

## Amendment 003

**The purpose of this amendment is to respond to potential bidders' questions.**

*Question 38:*

Does a submitter have to have a lead government agency in order to issue a proposal? Or can industry make a submission/proposal?

*Response 38:*

A partnership is required for proposal submissions responding to Challenges in Stream A only. Please refer to section 3.1 Who May Apply of the CFP document for information on bidder and partnership requirements.

It is acceptable for an entity from private industry or a Lead Government Department to be the bidder as stated in Section 3.1.

*Question 39:*

What is expected of "a Lead Canadian Government Department prepared to be the project champion and, at a minimum, commit resources to initiate the requisition for contract, receive invoices/deliverables, verify milestone payments, and facilitate project reporting requirements to DRDC?"

Can you please expand on what a Lead Government Department's role in this arrangement would entail?

*Response 39:*

The role of an LGD would vary based on the type of project. The extent of the LGD's role may vary (as stated) and some specific activities would generally include those such as: participating in the Project Implementation Meeting and agreements between DRDC and itself, initiating the procurement documentation/funding to PSPC, and administering the PSPC contract under the Technical Authority role.

*Question 40:*

If the proposal is separated into 2 stages, as shown in the example on page 33 of the guide, are you required to submit 1 or 2 proposals?

*Response 40:*

Staged projects include two distinct proposals. Please refer to Annex A – Project Types and Parameters, Staged Projects for more information.

*Question 41:*

Can and Should the Lead Government Organization be the bidder in a two organization partnership where one is Private and the other is a Municipal Government?

Who needs to be the bidder in such a situation? The Private entity or the Lead Government Organization?

*Response 41:*

A partnership is required for proposal submissions responding to Challenges in Stream A only, as per Section 3.1 Who May Apply. As also detailed in this section, it is acceptable for an entity from private industry or a Lead Government Department be the Bidder.

*Question 42:*

In Annex C 4 sub-sections ask for information "In a maximum of 1000 words", plus in one case 750 words. Does this mean our submission can be up to 4,750 words...or is Canada looking for 1,000 words that must take into account all the required information?

*Response 42:*

Annex C specifies that there is a 1000 word count maximum for each of the following: Feasibility and Approach (PR-1 A), Scientific and/or Technical Merit (PR-1 B), Novel and Innovative (PR-1 C), Impact (PR-1 D), Transition/Exploitation Plan (PR-4).

Mandatory Criterion #4, Alignment, is the only criteria with a 750 word count maximum.

*Question 43:*

In Annex D, which is the work plan, there are some columns that appear that it is not up to us to fill up (e.g.: Risk,go/no go, etc). What are the relevant information for that Annex we can put?

*Response 43:*

The Bidder should complete all fields in Annex D – Workplan.

*Question 44:*

In case of partnership, what are the instruction if, while doing research, we find grounds to add partners? Nothing is rigid in research so how would be the reasonable grounds here?

*Response 44:*

Once a contract is in place, the context of the project set out in the contract is to be respected. However, by extreme exception, should there be a desire to potentially change that context, the contractor is to follow the procedures set out in section 37 of the general conditions 2040 and article "contracting authority" of the contract, however, changes to the context are not favoured.

*Question 45:*

In case that we identify need for extending work, what would be the guideline?

*Response 45:*

Please refer to Response 44.

*Question 46:*

In case of security clearance, if we identified that we can also increase the level of security potentially in the future, to whom and how can we proceed?

*Response 46:*

Please refer to Section 1.4 Security Requirements for information on personnel and organization security screening or clauses.

*Question 47:*

As PhD student, I am preparing the Bidder file on behalf of my Research Director. He will though sign on the Partnership sheet. Can the bidder profile's name remain on my name as it usually done with other research fundings program?

*Response 47:*

For proposals responding to Challenges in Stream A, the Partnership Form must be signed according to the criteria described in section 3.1.2 2)

Per Section 3.1 – Who May Apply, “The Bidder will assume the responsibility of submitting the proposal and serving as the point of contact for the duration of the CFP”.

*Question 48:*

Have [cash and in-kind] requirements been dropped or have they been moved to a separate document, which I have somehow missed? More generally, are there other supporting documents that I have to read before I start to complete my proposal?

*Response 48:*

Please refer to Annex C – Evaluation Criteria, specifically PR-2 B for the evaluation criteria related to the Cost Estimate.

There are no additional supporting documents in addition to the Call for Proposals and all related amendments.

*Question 49:*

According to our understanding of the eligibility requirements, our organization qualifies to be a “Bidder”. How can I confirm this with DRDC?

*Response 49:*

Please refer to section 3.1 – Who May Apply. “This CFP is open to all public and private sector entities”. A Lead Bidder must be one of the following organization types: Academia, Private Industry, Public Government (Federal / Provincial / Territorial / Municipal) as specified 3.1.2 2) b.

*Question 50:*

Does DRDC have a policy controlling institutional overhead (e.g., a fixed proportion of the budget or a maximum amount)?

*Response 50:*

Please refer to section 3.5 Financial Proposal for further information.

In addition, the Evaluation Criteria in Annex C, criteria PR-2 B, Work Plan – Cost Estimate, states that the Bidder should explain all significant costs (i.e. over 30 percent of the project cost, including in-kind values, if any).

*Question 51:*

Can I include endnotes, such as bibliographic references, in an annex? It would be wonderful if they did not have to be included in the word count of the Supporting Information sections.

*Response 51:*

There is a supplementary information section (optional) in the online tool which provides the Bidder the opportunity to upload additional information. Examples of supplementary information include; Schematics, Support Letters, List of Board of Directors. In this context, endnotes and/or bibliographic references are acceptable.

*Question 52:*

In the CFP, Section 8.1, the payment seems to be different versions of re-imburement after the contract deliverables are met. Is there no advance funding provided? As a government organization, I'm not clear how O&M and staffing would get paid for if we had to wait until after the work would be done. Is there another process for transferring funds before work is commenced?

*Response 52:*

For federal government organizations, a payment schedule will be defined in project documentation depending on the type of project and the commencement of the work. For other organizations/entities, payments are based on deliverables/milestones.

*Question 53:*

We are interested in submitting a proposal under Stream B of this CFP. After consulting section 3.1 of the explanatory document, I do not know if a Lead Government Department is required for Stream B, as it is

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for Stream A. Although Clause 3.1.2 does not apply to Stream B, Clause 3.1.1 makes reference to a Lead Government Department. Moreover, information regarding the LGD and partner is mandatory on the online form, which I thought was only mandatory for Stream A.

*Response 53:*

Please refer to Section 3.1, Subsection 3.1.2, which stipulates that proposals must have a minimum of two partner organizations for S&T Challenges in Stream A only. Moreover, the mandatory criteria set out in Annex C stipulate that partnerships are required only for Stream A. When one of the Stream B challenges from 17 to 22 is selected, the tool automatically directs the bidder to the right questions and annexes to be completed.

*Question 54 :*

I would like to know if a university can be considered as a lead government organization under this CFP.

*Response 54 :*

Please refer to Amendment 002, *Response 12*. Universities are not eligible to be a lead government department.

*Question 55 :*

On page 40 of the DRDC Innovation CFP 2017 there is Stream B Challenge, Challenge number 18, which addresses:

*18. S&T projects that investigate and generate novel solutions for remote sensing based on soldier portable Unmanned Aerial Vehicles (UAV) (also known as Remotely Piloted Aircrafts (RPA)) to provide:*

- a) The ability to detect, classify and identify chemical agents of concern; and/or*
- b) The ability to detect, classify and identify radiological and nuclear agents of concern.*

*This includes, but is not limited to, consideration of:*

- a) Sensor performance not negatively impacted by the operation of the UAV platform;*  
*and/or*
- b) Near real-time data transfer from the sensors to the field operators.*
- c) Combined sensors and UAV platform weight not exceeding a 600 grams payload constraint.*

This text:

*c) Combined sensors and UAV platform weight not exceeding a 600 grams payload constraint.*  
is not clear.

Is it that the combined sensors and UAV platform weight must not exceed 600 grams?

Or that the payload must not exceed 600 grams (and there is no limit on the UAV platform weight)?

*Response 55 :*

“Combined sensors and UAV platform weight not exceeding a 600 grams” means the total weight of both the sensors and the UAV combined must not exceed 600 grams. In other words, the complete system must not exceed 600 grams.

CANSOFCOM is interested in small “soldier portable” UAVs.

*Question 56:*

Would you please confirm that this means that the combined weight of the sensors, electronics and the UAV itself is not to exceed 600 grams? (In other words does "UAV platform" mean the UAV itself?)

*Response 56:*

Please see *Response 55*.

*Question 57:*

600 g is not a very big UAV, what is the intend range?

*Response 57:*

All ranges will be considered.

*Question 58:*

Does Canada know what UAV it will use or is UAV selection one of the possible projects under this challenge?

*Response 58:*

No UAV has been identified and UAV selection is left to the bidders.

*Question 59:*

When I log into <https://drdc-rddc-cfp-adp-2017.fluidreview.com/> I am taken to my reviewer page.

I do not see a proposal submission form. Do I need a separate account to be a submitter, from my reviewer account?

*Response 59:*

The proposal submission form can be accessed by using an existing account or by registering for a new account. If it is a new account, choose Need an Account and start at Step 4 \*:

- 1) Log in using existing username and password
- 2) Select the link in the confirmation email to access the user account
- 3) Select “View My Submissions”
- 4) Complete the Bidder Information task \*
- 5) Choose “Create New submission” button to start a new submission

*Question 60:*

We are a Montreal cybersecurity firm that was selected for this year's BCIP 07 (tool for detecting cyber threats).

We have already been paired with a federal department and are awaiting the results of security investigations to begin the project.

I would like to know if, having been selected for the BCIP 07, we are eligible to bid for the 2017 Innovation CFP (W7714-17DRDC/B) (W7714-17DRDC/B).

*Response 60:*

Yes, you may submit a bid for the 2017 DRDC Innovation CFP. If funding from other Federal programs is received, there is a place to describe the amounts received from another program.

*Question 61:*

I wanted to be able to download or at least view the entire submission template while empty so that I could plan the proposal preparation. I find it essential to prepare the proposal sections offline and later copy and paste them into the submission tool. All of the sections interrelate with each other and cannot be properly prepared in a sequential manner. Usually I create a Word template that is a replica of the submission tool to facilitate proposal preparation.

However, the current submission tool is structured so that one cannot even view a particular section until the previous one is deemed to be completed. Please advise how I can overcome this limitation so I can prepare my proposal template. In an CFP amendment published today, the following question was posed and answered as follows:

**Question 18:** Do you have a template version of the submission form that you can share?

**Response 18:** A Word template of the submission form is only available for proposals identified as Classified (see section 3.3 of the CFP). On the Submissions Home Page, under the list of "Your Submissions", the Bidder can select "edit" and download a copy of the proposal in a PDF format.

On my Submission Tool home page, when I select "Edit", no such download option is available.

Any suggestions for ways to accomplish this would be appreciated.

*Response 61:*

Once the Bidder has logged into the online tool and created a new submission, the next screen is entitled "Submission Stage". On the right hand side of this screen, there is a Progress Status bar that shows the percentage completion rate and a list of tasks remaining to be completed before submitting the proposal. Once a task is completed, the option to download the submission in a PDF format appears directly above the status bar.

*Question 62:*

The following section (MC-4) limits us to 750 words for a response. Can we also add a diagram to this section and would the words in the diagram contribute to the 750 word limit?

*Response 62:*

There is a supplementary information section (optional) where Bidders can upload diagrams and or other relevant content up to a maximum of 3 pages. Other examples may include support letters, list of Board of Directors, etc.

*Question 63:*

Due to schedule constraints, we would like to request an extension to the closing date by a period of two weeks to December 22, 2017. This will allow us to present to PWGSC a complete and thorough proposal providing a fully compliant and cost-effective solution.

*Response 63:*

The DRDC Innovation Call for Proposals 2017 closing date remains unchanged.

*Question 64:*

We are in the process of responding the **Stream B - Challenge #17** and was wondering if you can clarify the following statement:

"This Challenge seeks innovative solutions that must include a mechanism to deny access by a drone to a 1000 metre bubble ..."

Is the 1000m distance a radius or diameter? By "bubble", do you mean a semi-sphere? Finally, is protection up to 1000m high needed throughout the protection zone, or is this also defined by the bubble geometry?

*Response 64:*

The 1000m distance in S&T Challenge #17 refers to the radius of the required protection bubble. The term "bubble" is used to illustrate a semi-sphere protection zone with a minimum protection distance of 1000m from a chosen centre point.

*Question 65:*

How does the funding flow from DRDC to a non-federal government department (City or Province) to

- a. A private company
- b. A university?

*Response 65:*

PSPC issues contracts to these entities (private companies/universities) when they are bidders. PSPC issues these contracts on behalf of DRDC/DND or the lead federal government department. These government organizations (DRDC/DND or the lead federal government

Solicitation No. - N° de l'invitation  
W7714-17DRDC/B  
Client Ref. No. - N° de réf. du client  
W7714-17DRDC

Amd. No. - N° de la modif.  
003  
File No. - N° du dossier  
062sv.W7714-17DRDC

Buyer ID - Id de l'acheteur  
062sv  
CCC No./N° CCC - FMS No./N° VME

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department) are also the source of the funds payable to the contractor under the contracts. The contractor is responsible for distributing funds to its subcontractors and supply chain.

**All other terms and conditions remain unchanged.**