel and that the proposal has the potential to create new knowledge

Criteria 4: Value for Money = /10

Criteria 4 require an average overall mark of 70% or higher (average score of Criteria 3, 4, & 5) for the proposals to continue to Stage 2: Full Proposal.

CRITERIA INDICATOR	INDICATOR SCORE
1. The total proposed costs are both reasonable for the work proposed and achievable.	/10
2. The incremental increase in TRL or technology/operational maturity is commensurate to the proposed cost.	/10
3. The potential results of the investment are greater due to the co-sharing of risks.	/10
Total Indicator score	= /30
Criteria Aggregated Score	= /10

Criteria 4 will be evaluated according to the language grid below:

10: The bidder has provided enough information and detail to allow the evaluators to have high confidence that the proposed costs are reasonable, and in line with the work proposed.

7: The bidder has provided the minimum sufficient evidence and detail to allow the evaluators to have some confidence that the proposed costs are reasonable, and in line with the work proposed.

4: The bidder has provided insufficient evidence and detail giving the evaluators limited confidence that the proposed costs are reasonable, and in line with the work proposed.

0: The bidder has provided no evidence and detail giving the evaluators little confidence that the proposed costs are reasonable, and in line with the work proposed.

Criteria 5: Potential for Impact = /10

Criteria 5 require an average overall mark of 70% or higher (average score of Criteria 3, 4, & 5) for the proposals to continue to Stage 2: Full Proposal.

CRITERIA INDICATOR	INDICATOR SCORE
1. The proposed work, if successfully completed will have substantial positive impact to advance the relevant priority area.	/10
2. The proposal enhances innovation capacity and integration of new knowledge.	/10
3. The timing and approach proposed is appropriate for achieving positive impact (uptake).	/10
Total Indicator score	= /30
Criteria Aggregated Score	= /10

Criteria 5 will be evaluated according to the language grid below:

10: The bidder has provided enough information and detail to allow the evaluators to have high confidence that the proposed work will have the potential to make a positive impact.

7: The bidder has provided the minimum sufficient evidence and detail to allow the evaluators to have some confidence that the proposed work will have the potential to make a positive impact.

4: The bidder has provided insufficient evidence and detail giving the evaluators limited confidence that the proposed work will have the potential to make a positive impact.

0: The bidder has provided no evidence and detail giving the evaluators little confidence that the proposed work will have the potential to make a positive impact.

OVERALL SCORE – SYNOPSIS EVALUATION

Total score for Criteria 3	/10 (A)
Total score for Criteria 4	/10 (B)
Total score for Criteria 5	/10 (C)
Average score (3-5)	= /30 (A+B+C/30 =D)
Total score (3-5)	D*100=

**FULL PROPOSAL
INTERNAL EVALUATION CRITERIA**

For each criterion, the rated score will be calculated exactly as shown in the tables below.

Each criteria indicator within a table will be rated from 0 to 10 points (0, 4, 7 or 10) or not rated. If a criteria indicator is scored as “not rated,” this criterion will not be used in the calculation of the overall indicator score. The language ladder used for the indicators is:

10: High Confidence that indicator will be met and/or exceeded.

7: Some confidence that indicator will be met.

4: Limited confidence that indicator will be fully met.

0: No or very little confidence that indicator will be met.

Not Rated: This indicator is not applicable to this proposal.

Some criteria have been allocated a double weighing. Therefore the criteria aggregated score will be multiplied by two (2) to calculate the actual score. Example: If the maximum score for a given criteria is 10, then the rating would be multiplied by 2.

Criteria 1: Alignment and Relevance to CSSP priorities = /10

Criteria 1 is a mandatory criteria and requires a minimum pass mark of 70% or higher for the proposal to continue to the Project Selection Committee.

CRITERIA	INDICATOR SCORE
1. The work proposed applies to the priority area (as described in the investment priorities of the CFP Guidebook) to which the proposal was submitted.	/10
2. The proposal deliverables are in direct support of a government priority that aligns with the CSSP.	/10
Total Indicator Score	= /20
Criteria Aggregated Score	= /10 (A)
BONUS: The work proposed applies to multiple investment priority areas (as described in the priorities of the CFP) in addition to the area in which the proposal was submitted.	0 or 2 (B)
BONUS: The proposal represents an innovative effort that cannot be executed elsewhere.	0 or 2 (C)
Total score including BONUS	= /10 (A+B+C)

Note: The bonus points are for proposals that are not necessarily aligned with the CSSP investment priorities, but are still a sound investment in advancing the field. The bonus criteria will be evaluated as 0 or 2. The bonus point will be added to the aggregated score.

Criteria 1 will be evaluated according to the information below:

10: The bidder has provided enough evidence and detail to allow the evaluators to have high confidence that the proposal is aligned and relevant to at least one CSSP Priority Investment area.

7: The bidder has provided the minimum sufficient evidence and detail to allow the evaluator to have some confidence that the proposal is aligned and relevant to at least one CSSP Priority Investment area.

4: The bidder has provided insufficient evidence and detail giving the evaluators limited confidence that the proposal is aligned and relevant to at least one CSSP Priority Investment area.

0: The bidder has provided no evidence and detail giving the evaluators little confidence that the proposal is aligned and relevant to at least one CSSP Priority Investment area.

Criteria 2: Project Plan = /20

Criteria 2 is a mandatory, double weighted criteria and requires a pass mark of 70% or higher for the proposal to continue to the Project Selection Committee.

CRITERIA INDICATOR	INDICATOR SCORE
1. The bidders substantiate the proposed costs with the type and number of labour hours proposed per task as well as the types and kinds of materials, and equipment costs proposed.	/10
2. Tasks and deliverables are clear and well described.	/10
3. The schedule is reasonable and achievable, with a logical flow between tasks.	/10
4. It is possible to assess progress against each task (via a deliverable, for example).	/10
5. Project risks are completely and clearly defined.	/10
6. Reasonable mitigation efforts are planned against risks.	/10
7. The roles, accountabilities and responsibilities of the lead and other partners/participants/contractors required are clearly identified and distinguished.	/10
8. Proposal appears to be free of procurement risks.	/10
9. Issues with access to required Background IP or use of Foreground IP, identified and planned for.	/10
Total Indicator Score	= /90
Criteria Aggregated Score	= /10 *2

Note - The maximum score for the criteria is 20, the rating is multiplied by 2.

Criteria 2 will be evaluated according to the information below:

10: The bidder has provided enough evidence and detail to allow the evaluators to have high confidence that the bidder has considered all relevant tasks, risks and deliverables in its project plan.

7: The bidder has provided the minimum sufficient evidence and detail to allow the evaluator to have some confidence that the bidder has considered all relevant tasks, risks and deliverables in its project plan.

4: The bidder has provided insufficient evidence and detail giving the evaluators limited confidence that the bidder has considered all relevant tasks, risks and deliverables in its project plan.

0: The bidder has provided no evidence and detail giving the evaluators little confidence that the bidder has considered all relevant tasks, risks and deliverables in its project plan.

Criteria 3: Project Team = /10

Criteria 3 requires an overall mark of 70% or higher (average score of Criteria 3 & 4) for the proposal to continue to the Project Selection Committee.

CRITERIA INDICATOR	INDICATOR SCORE
1. The proposed team has prior experience in similar efforts and clearly demonstrates an ability to accomplish the proposed tasks.	/10
2. The proposed team has the project management expertise to manage the cost and schedule.	/10
3. Roles and responsibilities of and time/effort allocated by team members meet the proposed or expected technical performance requirements.	/10
4. Similar efforts completed/ongoing by the bidder in this area are fully described including identification of other Government sponsors.	/10
Total Indicator score	= /40
Criteria Aggregated Score	= /10

Criteria 3 will be evaluated according to the information below:

10: The bidder has provided enough evidence and detail to allow the evaluators to have high confidence that the project team has the expertise and experience to manage the proposed project.

7: The bidder has provided the minimum sufficient evidence and detail to allow the evaluator to have some confidence that the project team has the expertise and experience to manage the proposed project.

4: The bidder has provided insufficient evidence and detail giving the evaluators limited confidence that the project team has the expertise and experience to manage the proposed project.

0: The bidder has provided no evidence and detail giving the evaluators little confidence that the project team has the expertise and experience to manage the proposed project.

Criteria 4: Transition Plan = /10

Criteria 4 requires an overall mark of 70% or higher (average score of Criteria 3 & 4) for the proposal to continue to the Project Selection Committee.

CRITERIA INDICATOR	INDICATOR SCORE
1. Knowledge of Pull (1 of 2): Proposal demonstrates that all potential sources of demand for the output are known, i.e. clearly demonstrated where and how the results will have beneficial impact (e.g. target community, stakeholders and policy/operational impact).	/10
2. Knowledge of Pull (2 of 2): Volume/magnitude of the demand/pull for consuming the outputs are clear (e.g. buyer market analysis; number and size of agencies that would consume the result).	/10
3. Push Strategy (1 of 2): Communication and/or marketing strategy to PUSH out the results of the proposal is available (and where/how to access it) and clear for all potential consumers.	/10
4. Push Strategy (2 of 2): Plan for distribution, dissemination, or promulgation approaches to get results taken up is clear.	/10
5. NEXT STEPS (1 of 2): Proposal identifies what the required next steps are to fully transition the output (e.g. further development, user validation, intellectual property considerations, regulatory approvals/certifications, etc.).	/10
6. NEXT STEPS (2 of 2): Proposal explains how these next steps will be funded/executed.	/10
Total score	= /60
Criteria Aggregated Score	= /10

Criteria 4 will be evaluated according to the information below:

10: The bidder has provided enough evidence and detail to allow the evaluators to have high confidence that the bidder is aware of sources of pull and push.

7: The bidder has provided the minimum sufficient evidence and detail to allow the evaluator to have some confidence that the bidder is aware of sources of pull and push.

4: The bidder has provided insufficient evidence and detail giving the evaluators limited confidence that the bidder is aware of sources of pull and push.

0: The bidder has provided no evidence and detail giving the evaluators little confidence that the bidder is aware of sources of pull and push.

**FULL PROPOSAL
EXTERNAL EVALUATION CRITERIA**

For each criterion, the rated score will be calculated exactly as shown in the tables below.

Each criteria indicator within a table will be rated from 0 to 10 points (0, 4, 7 or 10) or not rated. If a criteria indicator is scored as “not rated,” this criterion will not be used in the calculation of the overall indicator score. The language ladder used for the indicators is:

10: High Confidence that indicator will be met and/or exceeded.

7: Some confidence that indicator will be met.

4: Limited confidence that indicator will be fully met.

0: No or very little confidence that indicator will be met.

Not Rated : This indicator is not applicable to this proposal.

Some criteria have been allocated a double weighing. Therefore the criteria aggregated score will be multiplied by two (2) to calculate the actual score. Example: If the maximum score for a given criteria is 10, then the rating would be multiplied by 2.

Criteria 5: Scientific and/or technical merit = /20

Criteria 5 is a mandatory, double weighted criteria and requires a mark of 70% or higher for the proposal to continue to the Project Selection Committee.

CRITERIA INDICATOR	INDICATOR SCORE
1. Proposed deliverables clearly define a final product that meets the requirements (priorities).	/10
2. The proposed solution demonstrates a degree of innovation and potential to offer an increase in capability commensurate with the potential risks of the innovative approach.	/10
3. The technical concept is sound, complete and achievable.	/10
4. Technical elements are to be completed in a logical sequence.	/10
5. Risks and associated mitigation efforts are feasible and reasonable.	/10
6. The bidder is aware of and identifies relevant state-of-the-art and future technology trends.	/10
7. The bidder understands and clearly describes the scope of the problem and the technical effort needed to address it.	/10
8. The effort leverages all available and relevant prior research in order to obtain the maximum benefit from the available funding.	/10
Total Score	= /80
Criteria Aggregated Score	= /10 *2

Criteria 5 will be evaluated according to the information below:

10: The bidder has provided enough evidence and detail to allow the evaluators to have high confidence in the technical and scientific merit of the proposal.

7: The bidder has provided the minimum sufficient evidence and detail to allow the evaluator to have some confidence in the technical and scientific merit of the proposal.

4: The bidder has provided insufficient evidence and detail giving the evaluators limited confidence in the technical and scientific merit of the proposal.

0: The bidder has provided no evidence and detail giving the evaluators little confidence in the technical and scientific merit of the proposal.

Criteria 6: Cost, Value for Money = /10

Criteria 6 is a mandatory criteria and requires a pass mark of 70% or higher for the proposal to continue to the Project Selection Committee.

CRITERIA INDICATOR	INDICATOR SCORE
1. The proposed costs are realistic for the technical and management approach offered.	/10
2. The proposed concept and solution costs compare favourably to similar work performed.	/10
3. The incremental increase in TRL or technology/operational maturity is commensurate to the proposed cost.	/10
4. The bidder substantiates the proposed costs with the type and number of labor hours proposed per task as well as the type(s) and kind(s) of materials, equipment and other associated costs proposed.	/10
5. The distribution of funds requested amongst partners is in line with the work plan and partner skill sets.	/10
Total score	= /50
Criteria Aggregated Score	= /10

Criteria 6 will be evaluated according to the information below:

10: The bidder has provided enough information and detail to allow the evaluators to have high confidence that the proposed costs are reasonable, and in line with the work proposed.

7: The bidder has provided the minimum sufficient evidence and detail to allow the evaluators to have some confidence that the proposed costs are reasonable, and in line with the work proposed.

4: The bidder has provided insufficient evidence and detail giving the evaluators limited confidence that the proposed costs are reasonable, and in line with the work proposed.

0: The bidder has provided no evidence and detail giving the evaluators little confidence that the proposed costs are reasonable, and in line with the work proposed.

Criteria 7: Potential to Impact = /10

Criteria 7 assesses the potential for the proposal to have impact on the problem/priority being addressed.

Its indicators will be assessed using the same language ladder used for all indicators, with the exception of the level of influence indicator:

“The proposed solution will be of value at local, regional, national and/or international levels.”

This indicator is a weighting for the overall score for the criteria, where a proposal assessed to have national/international impact is more heavily weighted than a proposal with a limited local impact. The weighting for the score is:

- 10 = National/International
- 7 = Regional/Provincial
- 4 = Local/Municipal
- 0 = No or very little value

CRITERIA INDICATOR	INDICATOR SCORE
1. The proposed solution is an improvement of current status.	/10
2. Future impact for the deliverables is clearly articulated and supported by end-user i.e., contribution to policy development, to operational capability, commercial opportunities, and/or knowledge sharing with other end users (e.g., another operational group, another region).	/10
3. The proposed solution will achieve the claimed impact.	/10
4. The claimed impact is important.	/10
5. Strong end-user engagement and clear statement of requirement from end-user(s) who will receive the solution at the end of the project.	/10
6. The proposed solution will be of value at local, regional or provincial, national and/or international levels.	10, 7, 4 or 0
Total Indicator score	= /50
Criteria Aggregated Score	= /10

Criteria 7 will be evaluated according to the information below:

10: The bidder has provided enough information and detail to allow the evaluators to have high confidence that the proposed work will have the potential of a positive impact.

7: The bidder has provided the minimum sufficient evidence and detail to allow the evaluators to have some confidence that the proposed work will have the potential of a positive impact.

4: The bidder has provided insufficient evidence and detail giving the evaluators limited confidence that the proposed work will have the potential of a positive impact.

0: The bidder has provided no evidence and detail giving the evaluators little confidence that the proposed work will have the potential of a positive impact.

FULL PROPOSAL – Overall Score:

Criteria	
1	/10
2	/20
3	/10
4	/10
5	/20
6	/10
7	/10
Total	/90 (A)

Criteria 8 - Co-investment criteria

The remaining 10% of the overall score will be determined based on the co-investment criteria in Annex F.

Criteria	
8	/10 (B)
Total	(A) +(B) /100

Annex D: Technology Readiness Levels (TRL)

Broad Terminology	TRL Level	Description	Level of Risk Tolerance	Relative Cost
Basic Research	1	Basic principles observed and reported.	<div style="display: flex; flex-direction: column; align-items: center;"> <div style="margin-bottom: 20px;">High</div> <div style="margin-bottom: 20px;">↓</div> <div style="margin-bottom: 20px;">↓</div> <div style="margin-bottom: 20px;">↓</div> <div style="margin-bottom: 20px;">↓</div> <div style="margin-bottom: 20px;">↓</div> <div style="margin-bottom: 20px;">↓</div> <div style="margin-bottom: 20px;">↓</div> <div style="margin-bottom: 20px;">↓</div> <div style="margin-bottom: 20px;">↓</div> <div style="margin-bottom: 20px;">Low</div> </div>	Low
	2	Technology concept or application formulated through analytical studies.		
Applied Research/ Research to Prove Feasibility	3	Analytical and experimental critical function or characteristic proof of concept.		
	4	Concept, process, component, or subsystem validation in a laboratory environment.		
Experimental or Technology Development	5	Concept, process, component, or subsystem validation in a relevant environment.		
Demonstration and Validation/Engineering Feasibility	6	Concept, process, system/subsystem model or prototype demonstration in a relevant, high-fidelity environment.		
	7	Concept, process, or system prototype demonstration in an operational environment.		
Engineering and Manufacturing Development	8	Actual concept, process, or system completed and qualified through test and demonstration.		
System Test and Operations/ Operational Systems Development	9	Actual concept, process, or system proven through successful mission operations (operational test and evaluation).		High

ANNEX E - Co-Investment Information

Co-investment contributions that are legitimate project expenses are those considered essential to carry out the work and which can be thoroughly documented and justified. The expenses must represent an incremental expense that would not normally occur and which would have to be purchased by project funds if a partner did not contribute them. All committed contributions must conform to Lead Government Department policies regarding allowability, allocability, and reasonableness and must be verifiable through documentation.

Table E-1: Accepted and not acceptable in-kind contributions.

In-Kind Category	Accepted	Not Accepted
Access to unique databases	-Incremental costs of access	-Cost of developing the database and collecting the data
Analytical and Other Services	-Internal rates or incremental cost of providing service	-Commercial rates
Equipment	-Donated (used) -fair-market value -company book value -price for internal transfers -Donated (new) -selling price to most favoured customer (if stock item) -cost of manufacture (if one of a kind) -Loaned -rental equivalent based on depreciation -rental equivalent to highest-volume rate	-List price or discounted list price -Rental equivalents exceeding accepted values had the equipment been donated or sold -Development costs
Faculty Remuneration	-Payment to the university/college for release time from teaching duties	-Payments as consulting fees or honoraria (additional to normal salary)
Materials	-Unit cost of production for commercial products -Selling price to most favoured customer -Price for internal transfers -Cost of production of prototypes and samples	-Development costs
Patents and Licences	-Licences acquired from third parties for use by the project	-Patent protection -Licensing fees
Salaries	-Actual salary cost (including benefits)	-External charge-out or consultant rates -Salary and costs of administrative support staff -Salary and costs of management activities not directly related to scientific and technical contributions to the project
Software	-Cost of training and support for software required -Most-favoured-customer cost for one license per software package -Cost of equivalent commercial product (where donated software is not commercially available)	-Development costs
Travel	-Travel costs to meet with project stakeholders	-Conference travel
Use of Facilities	-Internal rates for logistical support, food, and lodging for project personnel working on stakeholder premises or on field work -Internal rates for use of specialized equipment by project personnel or use of process or production lines -Internal rates for value of lost production resulting from downtime	-Space for stakeholder activities outside the scope of the specific proposal -Equivalent commercial rates

Co-investment Financial Management

The Lead Government Department's Project Manager will determine the management of all funds within the project and will provide a cash value for in-kind contributions within the guidelines of what are acceptable contributions as stated above. Project Managers are responsible for ensuring that their proposed co-investment cash and/or in-kind contributions will total the amount stipulated in the original proposal and subsequent project charter and must be supported by detailed calculations, explaining all proposed inputs and valuations in the project charter. Co-investment contributions may be spread over an agreed number of years, within the duration of the project.

Tracking of Co-investment Contributions

Project Managers will ensure that all co-investment contributions are tracked and adequate documentation is retained in the project files at the Lead Government Department site and included in the Trimester Financial Reports required by CSSP. This documentation will be audited and must be maintained in order to measure the progress of the given project and the program as a whole. The tracking of in-kind contributions can be complex but their documentation is just as important as cash contributions.

The following list provides examples of tracking mechanisms for different types of co-investment contribution:

- Personnel time should be tracked by the hour devoted to the project. Please note that this is not an issue of accounting for the time of an individual, but rather the amount of time devoted to the project. In the absence of a more sophisticated system for tracking time, a spreadsheet may be used, logging the name of the individual, the project, and the dates/times devoted to the project. For confidentiality purposes, the salary valuation should be calculated separately.
- Direct material and other direct costs should be tracked as incurred. Again, in the absence of a more sophisticated system, a spreadsheet may be used to keep a running list of direct costs incurred. The spreadsheet should include the nature of the cost, the project, and the value.
- Use of equipment/facilities should be tracked on an 'hours used' basis. This can be done on a spreadsheet.

ANNEX F: Co-Investment Evaluation Criteria

The Co-investment criterion will account for 10% (0.10) of the overall proposal evaluation.

A final score for the co-investment criteria will automatically be calculated using a standardized formula that factors both the in-kind as well as cash co-investment. A proposal with no cash co-investment can score a maximum score of 70% for this criterion, based on the formula below:

$$AY=IF(AW<33,0,IF(AW<50,4,7))$$

where AW= percentage ratio of total Co-Investment (cash and in-kind) to Project Value

This means that a total co-investment of less than 33% of project value scores 0; a total co-investment of less than 50% of total project value scores 40%; and a total co-investment of more than 50% of total project value scores 70%.

The final score for this criterion is then adjusted based on cash co-investment, using the formula below:

$$\text{Final Score}=IF(BB=0,AY,IF(BB<10,AY+0.5, IF(BB<25, AY+1,IF(BB<40,AY+2,10))))$$

where BB = percentage ratio of cash co-investment to CSSP funds.

where AY = score (0-10) given based on the ratio of co-invest to CSSP funds



This means that no cash co-investment will not result in a score adjustment; a cash co-investment of less than 10% of CSSP funds requested results in a score adjustment by 5%, a cash co-investment between 10% and 25% of CSSP funds requested results in a score adjustment by 10%; a cash co-investment between 25% and 40% of CSSP funds requested results in a score adjustment by 20%; and a cash co-investment greater than 40% of CSSP funds requested results in a score of 100%.

Please refer to table below for examples:

In Kind Co-Investment	Cash Co-Investment	Total Co-Investment	CSSP funds Requested	Total Project Value	Score
\$300K	0	\$300K	\$700K	\$1000K	0
\$250K	\$50K	\$300K	\$700K	\$1000K	5%
\$200K	\$100K	\$300K	\$700K	\$1000K	10%
\$100K	\$200K	\$300K	\$700K	\$1000K	20%
0	\$300K	\$300K	\$700K	\$1000K	100%
\$400K	0	\$400K	\$600K	\$1000K	40%
\$350K	\$50K	\$400K	\$600K	\$1000K	45%
\$300K	\$100K	\$400K	\$600K	\$1000K	50%
\$250K	\$150K	\$400K	\$600K	\$1000K	60%
\$150K	\$250K	\$400K	\$600K	\$1000K	100%
\$500K	0	\$500K	\$500K	\$1000K	70%
\$450K	\$50K	\$500K	\$500K	\$1000K	75%
\$400K	\$100K	\$500K	\$500K	\$1000K	80%
\$350K	\$150K	\$500K	\$500K	\$1000K	90%
\$300K	\$200K	\$500K	\$500K	\$1000K	100%

ANNEX G – QUAD CHART TEMPLATE

<p>Header to include the submission year and priority area being addressed followed by a project title CSSP-yyyy-CP-nnnn Insert Project Title</p>	
<p>Project Summary</p> <p>The top left quadrant contains a brief summary of the proposed project in layman's language. The summary outlines the goals in terms of expectations of the project and the main expected deliverables.</p> <p>Corporate Contact Information shall include the submitter's company name, POC, phone number, and email address. Include any significant teaming partner (contact information) relevant to the evaluation.</p>	<p>Cost and Schedule</p> <p>The top right quadrant contains the budget summary and schedule. A total summary shall include total CSSP funds requested, partner in-kind and cash co-investment; as well as the total project period.</p> <p>Schedule shall be proposed by phase and include the cost, and period of performance for each phase. Products and Deliverables shall include, by phase, a list of all reports, planned communications, and prototype hardware/software/system.</p>
<p>Technical Approach</p> <p>The bottom left quadrant contains a project summary and the proposed technical approach. Specifically, describe the technology involved, how it will be used to solve the problem, actions done to date, and any related ongoing efforts. Briefly describe the tasks to be performed for each phase. A bullet list is acceptable.</p>	<p>Impact</p> <p>The bottom right quadrant contains the operational and performance impact summary. Describe any basic, new, or enhanced capabilities the system will provide to meet the published priorities. In bullet form, list key aspects of performance, capability, operational or policy use, relevant software/hardware/technology specifications, and planned interface and/or compatibility.</p>

ANNEX H – QUAD CHART EXAMPLE

CSSP-2014-CP-2.1-001: **Decontamination of Mass Casualties after a Chemical Incident**

Project Summary

The project proposes to develop a novel non-toxic decontamination foam and standard operating procedures for decontamination of mass casualties exposed to chemical agents after an incident.

XYZ Chemical Inc.
123 Y street, Ottawa, ON
Dr. John Smith
613 123 4567
jsmith@email.ca

Key Partners:
City General Hospital ER unit
456 Z street, Ottawa, ON
Dr. John White

Lead Federal Partner:
Chemical Emergency Response Unit
Heath Canada
Dr. Brian Black

Cost and Schedule

Total Project Value: \$2M
CSSP Funds Requested: \$1.2M

In Kind Contribution: \$0.5M
Cash Contribution: \$0.3M
Project Period: June 15 – March 18

Phase	Deliverable	Cost	Schedule
1. Requirements	Detailed Technical Specification established with client	\$50K	Jun – Jul 15
2. Compound Development	Development of Compound Screening Assays. Report	\$100K	Jul – Oct 15
	Screening of Compound libraries. Report	\$200K	Oct – Dec 15
	In Vitro Toxicity Screening of lead candidate compound. Report	\$350K	Jan – Apr 16
	Compound modification. Report.	\$300K	May-Sep 16
3. SOP development	Animal testing. Development of SOP for use. Report and client approved SOP	\$300K	Sep 16– Dec17
4. Manufacturing	Development of Manufacturing process. Report and approved process	\$700K	Dec 17– Mar 18

Technical Approach

XYZ Chemicals will develop an assay to screen existing chemical libraries for residual surface contamination on porous and non porous surfaces. The assay will be used to screen for chemicals with high decontamination capability. Identified classes of compounds will then be assayed for their toxicity in vitro. Lead compounds will then undergo a series of chemical modification to improve their decontamination capacity and decrease their toxicity levels.

Lead compounds will be then tested on animal models for their safety and effectiveness against a variety of chemical decontaminants as identified by the client in the requirement setting stage of the project. Formulation and method of delivery of decontaminants will be tested to achieve the best procedure and specifications. Regulatory approval of the decontaminant will be sought in collaboration with the lead federal department.

The last phase of the project will be the design and development of the manufacturing process for the decontamination foam.

Impact

Decontamination of casualties is an enormous task. The process requires dedication of both large numbers of personnel and large amounts of time. Even with appropriate planning and training the requirement demands a significant contribution of resources. The most common problems with potential decontaminants are irritation of the skin, toxicity, ineffectiveness, or high cost.

By modifying classes of known decontaminants to specifically produce higher effectiveness and lower toxicity, the proposed solution would be more effective decontaminant over existing products. The development of a formulation and delivery mechanism for the decontaminant and standard procedures for use in conjunction with the lead federal client for the solution would offer a complete and comprehensive solution that currently is lacking on the market.



Canada

Annex I: Transition Plan Consideration by Project Type

In an effort to provide some clarity and advice to the bidders in drafting their full proposals, the following is meant to provide guidance on what the bidders need to consider in their transition plans.

In basic terms transition plans or strategies need to address details that clarify the following 3 basic questions in relation to how the output from the project will transition to achieve intended impact on outcomes:

1. Where is the “pull”?
 - What market/demand exist for the output, or to which agencies will the transition of technology or knowledge occur?
 - Any evidence provided to substantiate this expectation?
2. Where is the “push”?
 - How will the results be known to target recipients and stakeholders? (Communications/advertising plan)
 - How will results become available to target recipients and stakeholders? (product distribution channels or knowledge dissemination approach)
3. Next Steps (Transition Roadmap)?
 - When is transition expected to occur (and why this time frame)?
 - If additional steps are deemed necessary (e.g. further development, acceptance/certification testing, user validation trials, regulatory approvals, IP protection instruments, etc.) what are these steps and how will they be funded and executed?

Studies:

Studies are evidence-based examinations or analyses that address known public safety and security issues, define problems and/or solutions or scope out future projects in areas identified by the Bidders and assessed against published CSSP investment priorities. They often apply operational research tools and methods, including risk, capability and foresight analyses, or road-mapping to define operational needs and/or aid in prioritizing investment decisions. Examples include, but are not limited to, conducting scoping studies, developing emergency response scenarios that help to define needs, or analyzing the risk of a particular output for a variety of operational approaches in a feasibility or cost-benefit analysis. Studies may be funded up to \$500K and are undertaken within a two year period.

Output: Study Report

Transition Strategy:

Establishing the “pull”:

- Who will be the target community/clients that consume the results of the study?
- Will the results of this study have potential value/benefit to other related interests?
- Will this study lead to increased operational capability? What capability? How?
- Will this study help shape regulatory matters or policy landscape and decisions? If so how?
- Are authorities with mandates to take action to make changes recommended by this study partnered to the project?

Establishing the “push”:

- In addition to the project report, will there be a paper or any other publication produced to share the results of the study within the community?
- Is the solution going to be delivered by a primary partner? If so how (further publication, decision document, presentation to decision-makers etc).
- What is the communication and dissemination plan for the study report(s)? (How will the relevant communities of practice become aware of the study’s existence and ability to access it?)

Next Steps (Transition Roadmap):

- If the study identifies requirement for additional work to fully address the intended objectives of the study, what is the plan to pursue this additional work?
- Include an overview of how the additional study work(s) would be funded and supported.

Research and Development

Research and Development (R&D) projects involve applied research that will generate new knowledge, technology or awareness while addressing user-defined capability gaps. Examples of R&D projects include, but are not limited to, empirical and/or analytical research and experiments that mature earlier findings or validate that the analytical predictions of existing S&T in a new context to constitute “proof-of-concept” validation. R&D projects may be funded up to \$1,000K, are to be performed within a three year period.

Output: R&D Report.

Transition Plan:

Establishing the “pull”:

- Who will be the target community/clients that consume the results of the R&D?
- Will the results of this study have potential value/benefit to other related interests?
- Will this R&D lead to solutions for increased operational capability? What capability? How?

- Will this R&D help shape regulatory matters or policy landscape and decisions? If so how?
- Are authorities with mandates to take action to make changes recommended by this R&D, or promote its advancement (further development, TD, or Tech Pilot projects) to achieve a higher level TRL partnered to the project?

Establishing the “push”:

- In addition to the project report, will there be a paper or any other publication produced to share the results of the R&D within the community or externally with broader audience?
- What is the communication and dissemination plan for the project report(s)? (How will the relevant communities of practice become aware of the R&D results existence and ability to access it or pursue further advancement towards transitioning the results to close gaps?)

Next Steps (Transition Roadmap):

- If the R&D substantiates a requirement for additional work to increase the TRL, what is the plan to pursue this additional work?
- Include an overview of how the additional R&D work(s) would be funded and supported (innovation funding mechanisms/programs).

Technology Demonstration

Technology Demonstration (TD) projects advance the maturity of a technology, application or capability by embedding science or technology in an operational context to foster collaboration between the operational and S&T communities in areas as identified by the Bidders and assessed against published CSSP priorities. Examples of technology demonstration projects include, but are not limited to, integrating basic technological elements with realistic supporting elements so that the total applications (component-level, sub-system level, or system-level) can be tested in a ‘simulated’ or realistic environment. TD projects may be funded up to \$1,500K, are to be performed within a three year period.

Output: Demonstration of Technology, product, report.

Transition Plan:

Establishing the “pull”:

- Who will be the target community/client? Who are the stakeholders? Are they represented through the project sponsor/partner agencies?
- Does this technology have broader market potential in terms of uptake by other client sectors? (E.g. dual use potential for military).
- Does the technology demonstration provide information useful to influence policy, governance, or operations decisions by stakeholders engaged with the project?

- Does this technology align with a longer term acquisition or operation support strategy?
- Will the demonstrated capability result in any ‘leave-behind’ operational benefits to participating agencies (e.g. improved operating procedures, interfaced systems that remain operational, etc.).

Establishing the “push”:

- What is the communication and dissemination plan for the results of the TD? In addition to the project report, will paper(s) or conference presentations be employed to communicate how this technology will enhance capability within the community? Specifically through what other venues will the results be made available?

Next Steps (Transition Roadmap):

- What is the proposed next phase of development after this project is complete?
- How will this TD be further advanced to become either a Technology Acceleration or Test and Evaluation type project?
- Include an overview of how that stream would be funded and supported.

Technology Pilots

Technology Pilot projects are used when the technology solution is somewhat already known by the operational authority but the challenge is how best to configure, implement, integrate, or use it (Concept of Operations) so that it works efficiently in an operational setting. Technology Pilots are not torn down at the end of the project. They are normally designed to flow smoothly into operational use as part of the transition strategy. Technology Pilots are well-suited to supporting the early spiral of an implementation plan that brings an enhanced capability into operational use.

Output: Operations-ready capability (with implementation of refinements/improvements identified by pilot study).

Transition Plan:

Establishing the “pull”:

- Who will be the target community/client? Who are the stakeholders? Are stakeholders most likely to operationalize the results of the pilot engaged in observing or participating in the pilot study?
- Does this technology have broader market potential in terms of uptake by other client sectors? (E.g. dual use potential for military).
- Does the technology pilot provide information useful to influence policy, governance, or operations decisions by stakeholders engaged with the project that may wish to fully operationalize the capability?

- Does this technology pilot and timing for same, align with a longer term acquisition or operation support strategy?
- Will the demonstrated capability result in any ‘leave-behind’ operational benefits to participating agencies (e.g. improved operating procedures, interfaced systems that remain operational, etc.).

Establishing the “push”:

- What is the communication and dissemination plan for the results of the pilot? In addition to the project report, will paper(s) or conference presentations be employed to communicate how this technology will enhance capability within the community? Specifically through what other venues will the results be made available?

Next Steps (Transition Roadmap):

- What is the proposed next phase of development after this project is complete?
- How will this pilot be further advanced to become a fully operational capability?
- Include an overview of how that stream of follow-on refinement would be funded and supported.

ANNEX J – STATEMENT OF WORK (SOW)

EXAMPLE OF SOW:

INTRODUCTION:

A Statement of Work (SOW) is used to describe the work to be performed by a contractor.

The SOW is a stand-alone document that should be easy to read and understand.

The SOW must be prepared in sufficient detail to ensure that the client department is later supplied with the services it requires. The author should avoid using words such as “should”, “would”, “may be”, etc. so as to leave as little room for interpretation as possible.

KEY ELEMENTS OF A SOW:

Title:

In a few words, identify as clearly as possible what the requirement is about.

Objective(s):

Identify the objective(s) of the work, describing what is to be achieved by the contract.

Scope:

Describe, in general terms, the range, extent and boundaries of the work and the duration of the overall project.

Tasks/Technical Specifications:

Identify all the tasks to be performed to reach the stated objective(s). This should include a detailed description of what is to be accomplished, the methodology to be used, and the sequence in which the work is to be done, the required schedule for completion of each milestone or task.

Deliverables:

Specify all the reports and other deliverables that are required (by task, milestone, or phase of the work, as applicable).

Annex K: Project Implementation

This Section provides a general overview of key implementation considerations as the project progresses through Stage 3: PWGSC Contracting to project initiation.

K.1 Initiation

The high level Project Initiation process steps are:

1. Project partners sign-off
 - a. Charter is prepared, reviewed, and agreed upon among partners;
2. DRDC CSS project sign-off
 - a. Charter is reviewed, signed, and approved;
3. Funds transfer to Lead government department:
 - a. If the project lead is a Federal Department, an Interdepartmental Settlement (IS) transfer is initiated;
 - For IS transfers DRDC CSS will ask that the following information from the lead federal department is included in the Project Charter to initiate the transfer:
 - Departmental Number
 - Organization Code
 - Reference Code
 - Failure in providing DRDC CSS with the above information will cause delays.
 - b. If the project lead is a Not a Federal department but rather another government department, an MOA will be created between PWGSC and the Lead Provincial/Territorial/Municipal Department;
 - Funds will then be disbursed through a contract issued in the normal procurement processes.
4. Procurement.
 - a. If required, a contract will be issued through DRDC CSS or the Lead Government Department by PWGSC. Note: The Proposal or Charter are not contractual in themselves, therefore the contract created through PWGSC will take precedence.

K.1.1 Memorandum of Understanding

A Memorandum Of Understanding (MOU) has been established between participating federal departments/agencies and the Department of National Defence (DND) to define the Program governances, oversight, financial procedures, transactions, and reporting to be undertaken in the execution of DRDC CSS projects for which these departments are the recipients of program funds.

If the Lead Government Department is a federal department that is not a signatory to the MOU, a Letter of Agreement (LOA) will be issued between the lead department and DRDC CSS.

If the lead Government Department is a provincial/territorial/municipal government department, a Memorandum of Agreement (MOA) will be issued between the Lead Department, DRDC CSS and PWGSC.

K.1.2 Project Implementation

A Project Implementation Workshop (PIW) will be held by DRDC CSS following project award. The workshop is targeted to the Project Lead organizations and their participating PM/D\PM, Financial Officers and Procurement Officers. At the workshop, the members of the project team will meet members of DRDC CSS and PWGSC who will provide guidance/information on the implementation of their project and the development of their project Charter and Quad charts.

Project members will also be briefed on required DRDC CSS deliverables such as quarterly reports, financial reports, project close-out reports/quad chart, annual project review committee management and publications. Financial and accountability subject matter experts will be available to provide guidance and answer questions. Attendees will also receive information on the roles/responsibilities of the members of the project team, and the roles/responsibilities of key CSS personnel.

K.1.2.1 Project - Sign off

All projects must be signed-off for official records. Sign-off for CFP Projects take the form of an approved Project Charter.

The project's Project Manager (PM) is responsible to ensure that all the partnerships, resources, and project information included in the project Charter are true, accurate, and reflect what was approved in the competitive process.

Before any funds are transferred to the Lead Government Department, the project Charter and Quad chart must be completed in its entirety, approved, and signed by all required partners and by DRDC CSS.

The Charter template will be provided to Project managers by DRDC CSS.

K.1.2.2 Impact Summary

Projects that will receive CSSP funding will be required to submit a single page Impact Summary Quad chart, which will provide a summary of the following:

- a. Basic overview of the project's information;
- b. Project summary;
- c. Impact outcomes;
- d. Project team;
- e. Budget; and
- f. Timeframe.

A template will be provided by DRDC CSS. This document must be updated annually at the project review committee meeting and at project close out.

K.1.2.3 Financial Accountability

All funding recipients will assume responsibility for the received funds in accordance with the approved budget plans presented in the project charter. The Lead Government department must retain a project file that documents all financial transactions including co-investment (cash and/or in-kind) contributions. Copies of documentation from this file may be requested during a program audit.

Federal departments and agencies will follow their departmental expenditure authorities. Financial accountability for any federal partner will be in accordance with the *Financial Administration Act* as administered within each participating department or agency.

K.1.2.4 Procurement

Any contracting process must be consistent with Canada's procurement principles (refer to the *PWGSC Supply Manual* at <<http://www.tpsgc-pwgsc.gc.ca/app-acq/ga-sm/index-eng.html>>). All contracting must be performed in a manner that enhances access, competition, and fairness and results in best value or, if appropriate, the optimal balance of overall benefits to Canada. Contracting should stand the test of public scrutiny, ensure the pre-eminence of operational requirements, and be consistent with Canada's trade agreement obligations.

Contracts will be issued by PWGSC based in accordance with the Statement of Work (SOW) and the Contractor's technical bid with a designated federal department or agency participating in the project as the contract Technical Authority as determined by the PM. PWGSC may update, as applicable, the standard terms and conditions of resultant contracts. This includes coordinating with PWGSC for Contract Demand documentation through departmental material managers and a PWGSC Contracting Officer (as applicable), including the:

- Applicable SOW;
- Security Clearance Requirement Checklist, if applicable;

- Employee–Employer Relationship Form;
- Intellectual Property Declaration; and
- Departmentally Approved Contract Requisition Form, PWGSC Requisition 9200.

K.2 Project Execution

DRDC CSS requires that all projects are executed in a manner that enables the program to progress successfully towards achieving its desired outcomes.

K.2.1 Deliverables

There are two required types of deliverables:

1. Technical project deliverables, as detailed in the proposal and subsequent project Charter; and
2. CSSP reporting deliverables, as detailed in the Project Implementation guide. These deliverables are vital in providing DRDC CSS with oversight of their investments.

The deliverables are follows:

- a. Project Charters and quad charts;
- b. Quarterly Progress and Financial Year End reports;
- c. Yearly Project Review committee Meetings and minutes (for multi-year projects);
- d. Project close out report and Quad Chart; and
- e. Summary of publications (if applicable)

K.2.1.1 Deliverable Format

Documents will be delivered in electronic (i.e., Microsoft (MS) Word or PDF) format. The deliverables can be submitted in the official language of preference. All project documentation, including project deliverables and publications resulting from the project, will be kept for retention in the CSSP Knowledge Base. All original signatures from charters are to be sent to CSS for retention.

K.2.1.2 Publications Related to Project

In order to ensure the appropriate security classification, the attribution of CSSP funding and the provisions of Controlled Goods accounted for; DRDC CSS must review publications concerning CSSP funded work prior to publication. All publications are to acknowledge CSS's contribution to the project.

K.2.1.3 Project Progress Reports

The following documents are required for financial accountability and oversight:

1. **Quarterly Progress reports** – Each fiscal year, all projects are required to submit three quarterly reports that will provide an overview of the project budget and progress; a template and instructions will be provided.
2. **Financial Year-End Report** – At the end of each fiscal year, all Lead federal government departments that have received CSSP funds through an IS transfer, are accountable to identify how the CSSP funds were expended (by amount and GL).

K.2.1.4 Project Review Committee (PRC)

All multi-year projects, are required to hold an annual PRC which traditionally occurs in the fall. Chaired by the Project Champion, the meeting will assess the project status.

Areas of review include:

- Approval of changes to the schedule and cash profile;
- Changes in the project's profile for approval;
- Addressing exceptional circumstances that cannot be resolved by the project team;
- Briefings on S&T, outreach and transition;
- Review on Risks/constraints/assumptions;
- Development of recovery plan (if needed); and
- Recommendations, decisions on way-ahead.

The project assessment will include the following key aspects:

1. Annual review of project performance against work breakdown structure and budget; and
2. Annual review of project impact.

K.3 Project Close-out

Project close-out is a critical part of any project because it provides opportunities to capture deliverables and other valuable outcomes of the project. The size of reports and level of detail should be appropriate for the level of funding and complexity of the project.

After work on the project is complete, the project documentation must be submitted to DRDC CSS to formally document the results of the investment and capture the knowledge for the Canadian public safety and security knowledge base. The project is considered to be complete only after the required close-out documentation is received and approved.

K.3.1 CSS Project Close-out Report and Quad Chart

The Project Close-out documentation must be submitted consistent with the formats and templates supplied by DRDC CSS. Documents will be delivered in hard copies (2) and electronic format (MS Word or pdf). The deliverables can be submitted in the official

language of preference. The templates will be provided by the DRDC CSS (through the Project Directors) which will also include a check list of all close-out tasks required by the CSSP.

- Reporting elements required for the Project Close-out report are as follows:
 - Project Summary:
 - Background
 - Methodology
 - Results
 - Impact on outcomes
 - Conclusions
 - Recommendations
 - Project Performance:
 - Technical
 - Schedule
 - Cost
 - Variance Analysis
 - Deliverables
 - Evaluation of the Project Success
 - Follow-on Activity
 - Project transition
 - Outstanding activities
 - Disposition of Project materials - All hardware, software and infrastructure developed using program funds are delivered to DRDC CSS or disposed of in accordance with government rules (deliverables, schedule and cost performance)
 - Lessons learned
 - Listing of all publications resulting from or related to the work.
- The minimum close-out requirements are:
 - Documentation of the outputs of the investment is to be appropriate to the project type and include both a TRL assessment and outcome assessment, accounting the project's progress toward realizing its target impacts and its contribution toward program outcomes which may take the form of one of the following:
 - A statement as to the advice and guidance provided, including to whom the advice and guidance was provided and what the outcomes and impacts were;
 - A study report providing details on the outcomes, deliverables and impacts on future operations or projects if appropriate;
 - A workshop report describing the Record of Discussion, a road map or other deliverables from the Workshop, and recommendations or next steps; or
 - A technical report describing the outcomes and impacts on operational, intelligence or policy capability and capacity.

- Disposition of Project materials - All hardware, software and infrastructure developed using program funds are delivered to DRDC CSS or disposed of in accordance with government rules (deliverables, schedule and cost performance);
- A follow-up on project transition to end-users, any outstanding items and lessons learned
- A Final Impact Summary that highlights outcomes and impact at the end of the project;
- A final progress and financial report; and
- Inclusion of all publications resulting from or related to the work.

For projects that received DRDC CSS funding for a value equal to or exceeding CAD\$200K, or that was executed over more than one fiscal year, a final PRC presentation is also required.

AGENDA

Canadian Safety and Security Program (CSSP) Call for Proposal 003 (CFP 003)

Stakeholder Engagement Day
19 August 2014
0900-1600

100 Sussex, Ottawa, Ontario

TIME / TEMPS	SUBJECT/SUJET <i>Theme/theme</i>	OPI/BPR
9:30-9:40am	Introductory Remarks, Call for Proposal Process	Mark Williamson, DG DRDC CSS Daniel Lalonde, Manager Defence Sciences or Suzanne Lorrain, Senior Director, PWGSC
9:40-10:15am	CSSP Call For Proposal Process Updates: <ul style="list-style-type: none">- Program process changes –- Submission requirements- Priorities- Timelines/tentative schedule	Ahmad Khorchid, DRDC CSS Sofi Blazeski, DRDC CSS
10:15-10:45am	Questions	All
10:45-11:00am	Break	
11:00-11:45am	CSSP Evaluation Procedure and Matrix (Synopsis and Full Proposal) <ul style="list-style-type: none">- Internal and External Reviewer process-scoring process	Heather Palmer, PWGSC

	-mandatory evaluation criteria	
11:45-12:15pm	Questions	All
12:15-1pm	Lunch	
1:00-1:30pm	Contracting Processes and requirements: -Statement of Work (SOW) - Memorandum of Agreement (MOA)	Daniel Lalonde, PWGSC
1:30-1:45	Break	
1:45-3pm	Answers to questions received by PWGSC contracting authority before Stakeholder Engagement day	All
3:00-3:45	Questions	All
3:45-4:00pm	Closing Remarks	Daniel Lalonde, PWGSC

PWGSC Contracting Authority: Heather Palmer

Public Works and Government Services Canada

E-mail: heather.palmer@tpsgc-pwgsc.gc.ca

Tel. No.: 819-956-6176

*** Renseignements de WebEx ***

S'il vous plaît noter que la présentation est en anglais seulement. Au cours des débats, vous serez en mesure de fournir votre opinion en français et en anglais. Une version française de la présentation sera disponible en ligne à <https://buyandsell.gc.ca/procurement-data/tender-notice/PW-SV-059-27860>.

Seulement les 200 premiers participants inscrits en ligne seront capables de participer.

Vous êtes invité à participer à cette réunion en ligne.

Sujet : Programme canadien pour la sûreté et la sécurité (PCSS) Appel de propositions003 (AP003) Journée de mobilisation des intervenants

Date : Mardi, 19 août 2014

Heure : 09:00, Heure avancée de l'Est (HAE)

Pour participer à la réunion en ligne

1. Allez sur le site <https://gts-ee.webex.com/gts-ee/j.php?MTID=m8c73dd06ee366794762de1511bf207d9>
2. Si demandé, entrez votre nom et votre adresse email.
3. Si un mot de passe est exigé, entrez le mot de passe de réunion : CSS
4. Cliquez sur "Participer".

Informations Complémentaires

La salle de présentation n'a pas d'accès de la téléconférence. Le présentateur peut être entendu à travers les haut-parleurs de l'ordinateur du participant. Les participants peuvent poser des questions en les inscrivant dans la section Chat.

WebEx information

Please note that the presentation is only in English. During the discussions you will be able to provide your opinion in both English and French. A French version of the presentation will be available online at <https://buyandsell.gc.ca/procurement-data/tender-notice/PW-SV-059-27860>.

Only the first 200 participants registered online will be able to participate.

You are invited to attend this online meeting.

Topic: Canadian Safety and Security Program (CSSP)Call for Proposal 003 (CFP 003)Stakeholder Engagement Day

Date: Tuesday, August 19, 2014

Time: 9 AM, Eastern Daylight Time (New York, GMT-04:00)

To join the online meeting

1. Go to <https://gts-ee.webex.com/gts-ee/j.php?MTID=m8c73dd06ee366794762de1511bf207d9>
2. If requested, enter your name and email address.
3. If a password is required, enter the meeting password: CSS
4. Click "Join".

Additional Information

The presentation room doesn't have teleconference access. The presenter can be heard through the participant's computer speakers. Participants can ask questions by entering them into the Chat section.