

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving  
PWGSC  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5  
Bid Fax: (905) 615-2095**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> Senior Mentors	
<b>Solicitation No. - N° de l'invitation</b> W8160-120021/A	<b>Date</b> 2013-03-15
<b>Client Reference No. - N° de référence du client</b> W8160-120021	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-304-6221	
<b>File No. - N° de dossier</b> TOR-2-35267 (304)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-04-29</b>	<b>Time Zone Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Ditella, Maria	<b>Buyer Id - Id de l'acheteur</b> tor304
<b>Telephone No. - N° de téléphone</b> (905) 615-2069 ( )	<b>FAX No. - N° de FAX</b> (905) 615-2060
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> See Herein	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

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## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is a security requirement associated with the requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Resulting Contract Clauses.

### **2. Statement of Work**

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

### **3. Debriefings**

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

## **PART 2 - BIDDER INSTRUCTIONS**

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

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

The 2003 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: sixty (60) days  
Insert: ninety (90) days

### **2. Submission of Bids**

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

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

### **3. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

#### **4. Applicable Laws**

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

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

### **PART 3 - BID PREPARATION INSTRUCTIONS**

#### **1. Bid Preparation Instructions**

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

- Section I: Technical Bid (three (3) hard copies)
- Section II: Financial Bid (one (1) hard copy)
- Section III: Certifications (one (1) hard copy)
- Section IV: Additional Information (one (1) hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green](#)

[Procurement](#)

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and

- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

### **Section I: Technical Bid**

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

#### **1.1 Exchange Rate Fluctuation**

C3011T (2010-01-11), Exchange Rate Fluctuation

### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

### **Section IV: Additional Information**

#### **1. Former Public Servant - Competitive Requirements**

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

#### **Definitions**

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

### Former Public Servant in Receipt of a Pension

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

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

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

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

### Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax. **0**

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

## 1.1 Technical Evaluation

### 1.1.1 Mandatory Technical Criteria

See Annex C - Evaluation Criteria

### 1.1.2 Point Rated Technical Criteria

See Annex C - Evaluation Criteria

## 1.2 Financial Evaluation

### 1.2.1 Mandatory Financial Criteria

The Bidder must submit its bid in accordance with Annex D, Basis of Payment. Pricing must be provided in Canadian funds.

### 1.2.2 Evaluation of Price

The price of the bid will be evaluated in accordance with Annex D, Basis of Payment. The price will be evaluation in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

## 2. Basis of Selection

### 2.1 Basis of Selection - Lowest Price Per Point

1. To be declared responsive, a bid must:
  - (a) comply with all the requirements of the bid solicitation;
  - (b) meet all mandatory technical evaluation criteria; and
  - (c) obtain the required minimum of 56 points per resource for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 80 points per resource. Total available points - 320. The total technical points to be used for evaluation of price will be determined by adding the individual scores for each of the four resources.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.

## 3. Security Requirement

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;

- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
  3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Website.

## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### 1. Mandatory Certifications Required Precedent to Contract Award

#### 1.1 Code of Conduct and Certifications - Related documentation

- 1.1.1 By submitting a bid, the Bidder certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting a bid, the Bidder certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any bid in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from this bid solicitation.

Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of



the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid or promptly thereafter. Bidders bidding as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form- PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

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

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

### **2.1. Federal Contractors Program - \$200,000 or more**

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
3. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

(a) ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;

(b) ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

(c) ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;

(d) ( ) is subject to the FCP, and has a valid certificate number as follows: \_\_\_\_\_  
(e.g. has not been declared an ineligible contractor by HRSDC.)

Further information on the FCP is available on the HRSDC Web site.

## 2.2 Status and Availability of Resources

SACC Manual clause A3005T (2010-08-16) Status and Availability of Resources

## 2.3 Education and Experience

SACC Manual clause A3010T (2010-08-16) Education and Experience

# PART 6 - RESULTING CONTRACT CLAUSES

## 1. Security Requirement for Canadian Supplier

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to **PROTECTED B** information, assets or sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror **MUST NOT** remove any **PROTECTED** information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - (b) Industrial Security Manual (Latest Edition).

## 2. Statement of Work

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

### **3. Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### **3.1 General Conditions**

2010C (2012-11-19), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### **4. Term of Contract**

#### **4.1 Period of the Contract**

The period of the Contract is from August 5, 2013 to June 26, 2015.

#### **4.2 Option to Extend the Contract**

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

Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### **5. Authorities**

#### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Maria Ditella  
Public Works and Government Services Canada  
Acquisitions Branch  
33 City Centre Drive, Suite 480C  
Mississauga, Ontario  
L5B 2N5  
Telephone: (905) 615-2060  
Facsimile: (905) 615-2069  
E-mail address: maria.ditella@pwgsc-tpsgc.gc.ca

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

## 5.2 Project Authority

The Project Authority for the Contract is:

(details will be provided in Contract)

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

## 5.3 Contractor's Representative

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 Facsimile No. \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

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

SACC Manual Clause A3025C (2012-11-19), Proactive Disclosure of Contracts with Former Public Servants

## 7. Payment

### 7.1 Basis of Payment - Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex D, to a limitation of expenditure of \$\_\_\_\_\_ (insert the amount at contract award). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

### 7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ (amount to be included in Contract) . Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being

exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the contract expiry date, or
- (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 7.3 **SACC Manual Clauses**

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

H1008C (2008-05-12), Monthly Payment

C0711C (2008-05-12), Time Verification

## 8. **Invoicing Instructions**

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

Each invoice must be supported by:

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

2. Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment;
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 9. **Certifications**

### 9.1 **Compliance**

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly,

Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## **10. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## **11. Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010B (2012-11-19) - Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated \_\_\_\_\_.

## **12. Defence Contract**

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

## **13. Insurance**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

## **ANNEX A**

### **STATEMENT OF WORK**

#### **1. GENERAL**

- 1.1 The Canadian Forces College (CFC), located in Toronto, Ontario, provides professional military education for selected members of the Defence Team for the command and control of the Canadian Forces, across the continuum of operations in joint, interagency, multinational and public environments. The Canadian Forces College is Canada's centre of excellence for developing the Defence Team to the highest intellectual and professional standards for effective command and control of the Canadian Forces.
- 1.2. One of the key programmes at CFC is the National Security Programme (NSP). The NSP is a demanding and intense Masters level programme designed for senior Canadian officers, international officers, senior government officials as well as senior executives from the private sector. Its aim is to prepare selected military, public service, international and private sector leaders for future strategic responsibilities within a complex and ambiguous global security environment.
- 1.3. The programme is approximately forty (40) weeks long and is divided into three 12 week rotations plus orientation. Each rotation consists of two courses.
- 1.4. The NSP will cover the following topics:
  - 1.4.1. Strategic Command and Institutional Leadership;
  - 1.4.2. Strategic Resource Management in Government;
  - 1.4.3. Canadian National Security and International Relations;
  - 1.4.4. Strategy Formulation and the Application of National Power;
  - 1.4.5. Comprehensive Campaign Design in Complex Environments.
- 1.5. Target Audience. The student body principally includes officers at the rank of Lieutenant-Colonel and Colonel and their naval equivalents. Both Regular and Reserve Officers may attend. International officers, also eligible to attend, will come from various allied and partner nations. One further element of the student body will be made up of senior government officials and may include senior executives from Non-Government Organizations or the private sector.
- 1.6. Purpose. CFC has a requirement for a Contractor to provide a minimum of four (4) qualified resources to be Senior Mentors for two (2) programme years (commencing Aug 2013) of the NSP to be conducted at the College. CFC shall retain the option to extend the contract for an additional third programme year.

#### **2. ABBREVIATIONS**

AAR After Action Report  
 CFC Canadian Forces College  
 NSP National Security Programme  
 PA Project Authority  
 SM Senior Mentor

### 3. APPLICABLE DOCUMENTS

- 3.1. Documents applicable to the requirement shall be available at the start of the program year which includes but not limited to the program timetable, syllabus, activities and its required readings.

### 4. REQUIREMENTS

- 4.1. **Tasks for Contractor:** Provide resources to act as Senior Mentors for the NSP:

- 4.1.1. Maintain a pre-qualified pool of a minimum of four (4) qualified resources, including those actively acting as SM for the duration of each programme year;
- 4.1.1.2. Provide one SM per syndicate. There are three (3) syndicates per rotation. There are three (3) rotations within a program year;
- 4.1.3. In each rotation of the programme, one of the three SMs mentioned in 4.1.2 must be bilingual who is proficient in both English and French language skills at the intermediate / advanced level;
- 4.1.4. One SM must be actively present for the entire programme year to ensure knowledge continuity. This SM can also act as a syndicate Senior Mentor;
- CFC has the right to decrease or increase the number of syndicates per rotation for the program year. The number of SMs for each rotation must be mutually agreed upon by the Contractor and the PA by 1 August of the year in question;
- 4.1.5. Should a SM Resource be unable to attend a scheduled activity, the Contractor must inform the PA of the absence and manage the shortage of a SM with existing resources to the suitability of the PA;
- 4.1.6. Monitor its employees to ensure satisfactory performance and that progress of the Work is maintained to the satisfaction of the Project Authority.

- 4.2. **Tasks for Resources.** Act as a SM by mentoring and assessing the students assigned to their syndicate, approximately seven (7) to twelve (12) members. Activities include but are not limited to:

- 4.1.1. Act as a senior leader role model;
- 4.1.2. Maintain currency and relevancy of the NSP subject matters through professional self-study;



- 4.1.3. Provide input to the senior leadership of the College during planning, conduct and evaluation of the programme as directed by the PA;
- 4.1.4. Assist students with the transition to academic life at CFC;
- 4.1.5. Attend all programme learning activities;
- 4.1.6. Ensure familiarity with the specific aim and required readings for each learning activity;
- 4.1.7. Guide syndicate in after action reporting sessions;
- 4.1.8. Provide mentorship to students on professional issues related to the programme or their future employment;
- 4.1.9. Contribute own relevant experience and knowledge to syndicate and plenary discussions and activities; this may include role playing during simulations and exercises;
- 4.1.10. Provide advice to the Programme Director and the NSP Programme Officer in the assignment of student appointments and the conduct of syndicate and exercise activities within the programme construct;
- 4.1.11. Assess the progress of assigned students with respect to their professional attributes, debrief them appropriately and generate the required CFC documentation;
- 4.1.12. Attend hosted functions as guest speakers as required by the PA;
- 4.1.13. Participate in NSP student programme orientation training as directed by the PA;
- 4.1.14. Participate in SMs programme orientation training as directed by PA Provide after action reports (AAR) on specific activities such as field trips as required by PA. Estimated travel required is three (3) weeks for domestic travel and two (2) weeks for international travel during each programme year.

## 5. CONSTRAINTS

### 5.1. Schedule and Timings

- 5.1.1. The program year runs from mid-August to end of June; each program year is sub-divided into three rotations;
- 5.1.2. For DND members at CFC, a typical work day is 7.5 hours exclusive of meal breaks and a typical work week is 37.5 hours;
- 5.1.3. For NSP students, a typical program day begins at 0800-1700hrs with a 30 minute morning and afternoon break and a 90 minute self-directed physical fitness and lunch break;

- 5.1.4. SMs are paid on a per diem rate based on a typical 7.5 hour work day. Should the SM Resource work less than the 7.5 hour work day on a given day, the per diem rate of pay will be calculated as follows: (Hours worked x applicable firm per diem rate) ÷ 7.5 hours;
- 5.1.5. NSP activities off-site do not follow the typical program day timings at CFC. All proposed SMs are required to be available for scheduled program activities;
- 5.1.6. No overtime charges will be authorized under the Contract.

## **5.2. Location**

- 5.2.1. The place of work for the period of the contract will be at the Canadian Forces College located at 215 Yonge Boulevard, Toronto, Ontario and at off-site locations (domestic and international).

## **5.3. Language**

- 5.3.1. Documentation produced at the College will be in English and French. All Contractor documents to be produced in English, unless directed otherwise;
- 5.3.2. The primary language of work will be English, with some participants operating in English or French;
- 5.3.3. The bilingual SM is required to deliver student assessments and debriefings to the students in the student's official language of choice.

## **6. DELIVERABLES**

- 6.1. Prepare and deliver verbal student assessments throughout the program year.
- 6.2. Submit written student assessments as directed by the PA in Microsoft Office suite compatible format electronically.
- 6.3. Prepare and deliver verbal and written AARs on programme activities to the PA.

## **7. RESOURCE QUALIFICATIONS**

### **7.1. Mandatory Criteria**

- 7.1.1. Must provide evidence of access to a minimum of four (4) qualified resources. Only the first four (4) proposed resources, in the order they appeared in Bidder's proposal, will be evaluated.
- 7.1.2. That more than 50% of all proposed resources have served in the Canadian Forces as an officer in the rank of Major-General/Rear-Admiral or higher for a minimum of two years;
- 7.1.3. One proposed resource has either (a) Served the Government of Canada as a senior civilian public servant, at the EX-03 level or higher, for a minimum of two

years in a leadership position focused ideally on national security issues or Canada's relationships in the world; OR (b) Served the Government of Canada in a political leadership role including parliamentary secretary, cabinet minister or acceptable alternatives, with a portfolio that influenced national strategic issues or policies;

- 7.1.4. Successfully completed either advanced professional education or advanced academic education;
- 71.1.5. One SM per rotation has held a bilingual language profile of a minimum CBC (or equivalent) where B is intermediate and C is advanced in written comprehension, written expression and oral proficiency are prescribed by the Public Service Commission ;
- 7.1.6. A minimum of six months experience within the past five years in an appointment dealing at the strategic level (as opposed to the operational or tactical levels) of the Government of Canada in a defence or security related portfolio; or in an appointment that represented Canada to a significant international partner, in a bilateral or multilateral context.

## 7.2. Desirable Criteria

- 7.2.1. Worked extensively in and understands the processes of the government within the past five years, demonstrated by significant and continuous interaction with senior government leadership (e.g., boards, reports, policy advice);
- 7.2.2. Experience teaching and/or mentoring in the field of senior military officer and/or senior civilian executive professional education;
- 7.2.3. Significant senior level experience in service to Canada, as indicated by the most senior rank that he/she has attained;
- 7.2.4. Graduate degree relating to Canadian security studies including but not limited to political science, war studies, military history and Canadian studies;
- 7.2.5. Significant knowledge of CFC and the delivery of its programmes;
- 7.2.6. Knowledge of current strategic trends in national government thought and practices, including the strategic level of international policy and national level management processes for whole of government operations. Current defined as during the past five (5) years.

## 8. CLIENT SUPPORT

- 8.1. The Contractor is required to perform the Work on-site at CFC or off-site at the Contractor's facilities, where applicable.
- 8.2. Access to the following CFC facilities, equipment, documentation and personnel may be required during the Contract Period in order to perform the Work:

8.2.1. Computer systems;

8.2.2. Personnel for consultation;

8.2.3. Office space, telephones, desk space, manuals and terminals.

8.3. Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. The Contractor is responsible for timely identification of the need for access to the referenced facilities, equipment, documentation and personnel.

8.4. On-site parking at no charge.

## **9. TRAVEL**

9.1. Travel with the programme (domestically and internationally) is anticipated two (2) to six (6) times per year, one (1) to two (2) weeks at a time; the SMs will arrange and bear the cost of personal travel documentation such as passports as well as out-of-country medical coverage.

9.2. All travel must have the prior authorization of the PA.

9.3. The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive (<http://www.njc-cnm.gc.ca/directive/index.php?did=10&lang=eng>), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

9.4. With respect to Modules 2, 3, and 4 of the Directive, meals will be reimbursed based on receipts up to a maximum of the daily allowances specified in Appendix C or D of the Directive, as applicable. If receipts are unavailable, the Contractor may sign a Declaration in order to receive reimbursement.

9.5. Note: The Contractor is not an employee of Canada and as such, is not eligible for any Government of Canada employee benefits as they pertain to the National Joint Council Travel Directive, or otherwise. This includes any provisions pertaining to "travel status" as set out in the Directive which are not expressly permitted herein.

**ANNEX B****EVALUCATION CRITERIA****Mandatory Technical Criteria**

<p><b>M1.</b> Bidder must provide evidence of access to a minimum of four (4) qualified resources. Supporting evidence may include, but is not limited to a written statement from the Bidder.</p>	
<p><b>M2.</b> Bidder must provide evidence:</p> <p>(1) That more than 50% of all proposed resources have served in the Canadian Forces as an officer in the rank of Major-General/Rear-Admiral or higher for a minimum of two years;</p> <p>(2) That at least one proposed resource has either:</p> <p>(a) Served the Government of Canada as a senior civilian public servant, at the EX-03 level or higher, for a minimum of two years in a leadership position focused ideally on national security issues or Canada's relationships in the world;</p> <p>OR</p> <p>(b) Served the Government of Canada in a political leadership role including parliamentary secretary, cabinet minister or acceptable alternatives, with a portfolio that influenced national strategic issues or policies.</p> <p>Bidders may propose alternative political leadership role in the Government of Canada. Alternative political leadership role in the Government of Canada may be deemed acceptable but Canada reserves the sole right to reject any proposed alternative. Bidders are strongly encouraged to inquire acceptability of proposed alternatives during the bid period.</p> <p>Note that this resource, with the non-military experience, must be available for at least one rotation in each year of the programme session. The selected rotation must be to the satisfaction of the Project Authority.</p>	
<p><b>M3.</b> Bidder must provide evidence that all proposed resources have successfully completed either advanced professional education or advanced academic education. Photocopy of the degree or transcript is acceptable.</p> <p><u>Advanced academic education</u> includes a Masters degree from a recognized Canadian or international university.</p>	

Advanced professional education includes the National Security Studies Programme, the United States of America National War College or similar programmes offered by Canada's allies. Please refer to the list of acceptable advance professional education institution and their respective education programs detailed in Appendix 1 to Annex B.

Bidders may propose an alternative advanced academic, professional education, academic publications and/or work experience however, the Project Authority and Canada reserves the sole right to reject any proposed alternative.

**Bidders are strongly encouraged to inquire acceptability of equivalency during the bid period.**

**M4.** Bidder must provide at least one Senior Mentor resource, per rotation, that has held a language profile of a minimum CBC (or equivalent).

CBC language profile means that a person whose first official language is French must possess the CBC level in English and a person whose first language is English must possess the CBC level in French. Please see Public Service Commission of Canada website for more detail:  
<http://jobs-emplois.gc.ca/centres/ol-lo-eng.htm>.

Proof of language profile must include the name of the resource, the resource's date of language testing and the department that conducted the testing.

If Bidder is proposing more than one resource with the language profile of CBC or higher, all proposed resources other than the one resource proposed for this criteria will be further evaluated in the Point-Rated Criteria portion.

**M5.** Bidder must provide evidence that all proposed resources have a minimum of six months experience within the past five years in an appointment dealing at the strategic level (as opposed to the operational or tactical levels) of the Government of Canada in a defence or security related portfolio; or in an appointment that represented Canada to a significant international partner, in a bilateral or multilateral context.

In Mandatory Technical Criteria M5, "an appointment" means holding an office of responsibility. "An appointment" also includes an appointment where the resource was selected through a transparent appointment process to be engaged in an advisory or consultative role at the strategic level.

The capstone Canadian Forces Joint Publication CFJP 01, (B-GJ-005-000/FP-001) Canadian Military Doctrine dated 2009-04, states in article 0227:

"National strategic is the level where the nature and quantity of a country's resources dedicated to achieving national policy objectives are determined by the political leadership. It is at this level that the coordination of all instruments of national power occurs and military-political aims are established."

### Point-Rated Technical Criteria

**Each resource will be marked out of 80 points. The minimum mandatory pass mark for each resource is 56 points (70%).**

For each resource identified/proposed, the Bidder should:	Maximum Points Available	Bidder's Point Score	
<p><b>P1.</b> Provide evidence that the resource has worked extensively in and understands the processes of the government within the past five years, demonstrated by significant and continuous interaction with senior government leadership (e.g., boards, reports, policy advice).</p> <p>&lt; 2 years experience = 15 points</p> <p>2+ year to 3 years experience = 20 points</p> <p>3+ year to 4 years experience = 25 points</p> <p>4+ year to 5 years experience = 30 points</p>	30		
<p><b>P2.</b> Provide evidence that the resource has held a language profile:</p> <p>Less than BBB = 0 points;</p> <p>Greater than BBB level or equivalent in his/her other official language in accordance with the Government of Canada's guidelines. The bidder must provide clear evidence of language capability in terms of a language profile with date of testing.</p> <p>Note, the proposed resource named by the Bidder under Mandatory Criteria M4 will <b>not</b> be awarded with any point for this criteria.</p> <p>BBB to less than CBC language profile and equivalent level = 3 points</p> <p>CBC or better language profile and equivalent level = 5 (five) points</p>	5		
<p><b>P3.</b> Provide evidence that the resource:</p> <p>Has experience teaching and/or mentoring in the field of senior military officer and/or senior civilian executive professional education.</p> <p>Is an occasional guest lectures at professional military programmes or senior executive</p>	15		

programmes, (less than 8 occasions per year) = 3 points  Is a regular guest lecturer at professional military programmes or senior executive programmes (more than 8 occasions per year) = 6 points  Is a facilitator at recognized executive development program of at least one week duration = 6 points  Is a regular guest lecturer at professional military programmes or senior executive programmes (more than 8 occasions per year) <b>and</b> facilitator at recognized executive development program of at least one week duration = 12 points  Is a course instructor at a recognized executive development program of at least one week duration = 12 points  Is a course instructor in a recognized graduate programme = 15 points  Is a full time facilitator or mentor in recognized executive development program for a minimum of 8 continuous weeks = 15 points			
<b>P4.</b> Provide evidence that the resource has had significant senior level experience in service to Canada, as indicated by the most senior rank that he/she has attained. (MAX 15 points).  Less than Major-General/Rear-Admiral or EX 03 level = 0 point  Major-General/Rear-Admiral or EX 03 and EX 04 level = 10 points  Lieutenant-General/Vice-Admiral and above, EX 05 level and above, political leadership role (such as parliamentary secretary or cabinet minister) = 15 points	15		
<b>P5.</b> Provide evidence that the resource has a relevant graduate degree.  Other Masters degrees = 1 point  Masters in Engineering, Applied Science, Science = 2 points	5		



<p>Masters in Defence Studies, Masters in Business or Masters in Public Administration = 3 points</p> <p>Masters in Arts in a field relating to Canadian security studies (including, but not limited to political science, war studies, military history, Canadian studies) = 5 points</p>			
<p><b>P6.</b> Provide evidence that the resource has specific knowledge of CFC and the delivery of its programmes.</p> <p>Graduate of at least one CFC programme or its equivalent as approved by the Project Authority = 1 point</p> <p>Previously employed by the CFC in a Directing Staff or Department Head position or equivalent = 1 point</p> <p>Graduate of more than one CFC programme their equivalents as approved by the Project Authority = 3 points</p> <p>Previously employed by the CFC in a Senior Mentor staff or Director position or higher = 5 points</p>	5		
<p><b>P7.</b> Provide evidence that the resource has:</p> <p>Knowledge of current strategic trends in national government thought and practice, including the strategic level of international policy and national level management processes for whole of government operations. Evidence of this knowledge must be demonstrated during the past 5 years to include the following:</p> <p>Participation in security studies continuing education activities = 3 points</p> <p>Consultations with the Government of Canada in security related activities = 3 points</p> <p>Publication of articles in recognized journals = 3 points</p> <p>Active engagement with a security related "think tank" = 3 points</p> <p>Any combination of the above activities = 5 points</p>	5		
<b>Total Points Available for Each Proposed Resource:</b>	<b>80 points</b>		

Solicitation No. - N° de l'invitation

W8160-120021/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

tor304

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

W8160-120021

File No. - N° du dossier

TOR-2-35267

CCC No./N° CCC - FMS No/ N° VME

**Minimum mandatory pass mark for each resource is 56 points.**

**Has the resource met the minimum passmark? (Check "Yes" or "No")**

Yes ☒ No ☐

### Appendix 1 to Annex "B", List of Acceptable Professional Education

Course	Institution	Location	Country
National Security Program (NSP)	Canadian Forces College	Toronto, Ontario	Canada
Advanced Military Studies Program (AMSP)	Canadian Forces College	Toronto, Ontario	Canada
National Securities Studies Program (NSSP)	Canadian Forces College	Toronto, Ontario	Canada
US Air War College (Air WC) (Residential & DL)	Air University	Maxwell AFB, Alabama	USA
US Army War College (AWC) (Residential & DL)	US Army War College	Carlisle Barracks, Pennsylvania	USA
US College of Naval Warfare (CNW)	US Naval War College	Newport, Rhode Island	USA
Naval Command College (NCC)	US Naval War College	Newport, Rhode Island	USA
Industrial College of the Armed Forces (ICAF)	National Defense University (NDU)	Ft McNair, Washington, D.C.	USA
National War College (Nat WC)	National Defense University (NDU)	Ft McNair, Washington, D.C.	USA
National Defence Course	Pakistan War College	Islamabad	Pakistan
Defence and Strategic Studies Course (DSSC)	Centre for Defence and Strategic Studies at Australian Defence College	Canberra	Australia
Advanced Operational Art Studies Fellowship (AOASF)	US Army Command & General Staff College / School of Advanced Military Studies (SAMS)	Ft. Leavenworth	USA
Inter-American Defense College (IADC)	Inter-American Defense College	Ft. McNair, Washington, D.C.	USA
Royal College of Defence Studies (RCDS) Program	The Royal College of Defence Studies	Seaford House, London	UK
Superior Course of Policy and Strategy (Brazil)	Escola Superior de Guerra (Superior War School)	Rio de Janeiro	Brazil
Higher Command and Staff Course (HCSC)	Joint Services Command and Staff College	Shrivenham, UK	UK
Program in Advanced Security Studies (PASS)	George C. Marshall Centre	Garmisch-Partenkirchen	Germany
Master of Advanced Studies in Internat'l and European Security	Geneva Centre for Security	Geneva	Switzerland

NATO Defence College Senior Course	NATO Defence College	Rome	Italy
Executive Course in Advanced Security Cooperation	Asia-Pacific Centre for Security Studies	Honolulu, Hawaii	USA
Joint and Combined Warfighting Course	Joint and Combined Warfighting School - Joint Forces Staff College (JFSC)	Norfolk, Virginia	USA
Living Leadership - Executive Excellence Program	Canada School of Public Service	Ottawa, Ontario	Canada
US Army - Advanced Military Studies Program (AMSP)	Command & General Staff College / School of Advanced Military Studies (SAMS)	Ft. Leavenworth	USA
Yale World Fellows Program	Yale University	New Haven, Connecticut	USA
USMC School of Advanced Warfighting (SAW)	US Marine Corps University	Quantico, West Virginia	USA
Canadian Security Studies Programme (CSSP)	Canadian Forces College	Toronto, Ontario	Canada
Regional Defense C-Terrorism Fellowship Program (RDCTF)	School for National Security Executive Education at NDU	Ft McNair, Washington, D.C.	USA

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## **ANNEX C**

### **SECURITY REQUIREMENTS CHECK LIST**

**(Separate attachment - 4 pages)**

## ANNEX "D", BASIS OF PAYMENT

The Contractor will be paid the following firm all-inclusive per diem rates for work performed under this Contract, in accordance with Annex "A", during the Contract period. Goods and Services Tax (GST) or Harmonized Sales Tax (HST) extra.

No overtime charges will be authorized under this Contract. A day is defined as 7.5 hours exclusive of meal breaks. Time worked which is less than a day shall be prorated to reflect actual time worked in accordance with the following formula:

$$\frac{\text{Hours worked}}{7.5} \times \text{Firm per diem rate}$$

### NOTE TO BIDDER:

In the event that any Primary Resource proposed for the Contract Period is deemed non-responsive as part of the technical evaluation, the firm per diem rate of the Substitute Resource proposed for the same timeslot will be applied to the financial calculation of the Bidder's bid evaluation price. If both the Primary Resource and the Substitute Resource proposed in the same timeslot are deemed non-responsive, the bid will be declared as non-responsive and considered no further.

### CONTRACT PERIOD:

#### Programme Academic Year 1

##### 1) Labour

Rotation 1: August - Dec / 2013	Rotation 2: Jan - Mar / 2014	Rotation 3: April - June - 2014
Name of Primary Resource: _____	Name of Primary Resource: _____	Name of Primary Resource: _____
Firm: \$_____ per diem/est. 70 days	Firm: \$_____ per diem/est. 70 days	Firm: \$_____ per diem/est. 70 days
Name of Substitute Resource: _____	Name of Substitute Resource: _____	Name of Substitute Resource: _____
Firm: \$_____ per diem/est. 70 days	Firm: \$_____ per diem/est. 70 days	Firm: \$_____ per diem/est. 70 days
Name of Primary Resource: _____	Name of Primary Resource: _____	Name of Primary Resource: _____
Firm: \$_____ per diem/est. 70 days	Firm: \$_____ per diem/est. 70 days	Firm: \$_____ per diem/est. 70 days
Name of Substitute Resource: _____	Name of Substitute Resource: _____	Name of Substitute Resource: _____
Firm: \$_____ per diem/est. 70 days	Firm: \$_____ per diem/est. 70 days	Firm: \$_____ per diem/est. 70 days
Name of Primary Resource: _____	Name of Primary Resource: _____	Name of Primary Resource: _____

Firm: \$_____ per diem/est. 70 days	Firm: \$_____ per diem/est. 70 days	Firm: \$_____ per diem/est. 70 days
Name of Substitute Resource: _____	Name of Substitute Resource: _____	Name of Substitute Resource: _____
Firm: \$_____ per diem/est. 70 days	Firm: \$_____ per diem/est. 70 days	Firm: \$_____ per diem/est. 70 days

**Programme Academic Year 2****2) Labour**

Rotation 1: August - Dec / 2014	Rotation 2: Jan - Mar / 2015	Rotation 3: April - June - 2015
Name of Primary Resource: _____	Name of Primary Resource: _____	Name of Primary Resource: _____
Firm: \$_____ per diem/est. 70 days	Firm: \$_____ per diem/est. 70 days	Firm: \$_____ per diem/est. 70 days
Name of Substitute Resource: _____	Name of Substitute Resource: _____	Name of Substitute Resource: _____
Firm: \$_____ per diem/est. 70 days	Firm: \$_____ per diem/est. 70 days	Firm: \$_____ per diem/est. 70 days
Name of Primary Resource: _____	Name of Primary Resource: _____	Name of Primary Resource: _____
Firm: \$_____ per diem/est. 70 days	Firm: \$_____ per diem/est. 70 days	Firm: \$_____ per diem/est. 70 days
Name of Substitute Resource: _____	Name of Substitute Resource: _____	Name of Substitute Resource: _____
Firm: \$_____ per diem/est. 70 days	Firm: \$_____ per diem/est. 70 days	Firm: \$_____ per diem/est. 70 days
Name of Primary Resource: _____	Name of Primary Resource: _____	Name of Primary Resource: _____
Firm: \$_____ per diem/est. 70 days	Firm: \$_____ per diem/est. 70 days	Firm: \$_____ per diem/est. 70 days
Name of Substitute Resource: _____	Name of Substitute Resource: _____	Name of Substitute Resource: _____
Firm: \$_____ per diem/est. 70 days	Firm: \$_____ per diem/est. 70 days	Firm: \$_____ per diem/est. 70 days

**3) Travel and Living Expense****Est. Cost: \$13,000 per programme academic year**

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive

(<http://www.njc-cnm.gc.ca/directive/index.php?lang=eng&svd=98-5>), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

**OPTION PERIOD: July 1, 2015 to June 30, 2016**

Rotation 1: August - Dec / 2015	Rotation 2: Jan - Mar / 2015	Rotation 3: April - June - 2016
Name of Primary Resource: _____	Name of Primary Resource: _____	Name of Primary Resource: _____
Firm: \$_____ per diem/est. 70 days	Firm: \$_____ per diem/est. 70 days	Firm: \$_____ per diem/est. 70 days
Name of Substitute Resource: _____	Name of Substitute Resource: _____	Name of Substitute Resource: _____
Firm: \$_____ per diem/est. 70 days	Firm: \$_____ per diem/est. 70 days	Firm: \$_____ per diem/est. 70 days
Name of Primary Resource: _____	Name of Primary Resource: _____	Name of Primary Resource: _____
Firm: \$_____ per diem/est. 70 days	Firm: \$_____ per diem/est. 70 days	Firm: \$_____ per diem/est. 70 days
Name of Substitute Resource: _____	Name of Substitute Resource: _____	Name of Substitute Resource: _____
Firm: \$_____ per diem/est. 70 days	Firm: \$_____ per diem/est. 70 days	Firm: \$_____ per diem/est. 70 days
Name of Primary Resource: _____	Name of Primary Resource: _____	Name of Primary Resource: _____
Firm: \$_____ per diem/est. 70 days	Firm: \$_____ per diem/est. 70 days	Firm: \$_____ per diem/est. 70 days
Name of Substitute Resource: _____	Name of Substitute Resource: _____	Name of Substitute Resource: _____
Firm: \$_____ per diem/est. 70 days	Firm: \$_____ per diem/est. 70 days	Firm: \$_____ per diem/est. 70 days



**5) Travel and Living Expense****Est. Cost: \$13,000 per programme academic year**

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive

(<http://www.njc-cnm.gc.ca/directive/index.php?lang=eng&svid=98-5>), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.



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SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction
DEPARTMENT OF NATIONAL DEFENCE		CANADIAN FORCES COLLEGE
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail Canadian Forces College (CFC) has a requirement for a Contractor to provide resources to be Senior Mentors for the National Security Programme starting in September 2013. The resources will act as mentors and assessors for a group of 25-35 students under the College's small group learning concept. The students are Senior Canadian Forces Officers, Officers from allied nations and senior executives from other government departments.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of Information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |                                                                             |                                                                 |                                                     |                                                                  |
|-----------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------------------|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |                                                                 |                                                     |                                                                  |

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes  
Non Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes  
Non Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes  
Non Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non Oui

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**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL  CONFIDENTIEL	SECRET	TOP SECRET  TRÈS SECRET	NATO RESTRICTED  NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL  NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET  COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET  TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).





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**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

**13. Organization Project Authority / Chargé de projet de l'organisme**

Name (print) - Nom (en lettres moulées)

Cdr Guy Parent

Title - Titre

NSP Programme Officer CFC

Signature

*[Signature]*

Telephone No. - N° de téléphone  
416-482-6800 x6639

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel  
parent@cfc.dnd.ca

Date

11 Oct 2012

**14. Organization Security Authority / Responsable de la sécurité de l'organisme**

Name (print) - Nom (en lettres moulées)

Dawn Murray - CFM HQ - Industrial Security  
SRCL Team Lead

Title - Titre

Signature

*[Signature]*

Telephone No. - N° de téléphone  
613-949-1069

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel  
E-mail: dawn.murray@forces.gc.ca

Date

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☒ No  
Non

☐ Yes  
Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées)

MARIA DITELLA

Title - Titre

SUPPLY TEAM LEADER

Signature

*[Signature]*

Telephone No. - N° de téléphone  
905-615-2069

Facsimile No. - N° de télécopieur  
905-615-2060

E-mail address - Adresse courriel  
maria.ditella@pwgsc.gc.ca

Date

MAR 15 / 2013

**17. Contracting Security Authority / Autorité contractante en matière de sécurité**

Name (print) - Nom (en lettres moulées)

Anna Kilycka

Title - Titre

Contract Sec.  
Officer

Signature

*[Signature]*

Telephone No. - N° de téléphone  
613 957 1258

Facsimile No. - N° de télécopieur  
613 954 4171

E-mail address - Adresse courriel  
anna.kilycka@pwgsc.gc.ca

Date

Nov. 16, 2012

pwgsc.gc.ca