

## General Questions

1. Can the work be used for the Technical Support Working Group?
  - a. Yes it can be

Technical Support Working Group (TSWG) was established in 1986 in the [United States](#) as multi-federal-agency program for [research and development](#). Working with a vast array of U.S. government departments and agencies, the TSWG program helps to rapidly develop the latest in technological solutions to combat terrorism. TSWG funds projects that can be ready for use by law enforcement, military, and other government personnel in two years or less from time of first approval. TSWG falls under the oversight of the [Office of the Coordinator for Counterterrorism](#) at the [Department of State](#) and is a sub-group of the Interagency Working Group on Counterterrorism.

TSWG addresses R&D requirement in various areas including:

- Blast effects and mitigation
  - Chemical, biological, radiological, and nuclear countermeasures
  - Explosives detection
  - Improvised device defeat
  - Investigative support and forensics
  - Physical security
  - Tactical operations support
2. Where can we see the list of evaluators?
    - a. The list of evaluators is confidential and no list will be available.
  3. How many proposals were submitted at the synopsis stage last year?
    - a. 219
  4. How many proposals were submitted at the Full proposal stage last year?
    - a. There were 62 synopsis proposals invited to submit full proposals, however only 54 bidders submitted full proposals.
  5. What level of authority is required at the municipal government?
    - a. The appropriate authority is determined based on the approval levels within the organization
    - b. Authorities are required to have appropriate funding authority and have the authority to enter into an agreement with private and or public entities.
  6. What are some of the current investments in the priorities so bidders can get an idea of what areas are over-invested already?
    - a. Please contact [heather.palmer@pwgsc.gc.ca](mailto:heather.palmer@pwgsc.gc.ca) to receive the quad charts of previous investments.
  7. What information will be given out following the debrief?
    - a. At the synopsis stage, the e-mail sent to bidders will either invite them to submit a full proposal or explain why a proposal submission was not successful for funding and list the reason. At the synopsis stage, no additional information such as ranking or evaluators' comments will be given out. For further information regarding an

unsuccessful synopsis submission, Bidders will need to wait until after the full proposal announcement to receive additional information. Feedback from evaluator's notes will be available, upon request.

8. Feedback from the evaluators be available?
  - a. Yes, during the evaluation process, reviewers are asked to provide DRDC CSS with comments unless a score of 10/10 is achieved.
9. The funding for CSSP Call 003 is estimated at about \$10M, and technology pilots are usually around \$2M each. While many of these proposals come in, how do we know that they will get an equal opportunity to be funded?
  - a. The funding is based on a distribution of investment.
  - b. This is about finding the best ideas. There is no favoritism of one type of project over another. CSSP is more interested in what the project has to offer.
10. Once the project has been approved for funding do you still have to go through a competitive process? Do we need to justify why we want to work with a certain partner?
  - a. No, the Call for Proposal process is a competitive process, there are no further justifications required. Your proposal should already highlight why you choose specific partners and the strategic importance those partners bring to your project.
11. If my project is selected, and a contract is awarded, how are the payments within that contract managed? Are payments made based on deliverables or is it a time schedule?
  - a. Payments are typically linked to each Milestone deliverables. For each Milestone Deliverable, a firm amount is associated with an appropriate level of effort associated for that deliverable.
12. Can you please clarify CSSP Guidebook (pg. 10) statement "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." - Could CSSP funds be used for PM work provided by the Lead Government Department
  - a. No, CSSP funds cannot be used for Project Management work provided by the Lead Government Department. The work done by the Lead Government Department as the project manager can be noted in the budget table as an in-kind contribution.
13. If the Lead Government Department does not use any CSSP funds for their services could those services be considered in-kind for CSSP project?
  - a. Yes, those services can be considered and documented in the budget table as in-kind contributions.
14. Much of this call for proposals revolves around science and technology? In Annex A: CSSP Investment Priorities Number 27 Extremist Travel is inherently qualitative work. Would each Investment Priority have to be tackled through the use of science and technology, or is S&T broadly defined to include qualitative and social science-based approaches?
  - a. S&T is broadly defined to include physical sciences, operational research and analysis, qualitative as well as social science-based approaches.
15. What is the maximum number of proposals a team or organizations can submit?
  - a. A team or organization can submit as many proposals as they would like.

16. If multiple proposals are submitted by a partner organization, are the proposals considered independently of each other or are they evaluated against each other first and then a selection of these is put into the total pool for the next stage of evaluation?
- a. Each proposal is considered and evaluated on its own merits. Following the mandatory evaluation the review panel will convene and select the best proposals based on:
    - i. Current CSSP Investment Portfolio balance,
    - ii. Technology Readiness Levels,
    - iii. Emerging operational and policy issues,
    - iv. Multi-year program direction, and
    - v. Program record of desired vs. actual performance.

Additional 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.

All pre-qualified proposals will be ranked based on the balance of investment considerations, and the highest ranked proposals will be approved to move to the next phase of the procurement process based on the envelope of money available for the current call for proposals.

17. Is one investment area 'more valuable' to CSS than another? (Is the division of funding between the priority areas set or is there flexibility depending on the caliber of projects received across all the areas?)
- a. The CSSP does not favour one area over another. For a list of fully funded projects for Call 2 and previous calls please contact [heather.palmer@pwgsc.gc.ca](mailto:heather.palmer@pwgsc.gc.ca).
18. What overhead costs may be charged by a Canadian academic research institute? Can this simply be a percentage of the overall budget and if so, what is the range?
- a. The maximums charged are: 65% for onsite work and 35% for off-site work for academic. These values need to be worked into the project budget.
19. Could the program identify one of the portfolio managers as a point of contact for each priority?
- a. The Portfolio Managers are listed in Annex B. During the CFP process Portfolio managers will not be able to comment on individual proposals.
20. Could the portfolio manager provide an overview of prior programs and projects as well as the desired outcomes for the priority?
- a. Please contact [heather.palmer@pwgsc.gc.ca](mailto:heather.palmer@pwgsc.gc.ca) for the quad charts of previously awarded projects.
21. Are quad charts and reports available from previous projects in order to focus proposals, add potential partners and avoid duplication?
- a. Please contact [heather.palmer@pwgsc.gc.ca](mailto:heather.palmer@pwgsc.gc.ca) for the quad charts of previously awarded projects.
22. Will PWGSC provide a list of attendees who participated in the Aug 19, 2014 Webex?
- a. Yes, a list of participants will be provided.
23. Will PWGSC provide a list of bidders who are interested in each priority area?
- a. No, that information is not known and therefore cannot be released.

24. The Statement of Work will be written using contractor's resources. Can PWGSC articulate that suppliers that write the SOW can still bid on future work?
- A section will be added in the guidebook regarding conflict of interest provision, as follows:  
  
The Work described herein and the deliverable items under any resulting Contract specifically exclude the development of any statement of work, evaluation criteria or any document related to a bid solicitation. The Contractor, its subcontractor(s) or any of their agent(s) directly or indirectly involved in the performance of the Work and/or in the production of the deliverables under any resulting Contract will not be precluded from bidding on any potential future bid solicitation related to the production or exploitation of any concept or prototype developed or delivered under any resulting Contract.
25. For the Government buy in? What kind of level of signing authority is required?
- This is dictated by internal delegation authorities within each organization.
  - DG approval level is preferred, yet Director level approval is also accepted.
26. How will payments be processed regarding written studies with multiple deliverables within contracts?
- Best practices dictate a firm amount, Milestone Deliverable approach, however progress payments (monthly) can also be utilized based on the type of work to be performed.
27. Regarding Government leads, what exactly is their roll and time commitments?
- The goal of the CSSP is to ensure investments are beneficial to its client based within the Safety and Security realms. CSSP requires a government partner to be the oversight of the project. On the transactional level, CSSP requires that the government partner coordinates the reporting requirements with DRDC CSS. Most of the day to day work is done by the deputy project manager with the lead partner providing the final reports. .
28. How do we integrate a smaller company as part of the co-investment?
- Micro companies (1 to 4 employees) as well as small companies (5 to 11 employees) are encouraged to participate in the CSSP Call for Proposals. PWGSC can contract with these entities as long as they are documented in the proposal submission. Furthermore, these partners can be leveraged within larger contracts as sub-contractors.
29. Can I publish my work done under CSSP?
- Of course, DRDC CSS is a knowledge based organization that encourages this. We do stipulate that DRDC CSS be appropriately acknowledged as well as to review any material prior to publication.

### **General Submission Questions:**

- Is it possible to submit more than one synopsis?
  - Yes, a bidder/team/organization can submit as many proposals as they wish.
- Is it possible to submit on more than one focus/priority?

- a. Yes, a bidder/team/organization can submit as many proposals as they wish with different focus/priorities.
3. What is the process for submitting a classified bid?
  - a. Before submitting a classified bid please contact Heather Palmer ([heather.palmer@pwgsc.gc.ca](mailto:heather.palmer@pwgsc.gc.ca)) to receive the appropriate forms and instructions.
4. What is the due date for the synopsis?
  - a. All of the information regarding due dates will be posted on [buyandsell.gc.ca/tenders](http://buyandsell.gc.ca/tenders), if there are any clarification concerns please contact Heather Palmer, [heather.palmer@pwgsc.gc.ca](mailto:heather.palmer@pwgsc.gc.ca).
5. With regards to the submission form requirements, is Self-Evaluation synonymous with biographies for each individual involved in the project or are there other parameters for which applicants should be aware?
  - a. No, they are not synonymous. In the self-evaluation, DRDC CSS requires bidders to explain how they meet each of the individual criteria and its associated indicators. Refer to Guidebook Annex C – Evaluation Criteria for more information.
6. On page 34 Section g), there is a requirement to list previous work and contracts managed by the lead bidder and/or project team within the last five (5) years. This requirement is used to “substantiate the team’s relevant experience”. Given that it takes some time to develop research and prove new concepts/ideas, five years is a limiting factor in some areas of expertise. Would the Crown consider amending the submission requirement to ten years in order to capture the full depth of work in these fields over time to substantiate a more complete view of relevant experience?
  - a. Yes, the time frame has been increased to 10 years.

**Partner Requirements:**

1. In the requirement, it is mandatory to have a lead Canadian Government department and a lead bidder. Are these two considered the same thing?
  - a. No, the lead bidder does not have to be the lead Canadian Government Department.
2. Does a federal/Lead Government Department still have to be the Project Manager?
  - a. Yes, if a Federal Government Department is a partner then they will become the Lead Government department who will liaison with DRDC CSS for financial and progress reporting.
3. Can a municipal government cannot be a lead department?
  - a. A municipal government department can be the lead if there is no federal partner.
4. Is a research institute in a hospital considered a provincial department?

- a. The definition of a lead Government department is stipulated on Page 8 in the guidebook. Please refer to this section. If you still have questions, please contact Heather Palmer, [heather.palmer@pwgsc.gc.ca](mailto:heather.palmer@pwgsc.gc.ca).
5. Is DRDC admissible as a government partner and manager?
  - a. Yes, DRDC Centers other than DRDC CSS can be a lead government partner for a proposal submission.
6. Does a Lead Government Department need to commit at the proposal Synopsis stage or can they be listed as intended Lead Government Department?
  - a. They can be listed as the intended Lead Government Department. No commitment is required until the full proposal stage.
7. Can the Lead Government Department be replaced during transition from Synopsis to Full Proposal stage (in case the Lead Government Department identified at Synopsis stage pulls out)
  - a. Yes, the lead Government Department identified at the synopsis stage can be replaced. Please inform [heather.palmer@pwgsc.gc.ca](mailto:heather.palmer@pwgsc.gc.ca) of any changes in partners.
8. DRDC CSS, which is part of the review process, also has a network of eight defence research centres across Canada. Would partnering with one of these centres be allowed under the CSSP or would that be considered a conflict of interest given the role of DRDC in evaluating the proposal?
  - a. Yes partnering with one of these centers is allowed, but they cannot be a lead government department.
9. Can the Emergency Responder Test and Evaluation Establishment (*ERTEE*) be considered a federal partner?
  - a. No, they cannot be, this would be a conflict of interest in the evaluation process.
10. In Table 1 on page 7/8, it states under partnership requirements 1c. "If one of the partners is a federal government department, that federal department must be the lead". Does that mean that the federal department will lead the project and are required to be the Lead Bidder as defined in the same table? Can the industry partner be the Lead Bidder in this case?
  - a. Yes, the Industry partner can be the lead bidder; what is required is that a Federal/provincial/Territorial/municipal government be identified and take on the role of the Canadian Lead Government Department.
11. Can municipal governments still receive CSS funds?
  - a. Yes, but only if their proposal is selected after the full proposal process.
12. Will a proposal be looked at unfavorably if they have a Provincial partner?
  - a. No, they won't be looked at unfavorably.

## Priorities

1. It is very clear in how projects are evaluated, but criteria on how priorities are set should be made clearer, as they are so much more specific now. How can the S&T community influence this?
  - a. Canada is looking for ideas that DRDC CSS assesses as persistent gaps in work done by Communities of Practice. As the process is being matured, DRDC CSS is looking for more rigor and consultation on how priorities are set. The best way to ensure this is through engagement with the DRDC CSS portfolio managers. Still, the scoring tool theoretically will allow all proposals that are in line with the DRDC CSS mandate to qualify at Stage 1: synopsis through the bonus point structure.
2. Not all research portfolios are covered in the investment priorities, will those not covered be considered?
  - a. Yes, “Priority 34 - None of the above priorities, but the proposal is aligned with the CSSP scope and mandate” has been added to include proposals that are important, have a national safety and security but may not be represented within the listed Investment Priorities.
3. Can you elaborate on the funds for the call? Who decides how the funds are distributed?
  - a. The aim is to have a distribution of investment across the priorities. There is an estimated \$10 Million dollars available for call 3. The chances of funding are dependent on the number of proposals received in each priority and the distribution of investment.
4. Is there any relationship between the program investment priorities and the CSSP Investment priorities?
  - a. No, there is no relationship between them; the objective is to focus on the investment priorities listed in Annex A of the bidder’s guidebook.
5. Where additional credit is given for meeting multiple investment priorities (p. 62) does this relate to the program priorities or the CSSP investment priorities?
  - a. This only relates to the CSSP investment priorities listed in the call.
6. Priority 33 has a need for provincial and Federal healthcare partners. We recommend removing the need for both provincial and Federal healthcare partners.
  - a. We have changed priority 33 to: Projects that incorporate innovative interoperable technology and telemedicine monitoring in support of sustainable community paramedic. The intent is to include federal as well as provincial partners (eg healthcare) and demonstrate clear benefits to community safety.
7. Why have the priorities changed?
  - a. The Investment Priorities have changed to reduce the burden on the bidders and the evaluators. The intent was to keep the priorities focused on specific areas to ensure alignment with the CSSP objectives and outcomes. The funding has not changed, yet the mandate has broadened.
8. If I am more aligned in one priority over another, how will I be evaluated in accordance with the other priority?
  - a. The primary priority will form the basis for your evaluation. However, it is the bidder’s responsibility to cross reference against other priorities within the self-evaluation.

## **Project Types**

1. Are technology pilots favored over studies in the selection process?
  - a. No. Some domains which are not yet ready for the tech pilot stage can still be valuable and will be pursued.
2. Are fund levels all weighted the same, and who decides how funding is allocated?
  - a. The aim is to achieve a distribution of investments, and priorities are mostly balanced within the available funding of this Call 003
3. Can a project that has the potential to be developed beyond the initial intent of the one of the CSSP Investment Priorities at Annex A be proposed? For example, could a project be proposed for a “technology pilot” where the CSSP Investment Priority at Annex A indicates a “study” in the same area?
  - a. The bidder would need to build a strong case as to why a technology pilot would be used as opposed to a scoping study.
4. Questions regarding p. 51 of the CFP Bidder Guidebook, item number 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.

-Does volunteerism refer specifically to volunteers in emergency professions, e.g. the paramedic community or fire service delivery?

- a) No, it does refer to that group specifically.

-When considering communication differences across Canada, might First Nations communities in the South also be factored in — for example, as comparable to communication patterns and expectations in the North?

- a) Yes, it can be factored in.

-Is the reference in this item to “public behaviour” related to emergency situations, and if so, is that intended to include solely natural hazards (e.g. flooding), or conflict also (e.g. over resource extraction)?

- a) No, it can be all disasters, not just man made.

5. Some priorities identify a project instrument such as studies, pilots and projects. Would a proposal for other instruments be considered by the program for these priorities?
  - a. The bidder would need to build a strong case as to why other project types would be used as opposed to a scoping study.

## Co-Investment

1. The Scientific Research and Experimental Development (*SR&ED*) program (a federal tax incentive program) – is this considered double-dipping?
  - a. No, and financial support under this federal tax incentive program does not need to be reported/included.
2. If a partner already made a previous cash investment does that count for this work?
  - a. No, it will not count; only contributions made after the ministerial announcement will count.
3. 10% of the proposal evaluation is based on the co-investment contribution.

Question a) what are the parameters for robust co-investment and risk/burden sharing?

- a. The formula for calculating the score for co-investment is outlined in Annex F of the guidebook.

Question b) is co-investment relevant to the size and scope of the project?

- a. The proposal is not evaluated on the amount of money but rather on the percentage that bidders are contributing in relation to the total cost of the project in question.
4. Could funding acquired from other sources be used to address a task within the project (i.e. that is critical to the outcome of the project), be considered as co-investment?
  - a. Yes, it must be accurately documented in the budget table/reports as cash and/or in-kind contributions.
5. Is there guidance for monetary values for Internal Valuation Criteria 4 (p.58) or associated with the risk in the table in Annex D (p.75)?
  - a. No, there is no guidance available; it is commensurate to ratio of cost shared to the total value of the project.
6. If you are currently receiving money for a project is the money considered a co-investment?
  - a. Yes, you can still use that as cash contributions, as long as the money has not been expended.
  - b. If the money was expended to purchase equipment etc. before the ministerial announcement, and if those purchases will be used to complete the current project, these can be documented as in-kind contributions.

## **Evaluation Criteria**

1. Can proposals bring in new law enforcement/partners after the commencement of the project?
  - a. Each scenario will be evaluated on a case by case basis.

2. When leveraging the work done in previous projects (Criteria 3-Novelty Synopsis stage) will that be viewed as unfavorable?
  - a. Leveraging previous work is acceptable and encouraged, but caution needs to be exercised to ensure work is not redundant and/or repeated.
3. Not all of the criteria are relevant for the project types. For example, in criterion 4.2, synopsis stage, you evaluate changes in TRL levels. This would be difficult to demonstrate for studies. Please elaborate.
  - a. We have added a statement stating that criteria 4.2 in the synopsis and criteria 6.3 in the full proposal will not be evaluated for studies.
4. Can you elaborate on the objective of the criterion "Free from procurement risks"?
  - a. The objective is to ensure projects start on time and that issues such as Intellectual Property (IP), or cash phasing of the proposal have been considered and dealt with beforehand.

## Evaluation

1. Is the optional requirement of 3 to 5 preferred reviewers meant to denote specific individuals or departments/agencies of the government?
  - a. CSSP is requesting specific individuals be identified.
2. During the deliberations of the project selection committee, what is meant by the "Program record of desired vs. actual performance?"
  - a. As part of the performance measurements matrix, if it is determined that if an area is identified as being underfunded or underperforming, then more investment may be geared towards that priority area.
3. Project Review Committee (PRC) questions:
  - Who nominates these committee members?
    - a. PRC The project Review Committee (PRC) is composed of the Project Champion, Project Director, Portfolio Manager and Scientific Advisors (Refer to CSSP Call For proposal Guidebook). Once a year, the project manager assembles a Project Review Committee (PRC) chaired by the lead department's Project Champion.

### At this meeting:

- The Project Team makes a presentation of the project progress and gives a financial update using the PRC template provided by DRDC CSS Portfolio Manager.
  - The PRC reviews the project progress and issues, including:
    - Approving of changes to the schedule and cash profile.
    - Resolving issues.
    - Recommending changes in the project's profile to PMB for approval.
    - Addressing other exceptional circumstances that cannot be resolved by the project team.
- Is the PRC paid by the CSSP, considered in-kind contribution, or are they included in the CSSP project allocation?
- a. No, PRC members are not paid.

- b. They are to be included in CSSP project allocation.
- Who forms the external review of the full project proposals?
  - a. Subject Matter Experts in the field, from both operational and technical/scientific areas.
- Is this one person or a panel?
  - a. This is a panel of 5 members that make up the external review committee.
- Are the individuals involved in the external review selected based on the specific project or more generally for the priority area to which the project has been submitted?
  - a. Individuals are selected based on their expertise in a priority area.
- 4. If a project is submitted to one priority area, but also addresses identified priorities in other areas - how is this addressed in selection of external reviewers?
  - a. These matters are done on a case-by-case basis. We ask that you identify each of the priorities that you fall under in the self-evaluation so DRDC CSS can determine the best evaluators for your project.
- 5. Concerns regarding the review
  - a. Conflict of interest (nobody should review if they are involved or related to a current submission - not just main applicants but also co-applicants, collaborators and subcontractors).
    - i. DRDC CSS will be ensuring that the evaluators sign and acknowledge that they have no real or apparent conflict of interest prior to evaluating a proposal.
  - b. Non-disclosure and non-use of confidential information and IP.
    - i. DRDC CSS will be ensuring that the evaluators sign and acknowledge that they will not be releasing any confidential information.
- 6. Does the external reviewer have to be overly scholarly?
  - a. No, it can be any individual which has the capability to perform the task, and in which you the bidder has not worked with directly in the past 5 years.
- 7. Are we guaranteed to get the people we requested for the external review?
  - a. No it's not guaranteed. The evaluator has to agree and DRDC CSS has to ensure the recommended reviewer does not have a conflict of interest.
- 8. Regarding reviewers, what is CSS looking for in a reviewer?
  - a. Both scientific experts and operational reviewers. DRDC CSS will consider reviewers from multiple areas of expertise.

## **Canadian Content**

- 1. How do you measure the percentage of Canadian content?
  - a. Canadian Content is measured by the amount of work carried out in Canada.

2. Can a UK or US university be a lead bidder?
  - a. Yes, the partners can be located internationally as long as the 50% Canadian content requirement is met.
3. Is the involvement of international partners looked upon favorably?
  - a. The main factor is the quality of the partner, within the parameters of achieving 50% Canadian content.
4. If the international partner is identified as providing a unique contribution that is key to the success of the project, is this considered more favorably?
  - a. The main factor is the quality of the partner and individuals proposed, within the parameters of achieving 50% Canadian content.
5. If there is no Canadian company who manufactures the technology/instruments required, are companies based in other countries admissible to the team, presuming the team is otherwise Canadian?
  - a. Yes, the partners can be located internationally as long as the 50% Canadian content is met.