RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des soumissions - TPSGC
11 Laurier St./11, rue Laurier
Place du Portage, Phase III
Core 0A1/Noyau 0A1
Gatineau
Québec
K1A 0S5
Bid Fax: (819) 997-9776

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

There is a security requirement with this solicitation
Ce besoin comporte des exigences relatives à la sécurité.

Issuing Office - Bureau de distribution

Alternative Service Delivery/Autres modes de prestation des services
11 Laurier/11 rue Laurier
7C2, Place du Portage Phase III
Gatineau
Québec
K1A 0S5

Title - Sujet
JOINT INFORMATION AND INTELLIGENCE

Solicitation No. - N° de l'invitation	Date
W8474-13BN05/B	2013-03-06

Client Reference No. - N° de référence du client
W8474-13BN05

GETS Reference No. - N° de référence de SEAG
PW-$PSD-006-23621

File No. - N° de dossier	CCC No./N° CCC - FMS No./N° VME
006psd.W8474-13BN05	

Solicitation Closes - L'invitation prend fin
at - à 02:00 PM
on - le 2013-04-16

Time Zone
Fuseau horaire
Eastern Daylight Saving Time EDT

F.O.B. - F.A.B.
Plant-Usine: ☐ **Destination:** ☐ **Other-Autre:** ☐

Address Enquiries to: - Adresser toutes questions à:	Buyer Id - Id de l'acheteur
Potter, David	006psd

Telephone No. - N° de téléphone	FAX No. - N° de FAX
(613) 944-5687 ( )	(613) 947-6262

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:

Specified Herein
Précisé dans les présentes

Instructions: See Herein

Instructions: Voir aux présentes

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

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
See Herein	

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

Telephone No. - N° de téléphone
Facsimile No. - N° de télécopieur

Name and title of person authorized to sign on behalf of Vendor/Firm (type or print)
Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)

Signature **Date**

Destination Code - Code destinataire	Destination Address - Adresse de la destination	Invoice Code - Code bur.-comptable	Invoice Address - Adresse de facturation
D - 1	NATIONAL DEFENCE WOODLINE BUILDING JIIFC PROJECT 2 CONSTELLATION CRESCENT OTTAWA, ON. K2G 5J9 CANADA	W8474	DEPARTMENT OF NATIONAL DEFENCE 101 COLONEL BY DRIVE WOODLINE BLDG JIIFC PROJECT ATT: KATHY POPE OTTAWA Ontario K1A0K2 Canada

Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	JOINT INFORMATION AND INTELLIGENCE FUSION CAPABILITY (JIIFC) PROJECT	D - 1	W8474	1	Each	$	$	See Herein	

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Annex F PWGSC-TPSGC 1111 Claim For Progress Payment
Annex G Insurance Requirements

BID SOLICITATION AND RESULTING CONTRACT CLAUSES

PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation and resulting contract document is divided into seven (7) parts plus annexes, appendices and attachments as applicable:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Task Authorization Form and any other annexes.

1.2 Summary

Under the resultant contract, the Contractor will develop and deliver the Data Mediation Interface software to provide integration capability between Government/Military-Off-The-Shelf (GOTS/MOTS) Command Post of the Future (CPOF) software with existing Department of National Defence source information systems. Additionally, training, verification and testing, Additional Work Requirements (AWR), and In-Service Support will also be required. The contract will be established as follows:

a. Phase 1 Part 1: This phase is the work required to obtain Preliminary Design Review (PDR) approval in accordance with the SOW.

b. Phase 1 Part 2: This phase is the work required to obtain Critical Design Review approval in accordance with the SOW.

c. Phase 2: This Phase is the period from Critical Design Review to the acceptance of all deliverables in the contract but does not include the In-service Support options.

d. At the completion of Phase 1 Part 1 and Phase 1 Part 2, the Crown may decide, at its sole discretion, to (1) “off-ramp” and terminate the remainder of the Contract at no cost; or (2) continue onto the next step pursuant to a negotiated amendment using rates in the bidder’s proposal.

e. The Contract will be three years in length and will also include Option Periods for In Service Support services for up to five (5) additional one-year option periods. In-Service Support activities will include Contractor support to the delivered software and the ability to contract for additional work requests should the technical landscape change.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31 document on the Departmental Standard Procurement Documents Web site.

This requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

This procurement is subject to the Controlled Goods Program.

1.3 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 provided in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

(a) 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 (PWGSC).

(b) 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.

(c) The 2003 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation. If there is a conflict between the provisions of 2003 and this document, this document prevails.

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

Delete: sixty (60) days
Insert: two-hundred and eighty (280) calendar days

(d) Subsection 18 of Standard Instructions - Goods or Services - Competitive Requirements 2003 is amended as follows:

i. Insert:

4. Supplementary Conflict of Interest Clause

4.1 To avoid any conflict of interest or appearance of conflict of interest, the Contractor acknowledges and agrees that as a consequence of performing the Work under this requirement, the Contractor, any of its subcontractors, any of their respective employees:

(a) Must not prepare, participate in, or advise upon the preparation of, any bid in response to a bid solicitation relating to any subsequent contracts for the JIIFC Project data mediation interface requirement;

(b) Must not act, or propose to act, as a contractor itself, member of a Joint-venture or subcontractor to any third party submitting a bid in relation to subsequent contracts for the JIIFC Project; and

4.2 The Contractor agrees to advise its employees and subcontractors of this requirement.

4.3 Should the Contractor, any of its subcontractors, any of their respective employees fail to respect these obligations, such failure may constitute

grounds for Canada to reject any bid involving such parties relating to the JIIFC Data Mediation Interface requirement.

2.2 Submission of Bids

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

(b) Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail will not be accepted.

2.3 Enquiries - Bid Solicitation

(a) All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date, unless otherwise specified in each RFP. Enquiries received after that time may not be answered.

(b) 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.

2.4 Applicable Laws

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

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

2.5 Basis for Canada’s Ownership of Intellectual Property

Canada has determined that any intellectual property arising from the performance of the Work under the Contract will belong to Canada, on the grounds of National Security.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

(a) Canada requests that bidders provide their bid in separately bound sections as follows:
- (i) Section I: Technical Bid - 6 hard copies and 1 soft copy on CD
- (ii) Section II: Financial Bid - 2 hard copies and 1 soft copy on CD
- (iii) Section III: Certifications - 2 hard copies

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial bid only. Prices must not be indicated in any other section of the bid.

(b) Canada requests that bidders follow the format instructions described below in the preparation of their bid:
- (i) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (ii) use a numbering system that corresponds to the bid solicitation;
- (iii) include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative; and
- (iv) include a table of contents.

(c) 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 are encouraged to:

(i) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and

(ii) 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.

3.2 Section I: Technical Bid

(a) In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach

in a thorough, concise and clear manner for carrying out the work.

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

3.3 Section II: Financial Bid

Bidders must complete Appendix B.2 Service Categories Calculation Table with their financial bid. **Note: The Table must remain in Excel format when submitted.**

(a) **Labour Categories**:

(i) Bidders must provide the labour categories and firm per diem rates fully loaded but without Profit in Table 1. Table 1 will be used in the Basis of Payment for Phase 1 Part 2; for determining the firm price of Phase 2; and, for determining the prices for AWR's. Table 1 will also be used to derive each of the Service Categories at Table 2.

(ii) Table 1 per diem rates shall remain in effect from Contract Award to the end of Phase 2. Should the In-service Support option be exercised, the per diem rates will become subject to a CPI adjustment annually.

(iii) Bidders must also provide in the body of their proposal a description of the duties, experience and qualifications for each labour category in sufficient detail to allow differentiation between individual candidates

Labour Category *(add additional rows as needed)*	**Firm Per Diem Rate (Contract Award to end Phase 2)**
Class 1. Project Management Services	
	$
	$
	$
	$
Class 2. Configuration Management Services	
	$
	$
	$

	$
Class 3. System Development Services	
	$
	$
	$
	$
Class 4. Build, Verification and Testing Services	
	$
	$
	$
	$
Class 5. System Installation Services	
	$
	$
	$
	$
Class 6. System Training Services	
	$
	$
	$
	$

Table 1

(b) **Service Categories**:

(i) Bidders must complete Appendix B-2 of the attached Excel Spreadsheet by providing the Estimated Effort for Phase 1 Part 1 for each and every Labour Category at the Per Diem Rates proposed in Table 1. Where a Labour Category is not required for the performance of Phase 1, Part 1, the Bidder must enter “0” for Estimated Effort.

(ii) The Service Per Diem Rate calculated in Column D of Appendix B-2 shall form the Firm Per Diem Rate Per Service Category in Table 2 below.

(iii) The Crown reserves the right to use the quoted Service Categories per diem rates at anytime throughout the life of the contract.

Class	DMI Service Category	Firm Per Diem Rate Per Service Category

1	Project Management Services	$
2	Configuration Management Services	$
3	System Development Services	$
4	Build, Verification and Testing Services	$
5	System Installation Services	$
6	System Training Services	$

Table 2

(c) **Profit Rates:** Bidders must provide in Table 3 as part of their proposal:

(i) the following firm profit rates within the Ceiling Profit Rate as set out below:

Phase	**Ceiling Profit Rate**	**Firm Profit Rate**
Phase 1 Part 1 (Contract Award to Preliminary Design Review)	10%	%
Phase 1 Part 2 (Preliminary Design Review to Critical Design Review)	11%	%
Phase 2 (Critical Design Review to Implementation)	13.5%	%

Table 3

(d) **In-Service Support:** Bidders must provide in Table 4 as part of their proposal

(i) The first year of the ISS Annual Fee only as follows:

	Annual Fee (first Year Only)
In- Service Support Annual Fee	$

(ii) PWGSC will calculate and apply the Consumer Price Index (CPI) starting from the second Option Period.

(e) Bidders must submit their financial bid in Canadian funds. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

(f) **Manual Clauses**

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

3.4 Section III: Certifications

Bidders must submit the Certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

(a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. There are several steps in the evaluation process, which are described below. Even though the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Bidder has successfully passed all the previous steps. Canada may conduct steps of the evaluation in parallel.

(b) An evaluation team composed of representatives of the Identified User(s) and/or PWGSC will evaluate the bids on behalf of Canada. Canada may hire any independent consultant, or use any Government resources, to evaluate any bid. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.

(c) In addition to any other time periods established in the bid solicitation:

(i) **Requests for Clarifications**: If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.

(ii) **Extension of Time:** If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

4.2 Technical Evaluation

(a) **Mandatory Technical Criteria:**
Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. All elements of the bid solicitation that are mandatory requirements are identified specifically with the words "must" or "mandatory". Bids that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified.

(b) **Point-Rated Technical Criteria:**
Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly. Point-rated evaluation criteria and/or evaluation processes are described in Annex D - Evaluation Criteria.

(c) **Technically Responsive Proposal:**

A technically responsive proposal is a proposal that meets the mandatory requirements and obtains the required minimum points specified in the bid solicitation for the criteria that are subject to point rating.

4.3 Financial Evaluation

4.3.1 Financial evaluation shall be carried out as follows

(a) The Service Category firm rates quoted in Table 1 shall be weighted and added as follows (the weighting used below are based on the distribution of the Service Categories anticipated by DND for the JIIFC DMI requirement).

DMI Service Category as Detailed in SOW	Weight	Rate
Project Management Services	20%	$
Configuration Management Services	6%	$
System Development Services	35%	$
Build, Verification and Testing Services	30%	$
System Installation Services	7%	$
System Training Services	2%	$
Service Category Weighted Rate	100%	$

Table1

(b) The Profit Rates quoted in Table 2 shall be weighted and added as follows (the weights are based upon distribution of the work anticipated by DND for the JIIFC DMI requirement)

Profit Rates	Weight	Rate
Phase 1 Part 1 (Contract Award to Preliminary Design Review)	20%	%
Phase 1 Part 2 (Preliminary Design Review to Critical Design Review)	40%	%
Phase 2 (Critical Design Review to Contract end)	40%	%
Profit Weighted Rate	100%	%

Table 2

(c) The In-Service Support Annual Fee quoted in Table 3 shall be added as follows:

In Service Support Annual Fee (first year only)	$

Table 3

4.3.2 Calculation of Bidder's Financial Evaluation Score

(a) For bid evaluation purposes, Service Category Weighted Rates of all technically compliant bidders will be compared. The compliant bidder with lowest Service Category Weighted Rate will be scored 70 points. All other compliant Bidders will receive a score calculated as follows

Service Category Score = (Lowest Rate)/(Bid Rate)*70

(b) For bid Evaluation purposes, Weighted Profit Rates of all technically compliant Bidders will be compared. The compliant Bidder with the lowest Weighted Profit Rate will be scored 15 points. All other compliant Bidders will receive a score calculated as follows

Profit Score = (Lowest Rate)/(Bid Rate)*15

(c) For bid Evaluation purposes, the In-Service Support Annual Fee of all technically compliant Bidders will be compared. The compliant Bidder with the lowest Weighted ISS Rate will be scored 15 points. All other compliant Bidders will receive a score calculated as follows

ISS Score = (Lowest Rate)/(Bid Rate)*15

(d) The Financial Evaluation Score will be the sum of the Service Category Score, the Profit Score, and, the ISS Score

(e) **Formulae in Pricing Tables**
If the pricing tables provided to bidders include any formulae, Canada may re-input the prices provided by bidders into a fresh table, if Canada believes that the formulae may no longer be functioning properly in the version submitted by a bidder.

(f) **Substantiation of Rates**

In addition to the mandatory provision of fully loaded rates but without profit, it has been Canada's experience that bidders will from time to time propose rates at the time of bidding that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. When evaluating the rates, Canada may, but will have no obligation to, require price support for any rates proposed.

Examples of price support that Canada would consider satisfactory include :

(i) documentation (such as billing records) that shows that the Bidder has recently provided and invoiced another customer (with whom the Bidder deals at arm's length) for services similar to the services, where those services were provided for at least one month and the fees charged are equal to or less than the rate offered to Canada (to protect the privacy of the customer, the Bidder may black out the customer's name and personal information on the invoice submitted to Canada);

(ii) a signed contract with a subcontractor who will perform the work under any resulting contract, which provides that the required services will be provided at a rate that is equal to or less than the rate bid for the relevant resource category (and where the resource meets all the qualifications described in this bid solicitation); or

(iii) details regarding the salary paid to and benefits provided to the individuals employed by the Bidder qualified (based on the qualifications described in this bid solicitation) to provide services under the relevant resource category, where the amount of compensation, when converted to a per diem or hourly rate (as applicable), is equal to or less than the rate bid for that resource category.

Once Canada requests substantiation of the rates bid, it is the sole responsibility of the Bidder to submit information (either the information described in the examples above, or other information that demonstrates that it will be able to recover its own costs based on the rates it has proposed) that will allow Canada to determine whether it can rely, with confidence, on the Bidder's ability to provide the required services at the rates bid, while, at a minimum, recovering its own costs and where Canada determines that the information provided by the Bidder does not demonstrate the Bidder's ability to recover its own costs,in providing relevant resources, Canada may declare the bid non compliant,

4.4 Basis of Selection

(a) To be declared responsive, a bid must:

i. comply with all the requirements of the bid solicitation;
ii. meet all mandatory criteria;
iii. obtain the required minimum percentage specified for each criterion for the technical evaluation, and
iv. obtain the required minimum of 60% overall (417 points) for the technical evaluation criteria which are subject to point rating.

(b) Bids not meeting i, ii, iii, or iv above will be declared non-responsive.

(c) The evaluation will be based on the highest responsive combined rating of technical merit and price. The ratio will be 75% for the technical merit and 25% for the price.

(d) To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 75%.

(e) To establish the pricing score, each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 25%. All calculations are to be to two decimal places.

(f) For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

(g) Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 75/25 ratio of technical merit and price, respectively. The total available points equals for the overall Technical Score is 695 and for the overall Financial Score is 100.

Basis of Selection - Highest Combined Rating Technical Merit (75%) and Price (25%)			
	Bidder 1	**Bidder 2**	**Bidder 3**
Overall Technical Score	661/695	632/695	622/695
Overall Financial Score	93.75/100	89.29/100	98.93/100
Calculations			
Technical Merit Score	661/695 x 75 = 71.33	632/695 x 75 = 68.20	622/695 x 75 = 67.12
Pricing Score	93.73/100 x 25 = 23.44	93.50/100 x 25 = 23.32	98.93/100 x 25 = 24.98
Combined Rating	94.77	90.52	92.1
Overall Rating	**Ist**	**3rd**	**2nd**

(h) Bidders should note that all contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Despite the fact thatthe Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to Canada's internal policies. If approval is not granted, no contract will be awarded.

PART 5 - CERTIFICATIONS

Bidders must submit the duly completed certifications with their bid. Canada will declare a bid non-responsive if the required certifications are not completed and submitted in accordance with the articles below.

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 or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

PART 5A - Certifications Precedent to Contract Award

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.

5.1 Mandatory Certifications Required Precedent to Contract Award

5.1.1 Code of Conduct and Certifications - Related documentation

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.

5.1.2 Rate Certification

The Bidder certifies that the Service Category Rates and Labour Rates proposed are based on costs computed in accordance with Contract Cost Principles 1031-2, and does not include profit.

5.2 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.

5.2.1 Federal Contractors Program for Employment Equity - Certification

(a) 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.

(b) If the Bidder does not fall within the exceptions enumerated in (c)(i) or (ii) 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.

(c) 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

(i) ( ) 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;

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

(iii) ( ) 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;

(iv) ( ) 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.

5.2.2 Former Public Servant Certification

(a) 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.

(b) **Definitions**

(i) 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:

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

(ii) "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.

(iii) "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.

(c) **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:

- name of former public servant;
- 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.

(d) **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:

- name of former public servant;
- conditions of the lump sum payment incentive;
- date of termination of employment;
- amount of lump sum payment;
- rate of pay on which lump sum payment is based;
- period of lump sum payment including start date, end date and number of weeks;
- 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.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirement

(a) At the date of bid closing, the following conditions must be met:

(i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;

(ii) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must each meet the security requirement as indicated in Part 7 - Resulting Contract Clauses; and

(iii) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

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

(c) In case of a joint venture bidder, each member of the joint venture must meet the security requirements.

(d) Foreign bidders (including US) should contact the Contracting Authority to obtain the equivalent security requirements.

6.2 Financial Capability

SACC Manual Clause A9033T (2011-05-16) Financial Capability.

6.3 Controlled Goods Requirement

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

(b) In the case of a joint venture bidder, each member of the joint venture must meet the requirements of the Controlled Goods Program

6.4 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex “G”.

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PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Requirement

_____ (the Contractor) agrees to supply to the deliverables described in the Contract, including the Statement of Work, in accordance with and at the prices set out in the Contract. This includes:

(a) providing the project and technical support and services as detailed in the SOW
(b) providing the Data Mediation Interface Software;
(c) provide Additional Work Requests;
(d) providing maintenance and support for the in-service support option period

7.2 Additional Work Requests (AWRs)

(a) When Canada requests design change or additional work:

i. The Project Authority will provide the Contracting Authority with a description of the design change or additional work in sufficient detail to allow the Contractor to provide the following information:

A. any impact of the design change or additional work on the requirement of the Contract;

B. a price breakdown of the cost (increase or decrease) associated with the implementation of the design change or the performance of the additional work.

C. a schedule to implement the design change or to perform the additional work and the impact on the contract delivery schedule.

ii. The Contracting Authority will then forward this information to the Contractor.

iii. The Contractor will return the completed form to the Contracting Authority for evaluation and negotiation. Once agreement has been reached, the form must be signed by all parties in the appropriate signature blocks. This constitutes the written authorization for the Contractor to proceed with the work, and the Contract will be amended accordingly.

(b) When the Contractor requests design change or additional work:

i. The Contractor must provide the Contracting Authority with a request for design change or additional work in sufficient detail for review by Canada;

ii. The Contracting Authority will forward the request to the Technical Authority for review;

iii. If Canada agrees that a design change or additional work is required, then the procedures detailed in paragraph (a) are to be followed;

iv. The Contracting Authority will inform the Contractor in writing if Canada determines that the design change or additional work is not required.

(c) Approval

The Contractor must not proceed with any design change or additional work without the written authorization of the Contracting Authority. Any work performed without the Contracting Authority's written authorization will be considered outside the scope of the Contract and no payment will be made for such work.

7.3 Task Authorization (TA) - Additional Work Requirement

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

7.3.1 Task Authorization Process:

(a) The Project Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form" specified in Annex “E”.

(b) The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis and methods of payment as specified in the Contract.

(c) The Contractor must provide the Project Authority within **10** calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract. The Contractor will not be paid for providing the quotation or for providing other information required to prepare and issue the TA.

(d) The Contractor must not commence work until a TA authorized by the Contracting Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

(e) The Contract may be amended from time to time to reflect all Task Authorizations issued and approved by the Contracting Authority to date, to document the Work performed under those Tas for administrative purposes.

(f) Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

7.4 Standard Clauses and Conditions

(a) All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (http://sacc.pwgsc.gc.ca/sacc/index-e.jsp) issued by Public Works and Government Services Canada.a) General Conditions:
2030 (2012-03-02), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

(b) The text under Subsection 4 of Section 43 - Code of Conduct and Certifications of 2030 (2012-03-02) referenced above is replaced by:

"During the entire period of the Contract, the Contractor must diligently update, by written notice to the Contracting Authority, the list of names of all individuals who are directors of the Contractor whenever there is a change. As well, whenever requested by Canada, the Contractor must provide the corresponding Consent Forms".

(c) Supplemental General Conditions:

4002 (2010-08-16), Software Development or Modification Services

4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information.

7.5 Security Requirement

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:
PWGSC FILE #: W8474-D-BN05

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, with approved document Safeguarding and Production Capabilities at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by CISD/PWGSC.

3. The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive work site(s) must be a citizen of Canada or of the United States and must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by CISD/PWGSC.

4. The Contractor/Offeror personnel requiring access to FOREIGN CLASSIFIED information, assets or sensitive work site(s) must be a citizen of Canada or of the United States and must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by CISD/PWGSC.

5. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store any sensitive CLASSIFIED information until CISD/PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of SECRET.

6. This contract includes access to controlled goods. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada.

7. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

8. 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).

7.6 Contract Period

(a) **Contract Period:** The "Contract Period" is the entire period of time during which the Contractor is obliged to perform the Work,

   (i) The Contract will be for the period from Contract Award to delivery and acceptance of the the Data Mediation Interface software.

   (ii) **Decision Periods**: Canada has two Decision Periods during the Contract: (1) After approval of the Preliminary Design Review (PDR) and before Canada's decision on whether to proceed to with Phase 1 Part 2; and (2) After the approval of the Critical Design Review (CDR) and before Canada's decision on whether to proceed with Phase 2.

   During the Decision Periods, Canada and the Contractor may engage in contract negotiations for the work required in the next stage of the Contract. To facilitate negotiations, The Contractor will be required to provide a proposal detailing the work required to be performed for the subsequent phase. Details must include but are

not limited to the documents outlined at Annex A - SOW Para 2.2-11 (d) as well as the effort for each resource category or any other costs required to complete the work in accordance with the rates set out in Annex B Basis of Payment.

(iii) Decision to Proceed: If Canada decides, at its sole discretion, to proceed to the next stage of the Contract then a negotiated amendment will be issued detailing the work to be performed.

(iv) Decision to Terminate: If Canada decides, at its sole discretion, not to proceed to the next stage of the Contract then an amendment will be issued terminating the Contract.

Where Canada decides to terminate the Contract during a Decision Period, the Contractor shall have no claims or demands against Canada except as provided for in this clause. The Contractor shall be entitled to costs, at the rates set out in the Basis of Payment, for work performed pursuant to the Contract.

For greater clarity, the termination during a Decision Period is not a Termination for Convenience or a Termination for Default. Any license shall remain in place following any termination of the Contract.

(v) Work during Decision Period: Unless an amendment is issued for transition work or pursuant to a Decision to Proceed, such work will be performed at the risk and cost of the Contractor. Canada will not pay for any costs incurred for work performed during the Decision Period.

b) **Option Periods:** The Contractor grants to the Crown the irrevocable option to extend the term of the Contract under the same terms and conditions in accordance with the Option Period Table below. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

Option Period	Period
1	In Service Support Year 1
2	In Service Support Year 2
3	In Service Support Year 3
4	In Service Support Year 4
5	In Service Support Year 5

The Crown reserves the right to exercise its options for In Service Support at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract at the firm lot prices detailed at Annex “B”. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

7.7 Authorities

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name:	David Potter (or Authorized Representative)
Title:	JIIFC PWGSC Contracting Officer, DPDCC Public Works and Government Services Canada
Address:	2 Constellation Cres, Ottawa, ON
Telephone:	(613) 944-5687
Facsimile:	(613) 947-6262
E-mail address:	david.potter@pwgsc.gc.ca

The Contracting Authority must receive a copy of the invoice for Canada’s record and to ensure the invoice is in accordance with the Contract prior to payment by the Client.

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.

(b) Project Authority (To be provided at time of Contract award)

The Project Authority for the Contract is:

Name:	_____
Title:	_____
Organization:	_____
Address:	_____
Telephone:	(___)-_____-_____
Facsimile:	(___)-_____-_____
E-mail:	_____

The Project Authority is the representative of the department or agency for whom the Work is being carried out 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.

(c) Procurement Authority (To be provided at time of Contract award)

Procurement Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: (___)-_____-_____
Facsimile: (___)-_____-_____
E-mail: _____

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

(d) Contractor's Representative

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: (___)-_____-_____
Facsimile: (___)-_____-_____
E-mail: _____

7.8 Payment

7.8.1 Basis of Payment

The Contractor shall be paid in accordance with Annex “B” Basis of Payment

7.8.2 Limitation of Expenditure *(to be completed at Contract Award).*

(a) Canada’s total liability to the Contractor for:

i. Phase 1 Part 1 (CA to PDR) must not exceed $ _____.

ii. Phase 1 Part 2 (PDR to CDR) must not exceed $ _____

iii. AWR's must not exceed $ _____.

Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

(b) Canada's total liability to the Contractor under the Contract must not exceed the amounts stated in subpara (a) above.

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.

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.

7.9 Limitation of Price

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

7.10 Method of Payment (H1003C)

a. Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, of the amount claimed and approved by Canada if:

i. an accurate and complete claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

ii. the amount claimed is in accordance with the basis of payment;

iii. all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.

Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

b. Only one Claim for Progress Payment is to be submitted each month with each Basis of Payment activity types being distinguished by Line Item numbers as follows:

i. Line Item 001: Service Categories - Phase 1 Part 1

ii. Line Item 002: Firm Per Diem Rates - Phase 1 Part 2,

iii. Line Item 003: Milestone Payments, Phase 2

iv. Line Item 004: Additional Work Requests (by individual Task Authorization)

7.11 Invoicing Instructions - Progress Payments

1. Progress payments in respect to the work conducted in accordance with this Contract must contain the following:

a. Company Name, Address etc;
b. Client Address;
c. Date;
d. Contract Serial Number;
e. Financial Codes including GST/HST Registration Number
f. Line Item for each element being claimed
g. a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
h. a copy of any documents required by the Contract to be submitted with the Progress Claim.

2. The Goods and Services Tax or Harmonized Sales Tax (GST/HST), as applicable, must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no GST/HST payable as it was claimed and payable under the previous claims for progress payments.

3. The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-TPSGC 1111, and forward it to the Project Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Project Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to the Payment Office for

the remaining certification and payment action.

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

7.12 Certifications

Compliance with the certifications provided by the Contractor in its response to the RFP is a condition of the Contract and subject to verification by Canada during the entire Contract Period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, under the default provision of the Contract, to terminate the Contract for default.

7.13 Applicable Laws

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

7.14 Priority of Documents

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

(a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
(b) The following Supplemental General Conditions:
4002 (2010-08-16) Software Development or Modification Services
4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information;
(c) General Conditions 2030 (2012-03-02);
(d) Annex A - Statement of Work;
(e) Annex B - Basis of Payment;
(f) Annex C - Security Requirements Check List;
(g) the signed Task Authorizations (including all of its annexes, if any);
(h) the Contractor's bid dated _____

7.15 Defence Contract

SACC Manual Clause A9006C (2008-05-12) Defence Contract

7.16 Foreign Nationals

(a) Canadian Contractor

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

(b) Foreign Contractor

SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

7.17 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex “G”. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.18 Controlled Goods Program

SACC Manual Clause A9131C (2011-05-16), Controlled Goods Program

7.19 Safeguarding Electronic Media

(a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.

(b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

7.20 Access to Canada's Property and Facilities

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Project Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work,

Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

7.21 Government Property

Canada agrees to supply the Contractor with the items listed at Appendix 7 of the SOW (the "Government Property"). Section 25 of the General Conditions entitled "Government Property" governs the use of the Government Property by the Contractor.

7.22 Conflict of Interest

1. To avoid any conflict of interest or appearance of conflict of interest, the Contractor acknowledges and agrees that as a consequence of performing the Work under this requirement, the Contractor, any of its subcontractors, any of their respective employees:

   (a) Must not prepare, participate in, or advise upon the preparation of, any bid in response to a bid solicitation relating to any subsequent contracts for the JIIFC Project data mediation interface requirement;

   (b) Must not act, or propose to act, as a contractor itself, member of a Joint-venture or subcontractor to any third party submitting a bid in relation to subsequent contracts for the JIIFC Project.

2. The Contractor agrees to advise its employees and subcontractors of this requirement.

3. Should the Contractor, any of its subcontractors, any of their respective employees fail to respect these obligations, such failure may constitute grounds for Canada to reject any bid involving such parties relating to the JIIFC Data Mediation Interface requirement.

7.23 Discretionary Audit

The Service Category Rates and Labour Rates proposed by the Contractor are subject to audit by Canada, before or after payment is made to the Contractor under the conditions of the Contract. The purpose of the audit is to determine whether the rates are based on costs computed in accordance with Contract Cost Principles 1031-2 and without provision for profit.

If the audit demonstrates that the rates provide profit, the Contractor must repay Canada the amount found to be in excess.

ANNEX "A"

STATEMENT OF WORK

FOR THE

JOINT INFORMATION AND INTELLIGENCE FUSION CAPABILITY (JIIFC) PROJECT

Data Mediation Interfaces

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1.0 INTRODUCTION

1.1 Overview

1.1-1 **Purpose:** The purpose of this Statement of Work (SOW) is to define the work that the Contractor must perform in support of the implementation of the Joint Information and Intelligence Fusion Capability (JIIFC) solution. The main effort will be the delivery of a Data Mediation Interfaces to provide data integration capability between the JIIFC System (Military off the Shelf (MOTS) - Command Post of the Future (CPOF) and associated components) and existing Department of National Defence information systems.

1.1-2 **Background:**

a. The main objective of the JIIFC Project is to provide a Joint Operational-level Battlespace management capability to the Operational Commands including regional Joint Task Forces (JTF) (expeditionary and domestic). This Joint Operational-level Battlespace management capability will consist of applications, people skills, processes, and procedures as a means of broadening commanders' shared situational awareness by introducing automation capabilities, where practicable, as part of a single operating environment. The Joint Operational-level Battlespace management capability provided by the JIIFC project is called the JIIFC System.

b. The JIIFC System will reside on the Classified Network (CNET) and leverage the existing and planned Consolidated Secret Network Infrastructure (CSNI) services. The focus of the JIIFC System is on improving access to operational information to meet Operational Commanders' needs and improving visualization and representation of the operational information.

1.1-3 **Scope of Engineering Work within this SOW:**

a. The Crown requires the development of a set of Data Mediation Interfaces as a component within the JIIFC System as depicted in Figure 1. In addition, the Crown will also require procedures and training on the use and support of the DATA MEDIATION INTERFACES for administrators and maintainers.

b. The Crown is the overall design authority for the work and shall approve design and engineering work within the framework of the DND CIS Engineering Process Version 2.0 (AD 5).

c. The purpose of the Data Mediation Interfaces is to enable dynamic and current data flow from Operational Information (source) Systems into CPOF, and allow users to visualize and process the information in a single user environment. The source systems within this scope of work are identified in Figure 1.

d. The Data Mediation Interfaces will employ CPOF software components provided by the Crown as part of the system design. These software components are Repository Web Services (3PDK) and Data Dissemination

Services (DDS). As well the Data Mediation Interfaces will employ the Ozone Widget Framework provided by the Crown as part of the Command Post Web.

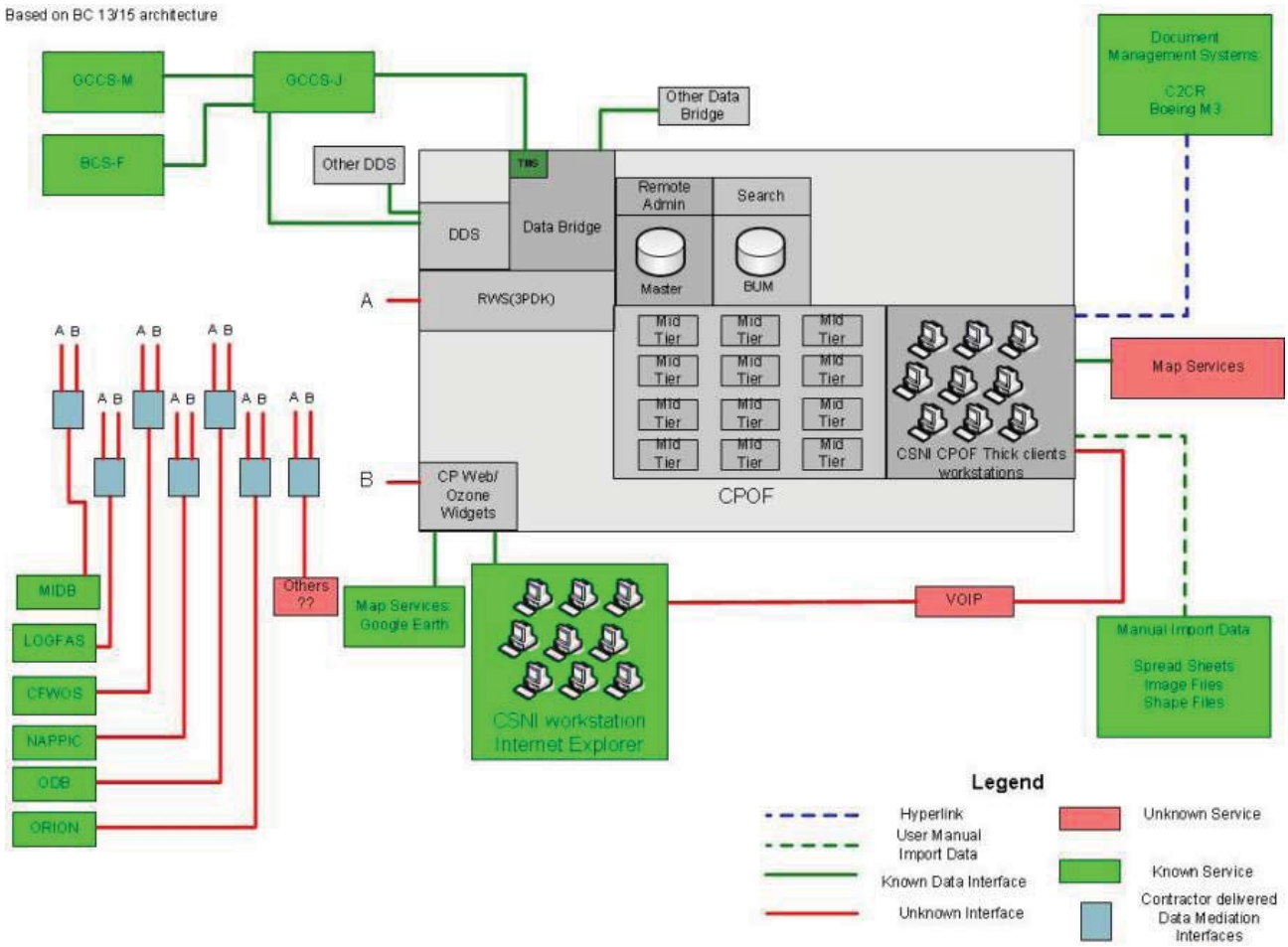

Figure 1 JIIFC System SV-1

e. **Acronyms and Definitions:** All acronyms used in this document can be found at Appendix 1 and definitions can be found at Appendix 2.

1.2 Applicable Documents (AD)

Number	Document
AD 1	Project Management Institute Project Management Body of Knowledge (PMBOK®) Fourth Edition
AD 2	ISO/IEC 15289 Systems and software engineering – Content of systems and software life cycle process information products (Documentation) (most current version at contract award)
AD 3	ISO/IEC 12207 IEEE Std 12207 Systems and software engineering – Software life cycle processes (most current version at contract award)
AD 4	Pre-Production Test Environments Information System Concept of Operations
AD 5	DND CF Communications & Information System (CIS) Engineering Process Ver 2.0

2.0 REQUIREMENT

2.1 General

2.1-1 The Contractor must provide the Crown with a complete system that will allow the Crown to meet its objectives as detailed in this SOW. To achieve these objectives, the Contractor will be required to provide a variety of services as described below. A detailed description of each of the Services required can be found starting at Article 2.2

a. **Project Management Services:** The Contractor has overall responsibility for the execution of the work required under this SOW including, but not limited to;

   i. Management of the project to ensure that resources are made available and that the Data Mediation Interfaces are developed and is fully operational within previously agreed schedule, cost and performance parameters,

   ii. Definition and documentation of the objectives for the project; determine budgetary requirements, the composition, roles and responsibilities and terms of reference for the project team,

   iii. Report on progress of the project on an ongoing basis and at scheduled points in the life cycle, and,

   iv. Preparation of plans, charts, tables and diagrams to assist in analyzing or displaying problems;

b. **Configuration Management Services:** The Contractor is responsible for developing and maintaining configuration management of the system components and for configuration identification, control, reporting, release and delivery of the interface products. Duties include but are not limited to;

   i. Configuration management and release engineering tasks to ensure new product operating parameters are documented, comply with standards and are logistically sustainable,

   ii. Problem management tasks associated with all contractor work,

   iii. Development, administration and maintenance of Configuration Management Plans,

   iv. Preparation for and conduct of major configuration audits,

   v. Development and maintenance of a configuration management database for all interface products,

   vi. Management of interface versions consistently such that the intended configuration or version is available for each test,

vii. Document all changes to hardware and software configuration made for each test,

viii. Management of the configuration,

ix. Ensure successful release(s) of interface products,

x. Identification of configuration items, and,

xi. Preparation and maintenance of release configuration documentation.

c. **Interface Development Services:** The Contractor is responsible for the activities related to the development of the Data Mediation Interfaces including but not limited to;

i. System requirements analysis,

ii. System options analysis,

iii. Systems design,

iv. Processes and methodology for data conversion and mediation,

v. Quality assurance of converted data,

vi. Identification and reporting of problems related to data conversion and mediation,

vii. Meeting with stakeholders to address any issues related to data conversion, and

viii. Maintenance of requirements traceability.

d. **Build, Verification and Testing Services:** The Contractor is responsible for the activities related to the interfaces' build, verification and testing including but not limited to;

i. Plan, direct and control interface requirements verification and validation program,

ii. Translation of interface requirements and technical system specifications into working interfaces between source systems and target system including developing detailed programming specifications and generating code.

iii. Testing and validation of the transformation of the data as per requirements,

iv. Definition of the scope of testing for each release/delivery,

v. Management of the testing framework to meet the testing mandate,

vi. Implementing appropriate measurements and metrics to be applied against the product under test,

vii. Planning, deploying and managing the testing effort for all deployments and releases,

viii. Diagnosing extremely complex problems,

ix. Planning and managing all tests,

x. Tracking and presenting metrics,

xi. Ensuring compliance to testing requirements, and,

xii. Submission of required testing documentation to the Crown.

e. **Interface Installation Services:** The Contractor is responsible for the activities related to provision of Data Mediation Interfaces installation as detailed in section 2.6 including:

i. Installation of component builds of the Data Mediation Interfaces on Crown networks,

ii. Development of an Interface Implementation Plan to address installation prerequisite conditions, testing, problem management and schedule, training programme and installation work, and,

iii. Provision of Interface Transition Support until handover of the Data Mediation Interfaces to In-Service Support (ISS).

f. **Interface Training Services:** The Contractor is responsible for the activities related to provision of Data Mediation Interfaces Training and Manuals including but not limited to:

i. Development of overall training plans and course training plans,

ii. Development of training packages including, but not limited to, the course schedule, master lesson plan, lesson plans, audio/visual aids, and student material required for the conduct of the Course Training Plan,

iii. Development of an Interface Maintenance and Operations Manual including all system administration, maintenance, operation and support functions, activities, and procedures required by the System, and

iv. Training Delivery to qualify Crown personnel as Maintainers of the Data Mediation Interfaces.

2.1-2 The work in the development of the Data Mediation Interfaces will be broken into three distinct work phases as follows:

a. **Phase 1 Part 1:** This phase consists of the work up-to and including the approval of the Preliminary Design Review (PDR)

b. **Phase 1 Part 2**: This phase consists of the work up-to and including the approval of the Critical Design Review (CDR)

c. **Phase 2:** This phase consists of the work required to fully deliver all deliverables required under this contract. It does not include In-Service Support activities which will be initiated through the exercising of the applicable option period.

2.2 Project Management Services

2.2-1 **General:** This section of the SOW details the project management requirements for the Contract. The work identifies the Contractor's obligation to establish and maintain project management capabilities in order to manage risk/issues, meet the performance, cost and schedule requirements, and provide data management, financial management and Contract administration.

2.2-2 **Project Management Program:** The Contractor must have a Project Management Program, in line with Industry best practices, in effect for the duration of the Contract. The Contractor must, through effective implementation of the Project Management Program, ensure that testing, documentation, technical issues and other provisions contained within this SOW, are fully delivered and meets all of the requirements of the Contract.

2.2-3 **Project Key Personnel:** Project key personnel are not to be removed or replaced without prior notification to the Contracting Authority as per the terms of the contract.

As part of their Project Management Program, the Contractor is required to provide dedicated key personnel resource for the Senior Engineer who is responsible for technical and engineering activities or tasks related to specification and development of the Data Mediation Interfaces including interfaces to data sources, security considerations, and deployment. This shall include, but not be limited to;

i. Liaison with JIIFC PM or designate to ensure system integrity, performance, reliability, and maintainability,

ii. Analysis of Data Mediation Interfaces requirements,

iii. Data Mediation Interfaces design and documentation completeness and compliance with the SOW,

iv. Data Mediation Interfaces testing plans, procedures to ensure compliance with the SOW,

v. Attendance at design, technical and management reviews or meetings in order to monitor and advise on progress and potential problems,

vi. Development, review and comment on Data Mediation Interfaces architecture, and,

vii. Development, review and comment on technical documentation for all system products.

2.2-4 **Standards:** All project management related plans, where applicable, must be prepared based on the PMBOK ® Fourth Edition (AD 1). All plans must be considered living documents that will be reviewed and updated in accordance with the approved Contractor's Project Master Schedule (DI-PM-003).

2.2-5 **Deliverables:** The Contractor will provide the deliverables listed at Appendix 6 as follows:

a. The Contractor is responsible for performing or having performed all inspections and tests necessary to substantiate that the services and/or material provided conform to the specifications and requirements of this SOW;

b. All JIIFC required deliverables including plans, reports and processes developed and/or updated by the Contractor personnel in both printed and electronic formats will be for the review, approval and signature (where required) of the Project Authority. The Project Authority will review and provide comments on all deliverables within ten (10) working days; and,

c. Deliverables will be provided in Contractor format in the English language only unless otherwise stated.

2.2-6 **Project Management Plan:** The Project Management Plan (DI-PM-001) is a high level summary of more detailed plans and demonstrates how the Contractor will develop and implement a management program. The Contractor must update, maintain, and implement the Project Management Plan which was submitted with its proposal for the design, development, manufacture, integration, verification, and delivery of the Data Mediation Interface. The Contractor must submit the Project Management Plan in accordance with APP 6-5 of Appendix 6.

2.2-7 **Work Breakdown Structure:** The Contractor must develop and maintain a Work Breakdown Structure (DI-PM-002). The Work Breakdown Structure must be extended to the level where work is to be managed and evaluated. The Contractor must relate the Work Breakdown Structure to the technical, project management, training and In-Service Support organizational structures and to the tasks herein, at least to the fourth level in a manner that permits reporting in accordance with the requirements specified in the SOW. The Contractor must use the final Work Breakdown Structure as the basis for organizing, controlling and reporting the progress of the Work of the Contract. The Contractor must update the Work Breakdown Structure submitted with its proposal in accordance with APP 6-5 of Appendix 6.

2.2-8 **Project Master Schedule:** The Contractor must develop and maintain a Project Master Schedule (DI-PM-003). The Project Master Schedule must include all of the detailed project schedules for each component of the project. The Project Master Schedule represents a summary-level project schedule the purpose of which is to identify all of the major milestones/deliverables for the project as well

as all individual WBS components. Once approved by the Crown, the Project Master Schedule will be the governing document for scheduling activities. The Contractor must update the Project Master Schedule submitted with its proposal in accordance with APP 6-5 of Appendix 6. The updated Project Master Schedule will form part of the Project Status Report (DI-PM-004).

2.2-9 **Meetings and Reviews:** All meetings and reviews referred in this SOW including frequency and timings are contained within Appendix 4.

a. **Agendas and Meeting Minutes:** The Contractor must prepare and submit an agenda (DI-PM-005) for approval by the Crown in accordance with timings in APP 6-5 of Appendix 6, unless waived by the Crown, for all meetings and reviews, prior to the meeting or review. The Contractor must prepare and submit meeting/review minutes (DI-PM-006) to the Crown in accordance with APP 6-5 of Appendix 6;

b. **Attendance at Meetings and Reviews:** The Contractor will select the Contractor personnel who will attend all meetings and reviews, ensuring that the objectives are met. For planning purposes, the Contractor should make provision to accommodate Crown representatives up to ten (10) personnel; and,

c. **Location of Meetings and Reviews:** Meetings will be held in Ottawa National Capital Region at a location mutually agreed to by Contractor and Public Works and Government Services Canada (PWGSC). By exception, meetings or reviews may be held by teleconference or videoconference upon mutual agreement by the Crown and Contractor.

2.2-10 **Kick-off Meeting:** The Kick-off meeting will provide an opportunity for the Contractor and the Crown's key personnel to meet. The Contractor must provide a summary of its planning for the completion of work and provision of services. The Kick-off meeting will also provide the Contractor and the Crown an opportunity to seek clarification of any matters related to the Project. The Kick-off meeting will be chaired by PWGSC and will be held on DND's site. The Kick-off meeting date will be by agreement between the Contractor, PWGSC and the Crown and should be held within one month of Contract award.

2.2-11 **Progress Review Meetings:** The purpose of these meetings is to provide status of Contract activities, identify and highlight problem areas, discuss progress, and to establish baselines for future planning and action. Progress Review Meetings shall be convened once every three months or more frequently at the discretion of the Crown or if specifically requested by the Contractor. There will be specific Progress Review Meetings scheduled 15 days following PDR, CDR and FDR.

a. Progress Reviews, including Technical and Risk reviews, will be conducted throughout the duration of the Contract, between the Contractor and representatives of the Crown. During these progress review meetings, the Contractor will present a review in three separate segments;

i. progress in accomplishing the Work required in compliance with the Contract,

ii. technical issues, and,

iii. risk;

b. Each segment of the Progress Review Meetings will include the following discussion points;

i. status of milestones and deliverables,

ii. degree of adherence to plans,

iii. progress in all SOW areas including an explanation of any schedule, cost or performance variation and the corrective action being taken since the last reporting period,

iv. progress on problems, special issues and action items,

v. risk management,

vi. any changes to previously approved plans and the related impact to the project,

vii. a general explanation of anticipated problems, and their proposed solutions, including, as a minimum, an assessment of their impact on the Contract or Additional Work Requests (as applicable) in terms of work scope, cost, schedule, technical performance and risk,

viii. activities planned for the next reporting period,

ix. at a minimum, a review of Contract tasks, deliverables, schedule, financial including invoices, Additional Work Requests, and,

x. other points as required and agreed to.

c. **Conduct.** The Progress Review Meetings will be co-chaired between PWGSC and the Contractor; and,

d. **Documentation:** Updated Project Management Plan, Project Status Report, Project Master Schedule, Work Breakdown Structure, Configuration Management Plan, Action Item List and Risk register to be delivered to the Crown for review in accordance with APP 6-5 of Appendix 6 prior to Progress Review Meetings.

2.2-12 **Ad-hoc Meetings:** Ad-hoc meetings will be convened as necessary to address specific issues or risks as necessary. The requestor of the Ad-hoc Meeting will chair the meeting. The timing of the Ad-hoc meetings will be as required; however, the Contractor should plan to attend up to four (4) Ad-hoc Meetings of up to two (2) days in duration per year. Ad-hoc meetings will normally be held in Ottawa, Ontario. An Ad-hoc Meeting may be held by teleconference or videoconference upon agreement by both the Contractor and the Crown.

2.2-13 **Reporting:** A list of all reports and plans referred in this SOW are contained at Appendix 5.

2.2-14 **Project Status Report:** The Project Status Report (DI-PM-004) will report on the status and forecast of all Contract activities in accordance with the project management areas: Scope, Schedule, Quality, Communications, Risk, Procurement, and Engineering Activities. The Contractor must submit a Project Status Report in accordance with APP 6-5 of Appendix 6. The Project Status Report must be included as an agenda item for each Progress Review Meeting.

2.2-15 **Action Item List:** The Contractor must establish and maintain an Action Item List (DI-PM-007) to log and track all action items and issues resulting from meetings or communication between the Crown and Contractor or issues of which the Crown should be made aware. The Contractor must maintain the Action Item List throughout the Contract period. The Action Item List must be included as an agenda item for each Progress Review Meeting.

2.2-16 **Location of the Work:** The Work in support of this SOW is to be conducted at the Crown's place of business unless otherwise stipulated. The Crown will provide ten (10) workstations (computer, keyboard, monitor and access to the divisional local area network subject to normal security requirements, work desks and telephones). In addition, Crown will provide four (4) development laboratory work stations for the Contractors use in developing Data Mediation Interfaces and to provide access to source system, applications and databases on a SECRET developmental network.

2.2-17 **Access to Crown Information Systems:** The Crown will provide, subject to normal security requirements, and only to the specified Contractor personnel, access to identified databases or applications resident on Crown computers or networks for the sole purpose of executing the work associated with this Contract. The Crown, at its sole discretion, will identify the nature and characteristics of such access. These identified source systems, databases or applications can only be provided on Crown computers or networks, on Crown facilities.

2.2-18 **Crown Site Visits:** The Crown Project Authority will coordinate access to various Crown sites in support of this SOW. The Contractor must submit requests for Crown site visits in the form of a Visit Clearance Request (DI-PM-009). All Visit Clearance Requests must be submitted by the Contractor to the Project Authority at least twenty working days prior to the planned dates of the intended visit. All visits to Crown sites by Contractor personnel require the prior approval of the Crown Project Authority. The Contractor must provide evidence of the security clearance level of personnel when submitting Visit Clearance Requests.

2.2-19 **Health and Safety:** In the performance of the work, the Contractor must comply with Federal and Provincial statutes, standard industry practices, applicable codes and standards in the matters of health and safety. The Contractor must comply with guidance provided by the Crown Project Authority or delegate that may be provided at site safety briefings.

2.2-20 **Government Furnished Property:** All Government Furnished Equipment (GFE), Government Supplied Materiel (GSM), Government Furnished Software (GFSW)and Government Furnished Information (GFI) referred in this SOW may be found at Appendix 7. Government Furnished Property required by the Contractor must be requested from the Crown using a Government Furnished Resource Request (DI-PM-008). The Government Furnished Resource Request must be submit a minimum of thirty (30) calendar days prior to the required date. The Crown makes no commitment as to availability of any Government Furnished Property beyond the listing contained at Appendix 7. The Contractor must submit an annual report detailing the Government Furnished Property, including Controlled Goods, in their possession. The contents of the report will be in accordance with DI-PM-011.

2.2-21 **Government Furnished Training:** GFT may be supplied by the Crown for GFSW where training is determined, by the Crown, to be necessary to support development of the Data Mediation Interfaces. The list of possible GFT is contained at Appendix 7. There may be a requirement to travel to the United States or outside the Ottawa National Capital Region to receive the GFT.

2.3 Configuration Management Services

2.3-1 **Configuration Management Program:**

General: This section of the SOW details the configuration management requirements for the Contract. The work identifies the Contractor's obligation to establish and maintain configuration management of the Data Mediation Interfaces developed throughout the development and deployment phases of the Contract in accordance with industry best practices. The Contractor's Configuration Management Program will cover all Contract deliverables, including interface, hardware, documentation, technical and in-service support data. The Contractor must prepare its Configuration Management Plan (DI-PM-010) and conduct configuration management activities using AD 2 (ISO/IEC 15289) and AD 3 (ISO/IEC 12207 IEEE Std 12207) as guides. The Configuration Management Program must ensure that all changes to the system's hardware, interface, operating procedures, or maintenance and test procedures are approved and implemented in an orderly, controlled, and documented manner.

a. **Changes.** Changes must be documented by updating the description of the changed configuration item defined in the Interface Design Specification (DI-ENG-003) up until the Critical Design Review (CDR). After the CDR, changes must be submitted using an Engineering Change Proposal (ECP) (DI-ENG-005).

b. **Change Approval.** Changes to the baseline, after CDR, require approval in advance by the Crown.

c. **Crown Change Requests.** The Contractor's configuration management processes must allow for the initiation of change requests by the Crown.

d. **Approved Changes.** For all approved changes to the Interface Design, the Interface Item Configuration Record (DI-LS-001) and Interface Design

Specification (DI-ENG-003) must be updated accordingly and delivered as part of the JIIFC System Data Mediation Interface.

2.3-2 **Configuration Management Plan:** The Configuration Management Plan (DI-PM-010) describes the Contractor's Configuration Management Program, how it is organized and conducted, and the methods, procedures and controls used to assure effective configuration identification, change control, status accounting, and audits of the total configuration, including hardware and interface. The Configuration Management Plan must cover the design, integration and delivery of Data Mediation Interfaces. The principal purpose of the Configuration Management Plan is to provide the Crown with a basis for review, evaluation, and monitoring of the configuration management program and its proposed components. The Contractor must prepare and implement a Configuration Management Plan that covers the Contractor's configuration management program, including a method for the submission of ECP (DI-ENG-005). The Contractor must update the Configuration Management Plan submitted with its proposal in accordance with APP 6-5 of Appendix 6, for Crown approval.

2.3-3 **Configuration Status:** Configuration status accounting will be required throughout the Contract, with specific emphasis on the Test Readiness Reviews held before Interface tests. As part of the Test Readiness Reviews the Contractor must provide a description of the current configuration showing the status and history of controlled interface items including baselines. As part of the interface testing processes, a configuration review must be conducted to confirm that the actual build standard of the system under test is in accordance with the build standard presented at the test readiness review.

2.3-4 **Configuration Control:** The Contractor must establish configuration control processes to regulate the flow of proposed changes, document the complete impact of changes and release only approved changes to Configuration Items and their related documentation. The Contractor must inform the Crown of waivers, changes and updates to the functional, allocated and product baselines that do not impact the Contract requirements. The Contractor will analyse the impacts of changes on the Contract cost, schedule, design, operations, supportability, maintainability, training, documentation, and any other impacts on In-Service Support in general. Any change that impacts Contract requirements will be submitted to the Crown as an ECP in accordance with DI-ENG-005.

2.3-5 **Problem Management Program:** The Contractor must develop and maintain a Problem Management Program. The Contractor's Problem Management Program will cover all Contract deliverables.

2.3-6 **Problem Management Procedure:** The Contractor must develop a Problem Management Procedure (DI-PM-013) and submit it in accordance with APP 6-5 of Appendix 6 for Crown review and approval prior to PDR.

2.3-7 **Problem Reporting:** The Contractor must report problems as part of the Problem Management Procedures using the Problem Management Report (DI-PM-014).

2.3-8 **Baseline Requirements:** The Contractor must establish and maintain Functional, Allocated and Product baselines. The Functional Baseline will be documented in the Interface Requirements Specification (DI-ENG-002). The Allocated Baseline will be documented in applicable preliminary Interface Design Specification (DI-ENG-003) at PDR. The Product Baseline will be documented in the final Interface Design Specification (DI-ENG-003) and the Technical Manuals reviewed at Final Design Review (FDR). Changes and updates to the Functional, Allocated and Product baselines that impact the Contract requirements will be submitted to the Crown for approval as an ECP (DI-ENG-005).

2.3-9 **Release Management and Delivery:** The Contractor must establish and maintain a Release Management and Delivery System. The Contractor must develop and submit an Interface Release and Migration Management Plan (DI-PM-012) to Crown for approval in accordance with APP 6-5 of Appendix 6. This will include release records that identify, track, and control a configuration item at the time a version (including the baseline version) is released. For the interface it will identify the version including all software items. It will list items being delivered, including system and software item versions, traceability to specifications or previous releases, what has been changed, known problems and workarounds.

2.4 System Development Services

2.4-1 **General:** This section of the SOW details the system development work required of the Contractor. The Contractor must develop Data Mediation Interfaces using the Department of National Defence (DND) Canadian Forces (CF) CIS Engineering Process Version 2.0 (AD 5). The Data Mediation Interfaces must comply with the functional requirements in Appendix 3 of this SOW.

2.4-2 **The CIS Engineering Process**: As depicted in Figure 1-1 of the CIS Engineering Process Version 2.0 (AD 5), the CIS Engineering Process is an eleven-step process. The Crown will conduct Step 1 to 3 and will provide the Contractor with all the relevant input to Step 4. This SOW includes engineering activities for the Data Mediation Interfaces development work from Step 4 to Step 11. The Contractor should refer to AD 5 for a detailed description of the engineering work and the output expected from each step.

2.4-3 **Amendment to CIS Engineering Process Version 2.0 (AD 5):** The Test Plan called up in AD 5 is the Verification and Validation Plan (V&V Plan) (DI-ENG-008) and Test Plans are subordinate documents to the V&V Plan. The V&V Plan provides the overall direction and strategy that will be used to verify and validate that a particular change to the DND/CF CIS meets the requirements specified in the IRS.

2.4-4 **Contractor Work Phases**: As per Figure 1-1 in DND/CF CIS Engineering Process Version 2.0 (AD 5), the following is a breakdown of the contract:

a. **Phase 1 Part 1 (Time and Material):** Steps 4 – Step 5 (PDR);

b. **Phase 1 Part 2 (Time and Material):** Step 6 – 7 (CDR);

c. **Phase 2 (Firm Price):** Steps 8 – 11.

2.4-5 **Interface Engineering Plan (IEP):** The Contractor must update, maintain, and implement the Interface Engineering Plan (DI-ENG-001) which was submitted with its proposal for the development of the Data Mediation Interfaces. An updated Interface Engineering Plan must be provided for Crown review in accordance with timings identified in APP 6-5 of Appendix 6 prior to the Interface Requirements Review meeting. In addition, updates to the Interface Engineering Plan after the Requirements Review meeting will be in accordance with the CIS Engineering Process Version 2.0 (AD 5). The Interface Engineering Plan must provide the overall direction to the development and implementation of the Interfaces.

2.4-6 **Controlled Goods Technical Data Review:** Following Contract award and the release of controlled goods software technical data at Appendix 7, the Contractor must conduct a review of the technical data and address required clarifications to the Crown before proceeding with Interface Requirements Review. Contractor clarifications must be delivered to the Crown for review ten (10) working days prior to the Controlled Goods Technical Data Review meeting.

2.4-7 **Interface Requirements Analysis:** The Contractor must conduct Data Mediation Interfaces requirements analysis in accordance with the functional requirements of Appendix 3 before proceeding with preliminary design. The Contractor must identify Contractor derived interface requirements and minimum required hardware to host the system in an Interface Requirements Specification (DI-ENG-002) for review at the Requirements Review meeting. The Contractor Interface Requirements Specification must be delivered to the Crown for review in accordance with APP 6-5 of Appendix 6. Crown acceptance of the Interface Requirements Specification establishes the Functional Baseline. Crown acceptance of the Interface Requirements Specification will be a prerequisite for the Interface Preliminary Design Review meeting.

2.4-8 **Options Analysis**: The CPOF application provides two main components to support data mediation. These components are Repository Web Services and Data Dissemination Service. As well, the Ozone Widget Framework as part of the Command Post Web must also be considered in the design of the Data Mediation Interfaces. The contractor must conduct option analysis to determine which interface services will be employed with the data source systems to deliver data to CPOF and Command Post Web to meet user information requirements. The options analysis (DI-ENG-021) must be provided to the Crown for review in accordance with APP 6-5 of Appendix 6. Crown will provide decisions on which interface services will be employed, based on the options analysis, for data source interfacing at the Interface Preliminary Design Review meeting.

2.4-9 **Interface Analysis and Design**: The Contractor must conduct interface analysis and design to meet all system requirements, and to document the design in the Interface Design Specification (IDS) (DI-ENG-003). This document must describe the system in enough detail that the V&V plan (DI-ENG-008) can be developed, and the component parts can be procured and built. The IDS will also identify the hardware and software system components in sufficient detail to support life cycle management.

2.4-10 **Service Interface Requirement:** The contractor must provide a Service Interface Requirement (SIR) (DI-ENG-004). The SIR provides a comprehensive description of the details associated with all interfaces that will need to be enabled between the CPOF service and the operational information systems identified in Appendix 3.

2.4-11 **Interface Requirements Traceability:** The Contractor must trace the Interface functional requirements in Appendix 3 to the Contractor derived Interface Requirements Specifications (DI-ENG-002), subsequent design documentation, and test procedures. Requirements traceability procedures/processes must be documented in the Contractor's Requirements Verification Matrix (DI-ENG-009). The Contractor must demonstrate traceability and allocation of all technical requirements through interface development documentation to the Product Baseline.

2.4-12 **Requirements Review:** The Contractor will deliver the Interface Requirement Specification to the Crown for review in accordance with APP 6-5 of Appendix 6 and present the result at the requirements review meeting. Crown acceptance of the Interface Requirement Specification will be a prerequisite before proceeding with preliminary design activities.

2.4-13 **Preliminary Interface Design Specification:** The Preliminary Interface Design Specification will be delivered to the Crown for review in accordance with APP 6-5 of Appendix 6 and present the results at the PDR meeting before proceeding with detailed design. Crown acceptance of the preliminary design establishes the Allocated Baseline. Crown acceptance of the Contractor Preliminary Interface Design Descriptions will be a prerequisite for the conduct of the CDR.

2.4-14 **Preliminary Design Review:** In accordance with the CIS Engineering Design Process (AD 5) the Contractor will provide information at the PDR meeting that shows that the preliminary design:

a. meets the validated functional requirements

b. meets the current security requirements

c. can be integrated within the current CIS

d. can be tested, implemented, procured and supported.

e. has identified all required resources and determined their availability

f. is feasible and acceptable given the time and resource requirements

g. mitigates risks and remaining risks acceptable;

h. allocated baseline for Interface Configuration Items is defined; and,

i. Critical accomplishments, success criteria, and metrics are valid for continued technical effort.

2.4-15 **Critical Design Review:** The detailed Interface Design Specification, Preliminary V&V Plan, and Preliminary Life Cycle Support Plan (LCSP) will be delivered to Crown for approval in accordance with APP 6-5 of Appendix 6 the Contractor will present the results at the CDR meeting before proceeding with the Build and Verify phase. Crown acceptance of the Contractor detailed Interface Design Specification will be a prerequisite for the conduct of the FDR meeting. In accordance with the CIS Engineering Design Process the Contractor will provide information at the CDR meeting that shows that:

a. the proposed design will address the initial deficiencies and an subsequent details with the IRS

b. the V&V plan are sufficient to address Acceptance Criteria (functional and Integration) as described in the IRS.

c. the Interface Implementation Plan (IIP) and the LCSP are coordinated and achievable and that all necessary resources have been allocated or obtained in accordance with the procurement plan

d. the C&A plan and schedule have been developed.

e. issues are resolved;

f. the allocated baseline is refined, updated;

g. risk management approach is refined for the next phase; and

h. Critical accomplishments, success criteria, and metrics are valid for continued technical effort.

2.4-16 **2.4-15 Final Design Review:** Successful completion of Qualification Testing and Operational Testing – Phases I and II as described in Section 2.5 of this SOW will be prerequisites for the conduct of the FDR meeting. The Contractor must complete final design and present the results at an FDR meeting before proceeding with interface installation. At the FDR meeting, the Contractor will confirm design readiness for final build, production, support, and deployment. The Contractor will document the results of the final design for the interface in Interface Design Specification (DI-ENG-003). The final Interface Design Specification will be delivered to Crown for acceptance in accordance with APP 6-5 of Appendix 6 prior to the conduct of the FDR meeting. Crown acceptance of the final design establishes the Product Baseline. In accordance with the CIS Engineering Design Process the Contractor will provide the following information at the FDR meeting:

a. Test reports to ensure that the solution addresses the deficiencies and can be implemented within the production environment

b. CONOPS and Operator/Support training plans and SOPs with lessons learned from the Build & Verify step

c. Update of the C&A plan and schedule

d. Confirm that the IIP and LCSP are updated with lessons learned from the Build & Verify step

e. Confirm that all necessary resources have been allocated and are available to support the IIP and LCSP

f. Request for Change for approval by the Crown.

2.5 Build, Verification and Testing Services

2.5-1 **General:** This section of the SOW details the interface verification and testing requirements for the Contract. It identifies the interface verification and testing work the Contractor is obligated to conduct in order to verify and test the Data Mediation Interfaces following best industry practices.

2.5-2 **Interface Verification and Validation (V&V) Plan:** The Contractor must prepare an Interface V&V Plan in accordance with DI-ENG-008 and submit it for Crown approval. The V&V Plan will identify the supporting test plans. The test plans will address the following test types: Unit, Qualification and Operational tests. The Interface V&V Plan will govern the Contractor's testing effort. The Contractor must update the initial Interface V&V Plan (forming part of the Contractor's proposal at the Request for Proposal (RFP) stage) and submit it for Crown approval in accordance with timings identified in APP 6-5 of Appendix 6 prior to the PDR.

2.5-3 **Requirements Verification and Qualification:** The Contractor must provide a Requirements Verification Matrix in accordance with DI-ENG-009 and submit it for Crown approval in accordance with timings identified in APP 6-5 of Appendix 6. The Qualification Matrix requirement indicated in the V&V plan is incorporated into the Requirements Verification Matrix. Therefore only the Requirements Verification Matrix is required. The Contractor must maintain an updated Requirements Verification Matrix and submit it prior to the, Interface Preliminary Design Review, Interface Critical Design Review and Interface Final Design Review in accordance with APP 6-5 of Appendix 6. The completed Requirements Verification Matrix will be submitted to the Crown following completion of Operational Testing Phase III, accordance APP 6-5 of Appendix 6, and is to be included as part of the Requirements Verification Report DI-ENG-010.

2.5-4 **Requirements Verification Report:** The Contractor must provide a Requirements Verification report in accordance with DI-ENG-010 and submit it for Crown review in accordance with APP 6-5 of Appendix 6. The Requirements Verification Report will include system identification and overview, verification requirements and criteria, overview of results, identification of items verified and dates of verification, detailed results, problems encountered, and rationale for decisions.

2.5-5 **Interface Unit Testing:** The Contractor must prepare Interface Unit Test Procedures in accordance with DI-ENG-011 for all Unit testing and an Interface

Unit Test Report for each unit test in accordance with DI-ENG-012. Interface Unit Tests will be conducted prior to qualification testing and the Interface Unit Test Procedures and Interface Unit Reports will be submitted, to the Crown for review in accordance with APP 6-5 of Appendix 6 prior to qualification testing Test Readiness Reviews. Interface Unit Testing will take place at Contractor's facilities.

2.5-6 **Interface Qualification Testing:** The Contractor must prepare Interface Qualification Test Plans in accordance with DI-ENG-013 for all qualification testing and an Interface Qualification Test Report for each qualification test in accordance with DI-ENG-014.

a. Interface Qualification Test Plans will be submitted to the Crown for review and approval in accordance with APP 6-5 of Appendix 6.

b. Interface Qualification Testing will take place primarily at Crown facilities located at Government of Canada facilities in Ottawa, Ontario.

2.5-7 **Operational Testing:** Before installing the Data Mediation Interfaces on the Crown networks, network compatibility testing must be completed to ensure the interface component build instructions are correct so that the installed interface does not interfere with existing network applications.

a. Operational testing will be divided into three phases. Phase I will be interface build testing, Phase II will be the Crown network certification testing and Phase III will be installation testing.

b. Prior to commencing Operational Testing Phase I, the Contractor must prepare Operational Test Plan, in accordance with DI-ENG-015, for Operational Testing Phase I, draft Component Build documents, in accordance with DI-ENG-017 and associated draft Component Build Configuration Data documents, in accordance with DI-ENG-018. The Operational Test Plan for Phase I and draft Component Build and Component Build Configuration Data documents will be submitted for Crown review and approval in accordance with APP 6-5 of Appendix 6.

c. At Operational Testing Phase I the contractor must provide the Data Mediation Interfaces and the respective Crown approved Component Build documents (DI-ENG-017) and associated Crown approved Component Build Configuration Data documents (DI-ENG-018). The Crown will verify the Component Build and Component Build Configuration Data by witnessing the Contractor building the Data Mediation Interfaces, following the Contractor's Component Build and Component Build Configuration Data instructions, in the sandbox test environment of the Department of National Defence (DND) CSNI Test Development Centre. During the execution of the build process the Contractor will edit the interface Component Build and Component Build Configuration Data documents as necessary.

d. On completion of Operational Testing Phase I, the Contractor must prepare an Operational Test Report, in accordance with DI-ENG-016, for Operational Testing Phase I, in accordance with APP 6-5 of Appendix 6 prior to the

Operational Testing Phase I Test Exit Review. The Contractor must deliver the finalized version of the Data Mediation Interface Component Build and Component Build Configuration Data documents at the Operational Testing Phase I Test Exit Review where upon successful completion of Operational Testing Phase I, the Crown will indicate that the Data Mediation Interface Component Build and Component Build Configuration Data documents have been verified. The Crown will then provide approval to move to Operation Testing Phase II. The Operational Testing Phase I Test Exit Review will also service as the Operational Testing Phase II Test Readiness Review.

e. At Operational Testing Phase II, the Contractor will witness the Crown conducting network compatibility certification testing of the Data Mediation Interfaces. The test will consist of the Crown building the Data Mediation Interfaces following the verified Build documentation from Operational Testing Phase I, onto the test production network version of the DND CSNI Test Development Centre. Once the build is complete the Crown will monitor and record the Data Mediation Interfaces network performance for a period of approximately two (2) weeks. During Operational testing Phase II the Contractor will be required to make minor changes to the Data Mediation Interfaces build documents as necessary upon direction from the Crown. The Contractor must deliver the certified version of the Data Mediation Interface Component Build and Component Build Configuration Data documents at the Operational Testing Phase II Test Exit Review where the Crown will report the results of Operational Testing Phase II and indicate, upon successful completion of Operational Testing Phase II, that the Data Mediation Interfaces are compatible with DND CSNI and that the Component Build and Component Build Configuration Data documents are certified for deployment on to DND CSNI. The Crown will then provide approval to move to Operation Testing Phase III.

f. Prior to commencing Operational Testing Phase III, the Contractor must prepare the Operational Test Plan in accordance with DI-ENG-019 for Operational Testing Phase III and submit it to the Crown for review and approval in accordance with APP 6-5 of Appendix 6.

g. At Operational Testing Phase III, the Contractor must conduct installation testing, using the Crown approved Operational Testing Phase III Operational Test Plan, on all the Data Mediation Interfaces installed on the Department of National Defence operations networks. (Refer to section 2.6 of this SOW for information on the number of installations of the Data Mediation Interfaces.)

h. On completion of Operational Testing Phase III, the Contractor must prepare an Operational Test Report, in accordance with DI-ENG-020, for Operational Testing Phase III, in accordance with timings identified in APP 6-5 of Appendix 6 prior to the Operational Testing Phase III Test Exit Review.

i. Operational Testing Phase I and II will take place at Department National Defence Test and Development Center facilities currently located at Tunney’s Pasture in Ottawa, Ontario. Access and test setup requirements will be coordinated through the Crown Project Management Office. Information for

the Test and Development Center is provided in Pre-Production Test Environments Information System Concept of Operations (AD 4).

j. Operational Testing Phase III will take place at Crown facilities on the Department of National Defence operations networks.

2.5-8 **Test Readiness Review:** The Contractor must conduct Test Readiness Reviews for Qualification and Operational testing prior to the start of each test in accordance with timings identified in Appendix 4. Test Readiness Reviews are a formal review of the Contractor's readiness to begin formal testing at each level of testing. The Test Readiness Review must be held after Test Plans and Test Procedures are approved by the Crown but prior to commencement of the tests. The Contractor must prepare an agenda in accordance with DI-PM-005 and submit meeting minutes in accordance with DI-PM-006. As a minimum, the Contractor must be represented at the Test Readiness Review by the Contractor Project Manager and all key personnel responsible for test work within the Contract. The following activities must be conducted at the Test Readiness Review meeting:

a. Review of test environment and operating profiles;

b. Review of approved test plans and procedures;

c. Review of test limitations and constraints;

d. Review of associated Unit Testing documentation and results;

e. Review of the results for interface verification, and any other informal testing;

f. Review of known problems and Problem Reports

g. Review of technical risks; and,

h. A Go/No Go decision by the Crown.

2.5-9 Qualification and Operational testing must be jointly attended by the Crown and Contractor test personnel. The Contractor must execute the test scripts documented in each test and must record detailed results as the test proceeds with the exception of Operational Testing Phase II. The Crown Project Authority or delegate will witness the tests, record additional observations and witness the results documentation. Test results must be recorded in ink on hard copy printouts of the test documentation. Both the Contractor Test Manager and the Crown must sign the hard copy test results after each test case.

2.5-10 **Test Exit Reviews:** The Contractor must conduct Test Exit Reviews for Qualification and Operational testing at the end of each test in accordance with timings identified in Appendix 4. Test Exit Reviews are a review of the results of the test by the Crown Project Authority and the Contractor Test Manager with those who executed and witnessed the test. As a minimum, the Contractor must be represented at the Test Exit Review by the Contractor Project Manager and Contractor Test Manager and all key contractor test personnel who executed and

witnessed the test. The Contractor must prepare an agenda (DI-PM-005) for approval by the Crown prior to the start of Test Exit Review and the Contractor must prepare and submit meeting minutes (DI-PM-006). The Contractor must prepare all of the materials required for effectively conducting the meeting. If the results of a test are such that the criteria for success have not been achieved, the Contractor must resolve the problems to the satisfaction of the Crown and repeat the acceptance test at a later date. The following activities must be conducted at the Test Exit Review:

a. Observations raised during testing are discussed, and if appropriate, recorded problems in accordance with Problem Management Procedures (DI-PM-013).

b. Where analysis of the root cause of the problem has already been completed, action items to resolve the problem are agreed and recorded accordance with Problem Management Procedures.

c. A review of the number of problems is undertaken and compared to the criteria for success and the overall success of the testing is determined.

2.5-11 This information is recorded in the draft test report, which is reviewed and agreed in principle between the Crown Project Authority and Contractor Test Manager before the Test Exit Review is finished.

2.5-12 **Test Problem Reporting:** The Contractor must report test problems as part of the Problem Management Procedures using Problem Management Report (DI-PM-014).

2.6 Interface Installation Services

2.6-1 **General:** This section of the SOW details the installation requirements for the Contract. It identifies the installation work the Contractor is obligated to conduct for the Data Mediation Interfaces following best industry practices.

2.6-2 The Contractor must install, with Crown oversight, two (2) component builds of the Data Mediation Interfaces on Crown networks in accordance with Component Build and Component Configuration Data documents developed and certified by the Crown during Operational Testing Phase II. The location of work for the builds will be within the National Capital Region. The Contractor must minimize and forecast disruptions to site operations.

2.6-3 **Interface Implementation Plan (IIP):** The Contractor must provide an Interface Implementation Plan in accordance with DI-ENG-006 and submit it for Crown approval. The Interface Implementation Plan will address installation prerequisite conditions, testing, problem management and schedule, training programme and installation work. The implementation plan will govern the Contractor's installation effort. The Contractor must submit the Interface Implementation Plan in accordance with APP 6-5 of Appendix 6.

2.6-4 **Interface Implementation Report:** The Contractor must provide a Data Mediation Interfaces Implementation Report in accordance with DI-ENG-007 and

submit it in accordance with APP 6-5 of Appendix 6 for Crown for review and approval on completion of installation work.

2.6-5 **Interface Transition Support:** The Contractor must support the Data Mediation Interfaces until handover to In-Service Support (ISS). The Contractor must document how the Contractor plans to transition the Data Mediation Interfaces to the in-service support and operational phase in the Contractor Data Mediation Interfaces Transition Plan (DI-BTM-001). The Contractor must provide a Data Mediation Interfaces Transition Plan in accordance with DI-BTM-007 and submit it in accordance with APP 6-5 of Appendix 6 for Crown for review and approval.

2.7 Interface Training Services

2.7-1 **General:** This section of the SOW details the Data Mediation Interfaces training requirements for the Contract. It identifies the Data Mediation Interfaces training work the Contractor is obligated to provide for the Data Mediation Interfaces following best industry practices.

2.7-2 The Contractor must develop and provide training to operate and maintain the Data Mediation Interfaces.

2.7-3 All training and manuals must be provided in English only.

2.7-4 Training must be conducted in Ottawa, Ontario. The Contractor must provide training at Crown facilities where the Crown will provide a training classroom equipped with required hardware, training workstations and multimedia capability. The Contractor will provide the training interface.

2.7-5 **Training Plan:** The Contractor must deliver a Training Plan (DI-TRG-001) that identifies how maintainer training for the Data Mediation Interfaces will be developed, provided and transitioned to the Crown. The Contractor must submit the Training Plan for Crown approval in accordance with APP 6-5 of Appendix 6.

2.7-6 **Course Training Plans:** The Contractor must develop and a Course Training Plan (DI-TRG-002 for the Data Mediation Interfaces Course. The Course Training Plan must be submitted for Crown approval in accordance with APP 6-5 of Appendix 6.

2.7-7 **Training Packages:** The Contractor must deliver a Training Package (DI-TRG-003) for the Data Mediation Interfaces Course for Crown approval in accordance with APP 6-5 of Appendix 6. The Training Package consists of all course material including, but not limited to, the course schedule, master lesson plan, lesson plans, audio/visual aids, and student material required for the conduct of the Course Training Plan.

2.7-8 **Interface Maintenance and Operations Manual:** The Data Mediation Interfaces Maintenance and Operations Manual must include all system administration, maintenance, operation and support functions, activities, and procedures required by the System. The Contractor must deliver the Data

Mediation Interfaces Maintenance and Operations Manual (DI-LS-002) in Contractor's format and must not contain any company logos or markings. The Contractor must deliver the manual in accordance with APP 6-5 of Appendix 6.

2.7-9 **Training Delivery:** The Contractor must provide training in accordance with the approved Course Training Plans and training packages to qualify Crown personnel for maintaining and operating the Data Mediation Interfaces. The Contractor must provide one serial in Ottawa for up to ten students for the Data Mediation Interfaces Course in accordance with the approved Project schedule.

2.7-10 **Progress Reviews:** The Contractor will report on training tasks and deliverables during the conduct of Progress Review Meetings in accordance with Section 2.2-12 of this SOW.

2.7-11 **Training and Manual Reviews:** A Training and Manual Review is an opportunity for the Crown to conduct a final review of the Training Package and Manual prior to the commencement of training. An independent Training and Manual Reviews is required for the Data Mediation Interfaces Training. Timings for Training and Manual Review are in accordance with Appendix 4.

a. The Contractor and Crown will co-chair the Training and Manual Review;

b. The Contractor must attend the Training and Manual Review and its representatives at the meeting will be at the discretion of the Contractor, ensuring that the objectives of the review are met;

c. The Contractor must prepare an agenda in accordance with DI-PM-005 for the Training and Manual Review;

d. The Contractor will prepare all materials required for effectively conducting the meeting; and,

e. The Contractor will prepare meeting minutes in accordance with DI-PM-006 for the Training and Manual Review.

2.8 Additional Work Requests (AWR)

2.8-1 **General:** This section of the SOW details the obligations of the Contractor with respect to AWR within the Contract.

2.8-2 AWR refers to work that is related to but not specifically included within this SOW. The procedure for the processing of AWR is contained within Article 7.2 of Part 7 – Resulting Contract Clauses.

3.0 IN-SERVICE SUPPORT

3.1 General

3.1-1 This section of the SOW details the Data Mediation Interfaces support service work the Contractor will be required to perform during the in-service support phase for the Data Mediation Interfaces. The purpose of this work is to ensure corrective, preventive, adaptive, and perfective maintenance of the Data Mediation Interfaces products during the in service support phase of the Data Mediation Interfaces life cycle.

3.1-2 The In-Service Support (ISS) requirement contains two distinct activities:

a. Service support of the Data Mediation Interfaces; and,

b. Additional Work Requests (AWR) as required.

3.1-3 **Governance:** DND Organization: It is envisioned that the initial two–year period of ISS will be managed by the JIIFC Project. The remaining ISS periods of the contract will be managed by the DND Life Cycle Application Manager (LCAM) organization.

3.2 In-Service Support Activities

3.2-1 The work will consist of Contract related project management and administrative services as well as functional support which may include:

a. Basic project management and contractor administration activities;

b. Sustainment Engineering Activities;

c. Configuration management and control activities; and,

d. Training support activities.

3.2-2 **Basic Project Management and Contractor Administrative Services:** required on a part-time basis, activities will include but are not limited to:

a. **Interface Life Cycle Support Plan (LCSP):** The Contractor must prepare an Interface Life Cycle Support Plan in accordance with DI-LS-003 and submit it for Crown approval. The Interface Life Cycle Support Plan will address the methods used by the Contractor to provide Data Mediation Interfaces support. It serves as the principal management and planning document for execution of Data Mediation Interfaces support.

b. **Support Review Meeting:** The Contractor must conduct Support Review Meetings to address contracted support performance. Support Review Meetings will be co-chaired by the Contractor and the Crown and will be held annually at a time mutually agreed upon commencing no later than six

months following the commencement of the In-Service Data Mediation Interfaces Support phase.

c. The Contractor must prepare and submit an agenda (DI-PM-005) for approval by the Crown in accordance with timings in APP 6-5 of Appendix 6, unless waived by the Crown prior to the meeting. The Contractor must prepare and submit meeting/review minutes (DI-PM-006) to the Crown in accordance with APP 6-5 of Appendix 6;

d. It is expected that Support Review Meetings will normally be completed over a two-day period. The Contractor must provide a copy of the Yearly ISS Report (DI-LS-005) and Action Item List (DI-PM-007) no later than five working days prior to the meeting. The Contractor must prepare all of the materials required for effectively conducting the meeting.

e. **Monthly ISS Report:** The Monthly ISS Report (DI-LS-004) will provide the Crown with monthly statistics, issues, and activities pertaining to Data Mediation Interfaces support activities. The Contractor must provide the Project Authority with a monthly report by the 10th day of the month. The first Monthly Report must be submitted no later than ten working days after the end of the first month in which the ISS Contract commenced.

f. **Yearly ISS Report:** The Yearly ISS Report (DI-LS-005) will provide the Crown with yearly statistics, issues, and activities pertaining to Data Mediation Interfaces support activities. The Contractor must provide the Project Authority with a yearly report no later than the 15th of January of each year. Yearly reports will commence on the 15th of January following the commencement of the In-Service Data Mediation Interfaces Support Contract. and,

g. **Action Item List:** The Contractor must maintain the Action Item List during the Contract and the Action Item List must be provided in conjunction with the Monthly In-Service Data Mediation Interfaces Support Report.

3.2-3 **Sustainment Engineering Activities:** All deliverables received from the Contractor and accepted by DND must meet the requirement specifications in accordance with the Interface Requirements Specification delivered under this Contract. Should Data Mediation Interfaces errors occur that causes the Interfaces not to perform in accordance with the specifications, the Contractor must provide a permanent correction to the Interfaces to ensure that the Data Mediation Interfaces meets the functional and performance specification. Sustainment Engineering Activities may include:

a. Performance Testing and Perform Fault Diagnosis: The Contractor will:

i. Investigate reported problems from a designated Crown support facility;

ii. Test and evaluate the Data Mediation Interfaces performance characteristics; and,

iii. Locate and diagnose Data Mediation Interfaces faults.

b. Tracking of Data Mediation Interfaces problem reports and change requests;

c. Data Mediation Interfaces trouble-shooting and implementation of fixes; and,

d. Engineering and technical support to include Data Mediation Interfaces troubling shooting, development and implementation of Data Mediation Interfaces fixes and patches including all associated test documentation and testing.

3.2-4 **Configuration Management and Control Activities:** Activities may include:

a. Configuration control of Data Mediation Interfaces including version control of software releases;

b. Maintenance of the Data Mediation Interfaces technical and configuration data such as the Data Mediation Interfaces family tree structure; requirements traceability; application models, including (for example) functional block diagrams, data models, data-flow diagrams, control-flow diagrams; Data Mediation Interfaces design and product documentation; version descriptions, and test documentation and data;

3.2-5 **Training Support Activities:** Due to Data Mediation Interfaces fixes and patches training activities may include:

a. Modification of training documentation to support changes; and,

b. Conducting initial training to accommodate changes.

3.2-6 **Support Coverage:**

a. The Crown will report to the Contractor any failure of the Data Mediation Interfaces to operate in accordance with the Interface Documentation or, if applicable, the Specifications. The Crown will report failures to the Contractor by telephone for initial reporting and Crown will follow up initial failure report in writing. The Contractor will be contacted by a designated authority identified by Crown Project Authority. The Contractor must provide:

i. Problem Reporting: The Contractor must provide initial response in the form of a telephone hotline available 24/7 with an initial response time of no greater than four (4) hours from the receipt of the trouble call.

ii. Upon request by the Crown Project Authority, provide technical assistance on-site to a designated Crown support facility.

iii. English language is required for the telephone hotline and the technical assistance.

b. **Data Mediation Interfaces Error Severity Determination:** The Contractor must respond to a report of a Data Mediation Interfaces Error in accordance with the severity of the Interface Error. The severity will be determined by the

Crown, and communicated to the Contractor, based on the following definitions:

i. Severity 1: indicates total inability to use the Data Mediation Interfaces, resulting in a critical impact on user objectives;

ii. Severity 2: indicates ability to use the Data Mediation Interfaces but user operation is severely restricted;

iii. Severity 3: indicates ability to the Data Mediation Interfaces with limited functions which are not critical to overall user operations;

iv. Severity 4: indicates that the problem has been by-passed or temporarily corrected and is not affecting user operations.

c. **Data Mediation Interfaces Correction Response Time**: The Contractor must use reasonable efforts to correct Data Mediation Interfaces Errors as follows:

i. Severity 1: within twenty-four (24) hours of notification by the Crown;

ii. Severity 2: within seventy-two (72) hours of notification by the Crown;

iii. Severity 3: within fourteen (14) days of notification by the Crown;

iv. Severity 4: within ninety (90) days of notification by the Crown.

d. If the Crown reports a Data Mediation Interfaces error to the Contractor, the Crown must provide the Contractor reasonable access to the computer system on which the Data Mediation Interfaces resides, and must provide such information as the Contractor may reasonably request, including sample output and other diagnostic information, in order to permit the Contractor to expeditiously correct the error

3.2-7 **Data Mediation Interfaces Changes:** Data Mediation Interfaces changes developed by the Contractor must be approved by the Crown Operational, Technical and Security Authorities prior to installation on Crown networks.

3.3 Additional Work Requests

3.3-1 The Crown may request additional work that although within the scope of this requirement, is outside of scope of work provided within in-service support activities. Tasks may include, but are not limited to:

a. Requirements analysis;

b. Data Mediation Interfaces design, development, integration and test;

c. Data Mediation Interfaces verification and validation;

d. Software media conversion and release;

e. Updates to all affected documentation; and,

f. Training.

3.3-2 For additional services that remain within the scope of this requirement, the process detailed in Part 7 Resulting Contract Clauses, Article 7.4 Additional Work Requests will apply.

Appendix 1 – Acronyms

AD	Applicable Documents
AWR	Additional Work Requests
CDR	Critical Design Review
CDRL	Contract Data Requirements List
CEIL	Contract End Item List
CF	Canadian Forces
CFWOS	Canadian Forces Weather and Oceanographic Service
CIS	Communication and Information System
CM	Configuration Management
CMP	Configuration Management Plan
CNET	Classified Network
COP SYNC	Common Operational Picture Synchronization
CPOF	Command Post of the Future
CSNI	Consolidated Secret Network Infrastructure
DDS	Data Dissemination Service
DID	Data Item Description
DMI	Data Mediation Interface
DND	Department of National Defence
ECP	Engineering Change Proposal
FDR	Final Design Review
GCCS-M	Global Command and Control System – Marine
GFE	Government Furnished Equipment
GFI	Government Furnished Information
GFRR	Government Furnished Resource Report
GFSW	Government Furnished Software
GSM	Government Supplied Materiel
ICR	Interface Configuration Record

IDS	Interface Design Specification
IEP	Interface Engineering Plan
IIP	Interface Implementation Plan
IM/IT	Information Management/Information Technology
IRS	Interface Requirement Specification
ISS	In-Service Support
JC3IEDM	Joint Consultation, Command and Control Information Exchange Data Model
JIIFC	Joint Information and Intelligence Fusion Capability
JTF	Joint Task Force
LCSS	Land Command Support System
LOGFAS	Logistic Functional Area Services
Met Mgr	Meteorological Manager
MIDB	Modernized Integrated Database
MIP	Multi-Lateral Interoperability Program
MOM	Microsoft Operations Manager
NAPPIC	National Aerospace Planning Process Integration Capability
ODB	Land Command Support System Operational Data Base
ORION	Online Repository Information Operational Network
OTH	Over The Horizon
PASS	Publish and Subscribe Service
PDR	Preliminary Design Review
PM	Project Manager
PMBOK	Project Management Body of Knowledge
PMP	Project Management Plan
PRM	Progress Review Meeting
PSR	Project Status Report
PWGSC	Public Works and Government Services Canada
RFP	Request for Proposal
SCOM	System Center Operations Manager

SIR	Service Interface Requirement
SOA	Service Oriented Architecture
SOW	Statement of Work
TRR	Test Readiness Review
V&V	Verification and Validation
WBS	Work Breakdown Structure
WebTAS ®	Web Enabled Temporal Analysis System
XML	Extensible Markup Language

Appendix 2 – Definitions

Introduction

The definitions contained in this appendix are derived from a number of sources and are to be used for interpreting this Statement of Work. The interpretation of these definitions must be employed by the Contractor in their proposal.

Baseline

A defined and approved collection of configuration documentation (e.g. specifications, drawings, Technical Data Package) established at a specific point in time. The baseline is a formal, controlled and maintained set of data that serves as a basis for defining change. Baseline is the act of initially establishing and approving a set of configuration documentation, and placing that documentation under formal, controlled and maintained configuration change procedures. For this SOW, the following Baselines apply:

i. Allocated Baseline

The allocated baseline is the approved performance oriented requirements allocated from a higher level interface requirement (e.g. functional baseline). Use of an allocated baseline is necessary for development of complex interface in order to delegate functional requirements to lower level interface configuration items. The allocated baseline is documented in the Interface Design Specification (DI-ENG-003).

ii. Functional Baseline

The functional baseline is the approved interface level requirements describing the interface's top level performance and shall document the approved user requirements as defined by the contract. Establishment of the functional baseline is required before design activities can begin. The functional baseline is documented in the Interface Requirements Specification (DI-ENG-002).

iii. Product Baseline

The product baseline is the approved detailed design documentation. The product baseline is documented in the final Interface Design Specification (DI-ENG-003) and the Technical Manuals reviewed at Final Design Review.

Battlespace Management

The means and measures that enable the dynamic synchronization, prioritization and de-confliction of activity across all dimensions of an assigned area of operations within the Battlespace.

Controlled Goods

Controlled goods are goods designed or modified for a military or strategic purpose and consist of munitions, strategic goods and technology, including goods covered by the *International Traffic in Arms Regulations* of the United States. Controlled goods include controlled technology.

Data Dissemination Service (DDS)

Data Dissemination Service (DDS) is a product procured through the US Mission Command. They are built to support many-to-many data exchange requirements emerging from stove piped architectures. The Publication/ Subscription mechanism does not impose a model on the way the application conducts the Business. Published data is stored for future subscriptions with a time-to-live. DDS's flexible methodology is based on a set of pre-defined schemas which allows for insertion of new schemas and message exchange. DDS is built on Web Services/SOAP and XML standards and runs over HTTP(s)

Data Mediation

The role of Data Mediation in the JIIFC System is to facilitate the sharing of information between its visualization tool and the authoritative data sources (Appendix 3) that do not share the same data model, or Extensible Markup Language (XML) schema. This will allow a one way information flow from the authoritative data sources to the JIIFC System, not permitting information sharing amongst the authoritative data sources. For the purpose of this RFP, the DMI will include all services that will satisfy the interface functional and performance requirements (Appendix 3)

Interface Documentation

Means all of the manuals, handbooks, user guides and other human-readable material which have been provided by the Contractor to, whether provided in printed form or electronic media

Interface Support Period

Time period specified in the Contract during which the Contractor must support the Interface, in accordance with the conditions of the Contract

Maintenance Releases

Enhancements, extensions, improvements, upgrades, updates, releases, versions, renames, rewrites, cross-grades, components and back grades or other modifications to the Licensed Software developed or published by the Contractor or its licensor

Operational Information System

Authoritative source data system supporting Canadian Forces Operations

Software Error

Software instruction or statement contained in or absent from the Interface, which, by its presence or absence, prevents the Interface from operating in accordance with the specifications

Validation

The process of establishing documented evidence that provides a high degree of assurance that an IT service accomplishes its intended purpose. *“Did you build the right thing?”*

Verification

A quality process that is used to evaluate whether or not an IT service complies with regulations, specifications, or conditions imposed at the start of a development phase. *“Did you build it right?”*

Appendix 3 – DMI Functional Requirements

APP 3-1 Purpose

a. The purpose of this section is to outline the functional requirements for the Data Mediation Interfaces. These requirements represent the Contract baseline definition of the Data Mediation Interfaces functional requirements for the Contractor to develop and verify.

APP 3-2 Overall Description

a. Product Perspective: The JIIFC System integrates multiple components, to provide the Joint Operational-level Battlespace Management capability identified by the users. The Data Mediation Interfaces are a key component required to populate respective data repositories to support operational and training functions.

b. Product Function:

i. The main function of the Data Mediation Interfaces are to make use of the application services provided with the CPOF software to bring data from various sources into a single user environment to support Joint Operational-level Battlespace Management activities.

c. Constraints:

i. **Information Management/Information Technology (IM/IT) Operational Environment:** Latency of data processing by the JIIFC System must take into account latencies inherent with the CSNI network environment.

ii. **Hardware limitations:** the deliverables must run on a hardware platform that is consistent with the Enterprise IM/IT environment and the overall JIIFC System hardware configuration, particularly in a virtualized server environment.

iii. **Parallel operation:** the deliverables must not interfere with any existing applications on CSNI.

iv. **Interface development requirements:** If code development is required, the deliverables must be written in a standard programming language that is commonly used for its purpose and Service Oriented Architecture (SOA)

v. **Signal handshake protocols:** the deliverables must be interoperable with existing protocols used by the Enterprise IM/IT and Operational Information Systems environments.

APP 3-3 Data Mediation Interfaces Functional Requirements

a. **Data Mediation Interfaces:** The deliverable, referenced in this and subordinate sections, are the Data Mediation Interfaces.

b. **Interfaces:** The deliverable must be able to establish data linkage between CPOF application services and the following Operational Information Systems using the existing interface provided by each system:

i. National Aerospace Planning Process Integration Capability (NAPPIC)

ii. Global Command and Control System (GCCS)

iii. Land Command Support System – Operational Database (LCSS-ODB) and ORION.

iv. Logistic Functional Area Services (LOGFAS)

v. Modernized Integrated Database (MIDB)

vi. Canadian Forces Weather Observation System – Meteorological Manager (CFWOS-Met Mgr)

c. **Data Format Processing:** The deliverable must be able to process various data formats as provided by the source systems.

d. **Data Transformation:** The deliverable must be able to transform (syntactic and semantic) source system data elements into the target data schema.

e. **Data Delivery:** The deliverable must be able to load transformed data into the CPOF data repository.

f. **Alerts:** The deliverable must provide an alert to the JIIFC System users when an Operational Information Systems stops reporting in data.

g. **Latency:** Different data sources have different frequency update rates as per APP 3 Table 2. Some provide regular updates on fixed intervals, others are based on events. Although the latency due to the CSNI network is beyond the control of the JIIFC System, the deliverable must take into account the CSNI IM/IT environment it will be deployed on and design the interface to minimize latency within the data mediation layer.

i. The deliverable must be able to maintain data frequency update rate of the source systems.

ii. The deliverable must be compatible with the CPOF application services interfaces to allow for a reasonable time to live for resident Operational Information Systems data, based on the frequency update rates.

iii. The deliverable must optimize throughput within the deployed IM/IT environment.

h. **Data Integrity and Accuracy:**

i. **Precision of numerical values:** Precision of numerical values, such as Latitude/Longitude positions, is important to Joint Operational –level Battlespace Management. Therefore, the deliverable must maintain the same precision in numerical values to the extent the target schema allows.

ii. **Symbology and graphical representation:** Symbology and graphical representation usually carry specific meanings. The deliverable must maintain the same or equivalent symbology when mapping to the target schema.

iii. **Text fields:** Text fields maybe used extensively to capture description of events or short reports. The deliverables must avoid truncating text fields to the extent of the target schema.

i. **Scalability:**

i. **Data Volume Adaptability:**

(a) The deliverable must be able to handle an increase in data volume of 50% of the current data load of each the Operational Information Systems.

(b) The deliverable must be able to handle multiple instances of the same Operational Information System.

ii. **New Operational Information Systems Adaptability:** The deliverable must be able to accommodate new Operational Information Systems with minimum modification to the source code.

iii. **Deployability:** The deliverable must be able to be deployed simultaneously at multiple locations in the CSNI IM/IT environment.

j. **Usability:**

i. The deliverable must be transparent to the JIIFC System users.

ii. The deliverable must provide intuitive interfaces for integration interface administrators to perform maintenance and troubleshooting.

k. **Auditing and Logging:**

i. **Logging:** The deliverable must provide mechanisms to log interactions between its inputs and outputs.

ii. **System Monitoring:** The system administration services must include the capability to conduct system monitoring and auditing.

iii. **Auditing:** The deliverable must provide mechanisms to maintain, at minimum, audit trails for:

(a) Login name;

(b) Login workstation;

(c) Date/time of login;

(d) Duration of login;

(e) Last login validation;

(f) Length of inactivity;

(g) Name of last workstation client logged in from;

(h) Process identifier;

(i) User computer name;

(j) Location of login shell/script;

(k) User identifier;

(l) Group identifier; and

(m) Home directory.

l. **Start Up, Shut Down, and Recovery:**

i. The deliverable must be capable of being restarted from a shutdown with minimal operator intervention.

ii. The deliverable must be capable of being started up or shut down by a System Administrator on-site or remotely.

iii. The deliverable must be capable of being restored to its previous condition before the unplanned shutdown occurred.

m. **Business Continuity:**

i. The deliverable must be able to automatically failover[1] to a Hot Standby for Business Continuity purposes;

ii. The deliverable must provide notification to both users and administrators when failover occurs;

iii. Upon automatic failover, the deliverable must provide notification to users logging on that they are working with the Hot Standby;

iv. The deliverable must provide notification when the primary is restored;

v. The deliverable must not lose any data from the Operational Information Systems during failover and when it is being restored;

vi. The deliverable must provide email notification when failover occurs; and

vii. The deliverable must handle failover transparently to the user.

[1] In computing, failover is the capability to switch over automatically to a redundant or standby computer server, system, or network upon the failure or abnormal termination of the previously active application, server, system, or network. Failover happens without human intervention and generally without warning, unlike switchover.

n. **Availability:** The Data Mediation Interfaces must be available 24/7 as a mission-critical system. Availability must be in accordance with the following:

i. The deliverable must not exceed the average planned outage time of 60 minutes per week.

ii. The deliverable must not exceed the maximum planned outage length of 120 minutes at a time.

o. **Maintenance and Evolution**

i. **Service-Oriented Architecture (SOA) principles:** The deliverable must follow SOA principles to enable the JIIFC System to evolve into a full SOA as the source systems evolve.

ii. **Code Reuse:** If code development is needed, the deliverable must optimize reuse of code.

iii. **Embedded Comments:** If code development is needed, the deliverable must include comments embedded in software code to facilitate code maintenance.

iv. **Centralized System Administration:** The deliverable must allow for centralized system administrative services (i.e. by an Administrator residing in a fixed location, and corresponding to the primary authority for the system nationally) and in a distributed system administration services (i.e. by an Administrator residing in any of a number of physical locations within the network area, and corresponding to the System Administrator at local sites or groups of sites).

p. **Deployment Environment:**

i. **Bandwidth:** The Data Mediation Interfaces deployed on the Crown corporate IM/IT infrastructure must not exceed the allocated bandwidth for information transfers for the CSNI network locations, both fixed and deployed.

ii. **Compatibility:** The Data Mediation Interfaces must be compatible with CSNI;

(a) Network Operating System;

(b) Identity, Access Management and Directory Services;

(c) Systems Management Services (Microsoft Operations Manager (MOM) / Systems Center Operations Manager (SCOM));

(d) Data Backup;

(e) Security and Antivirus; and,

(f) Patch Management Service (Windows Server Update Services).

iii. **Transparency:** The deliverable must not disrupt user sessions; i.e., non-catastrophic changes to the CSNI network configuration such as routine System Administrator tasks as described in this specification must be transparent to the user.

iv. **Security:** The Data Mediation Interfaces must not alter Operational Information Systems and/or its databases.

q. **Administration Services:**

i. The deliverable must provide access by user role or types[2].

ii. The deliverable must be able to handle multiple System Administrators working simultaneously.

iii. The deliverable must be capable of providing the System Administrator with a Windows, Icon and Mouse, Pointer User Interface and a text-based command line interface.

iv. The deliverable must provide for the delegation of enhanced privileges so that system administration duties can be delegated to lower levels in the hierarchy.

[2] For example, one group of users has permission to view an attribute but not update it while another group of users has permissions to update or view it.

Appendix 4 – Meetings and Reviews List

Meeting	Timing
Kick Off Meeting	**One time**, within **one (1) month** of Contract award
Progress Review Meeting (PRM)	Every **three (3) months** or more frequently at the discretion of the Crown or if specifically requested by the Contractor.
Technical Review Meeting	Every **three (3) months** as part of the PRM.
Risk Review Meeting	Every **three (3) months** as part of the PRM.
Ad-Hoc Meetings	As Required
Controlled Goods Technical Data Review Meeting	**One time** within **one (1) month** of receipt of third party transfer authority
Requirement Review Meeting	**One time,** in accordance with approved schedule.
Interface Preliminary Design Review Meeting (PDR)	**One time,** in accordance with approved schedule.
Interface Critical Design Review Meeting (CDR)	**One time,** in accordance with approved schedule.
Interface Final Design Review Meeting (FDR)	**One time** prior to Operational Testing Phase III
Test Readiness Review Meetings (TRR)	**Prior** to the start of each formal test
Configuration Review	After each Test Readiness Review, but before the Test
Test Exit Review	**Immediately** following each Test
Training and Manual Review for Data Mediation Interfaces Training	**One time, thirty (30) working days** prior to the Data Mediation Interfaces Training.
Option: Support Review Meeting	**Yearly,** commencing no later than six months following the Crown invoking the In-Service Support contract option

Appendix 5 – Reports and Plans List

Note: For all deliverables where the due date falls on a Saturday, Sunday or Holiday, the deliverable will be due on the next regular business day.

Reports:

Reports	Timing	Reference
Project Status Report	Following Kick Off Meeting and submitted no later than **10th day of each month**	DI-PM-004
Accounting Report for Government Property	Submitted **annually** and as required by the Crown	DI-PM-011
Problem Management Report	**Monthly**, included with the Project Status Report.	DI-PM-014
Interface Implementation Report	Draft no later than **twenty (20) working days** prior to the FDR meeting, then updated monthly, included with the Project Status Report, until completion of interface installation. Final version submitted no later than **ten (10) working** days following completion of interface installation	DI-ENG-007
Monthly In-Service Support Report	Following the In-Service Support Option being invoked, submitted no later than **10th day of each month**	DI-LS-004
Yearly In-Service Interface Support Report	Following the In-Service Support Option being invoked, submitted no later than **15th January yearly**	DI-LS-005
Requirements Verification Report	Draft no later than **twenty (20) working days** prior to the FDR meeting Final version submitted no later than **ten (10) working days** following completion of Operational Testing Phase III.	DI-ENG-010
Interface Unit Test Report	Submitted no later than **twenty (20) working days** prior to the Qualification Test Readiness Review meeting	DI-ENG-012
Qualification Test Report	Submitted no later than **ten (10) working days** after the Qualification Test - Test Exit Review meeting	DI-ENG-014
Operational Test Report – Phase I	Submitted no later than **ten (10) working days** after the Operational Test – Phase I - Test Exit Review meeting	DI-ENG-016
Operational Test Report – Phase III	Submitted no later than **ten (10) working days** after the Operational Test – Phase III - Test Exit Review meeting	DI-ENG-020
Technical Report	Prior to submitting each invoice requesting payment for ISS work completed.	DI-LS-006

Plans:

Plan	Timing	Reference
Project Management Plan	Initial: Submitted with Proposal as per RFP Update: Submitted no later than two **(2) months** following Contract Award and then **ten (10) days** prior to each Progress Review Meeting.	DI-PM-001
Configuration Management Plan	Initial: Submitted with Proposal as per RFP Update: no later than two months following Contract Award and then **ten (10) days** prior to each Progress Review Meeting.	DI-PM-010
Interface Release and Mitigation Management Plan	Initial: no later than two (2) months after Contract Award Update: **ten (10) days** prior to each Progress Review Meeting.	DI-PM-012
Interface Engineering Plan	Initial: Submitted with Proposal as per RFP Update: no later than **twenty (20) working days** prior to the Requirements Review meeting and no later than **ten (10) working days** after the Requirements Review meeting	DI-ENG-001
Interface Implementation Plan	Initial: Draft submitted no later than **twenty (20) working days** prior CDR Update: Final no later than **ten (10) working days** following CDR	DI-ENG-006
In-Service Support Plan	Initial: Submitted with CDR Update: Submitted no later than **two (2) months** following In-Service Support option being invoked.	DI-LS-003
Training Plan	Initial: Draft submitted no later than **twenty (20) working days** prior to PDR Update: no later than **twenty (20) working days** prior to CDR and no later than **ten (10) working days** after CDR	DI-TRG-001
Course Training Plans	Initial: Draft submitted no later than **twenty (20) working days** prior to the CDR meeting Update: no later than **twenty (20) working days** prior to FDR and no later than **ten (10) working days** after FDR	DI-TRG-002
Interface Transition Plan	Initial: Submitted with CDR Update: no later than two months following CDR and then **ten (10) days** prior to each Progress Review Meeting.	DI-BTM-001

Plan	Timing	Reference
Interface Verification and Validation Plan	Initial: no later than **twenty (20) working days** prior to the CDR meeting Final: Updated version submitted no later than **ten (10) working days** following the CDR meeting	DI-ENG-008

Appendix 6 – Contract Deliverables

APP 6-1 Contract End Items List (CEIL)

APP 6 Table 1: Contract End Items List

CEIL Item	Description	Quantity	Delivery
SW-01	Data Mediation Interfaces Package (paragraph APP 6-2)	6 copies	At FDR

APP 6-2 Contract End Item Deliverable SW-01 Package

The Installation Packages provides the Crown with the media required to re-install and re-configure the interface.

Requirements: The Installation package will automate the installation processes as much as possible, minimizing the requirement for user actions during installation.

Format: The installation package must be provided in the form of a collection of software installation CD-ROMs and / or DVDs provided by the Contractor and by third-party Original Equipment Manufacturers. The software installation media for the Contractor's software applications must include:

a. An installation application;
b. Files that are installed by the installation package;
c. Data used during the modification of registry entries or configuration files;
d. Release notes; and
e. Other applicable documentation.

Release Notes: Release notes that accompany the interface release must be prepared following the Contractor's format, and must include, but not be limited to, the following content:

a. Identification of interface build to which the release notes relate;
b. Changes in interface functionality since previous release of interface provided to Crown;
c. Instructions for un-installing previous builds, or reference to applicable documentation;
d. Build-specific instructions for installation and configuration, tailored for the Crown-specific hardware platform, operating system, and configuration requirements;
e. Instructions for verifying the correct installation and configuration of the build;
f. Identification of possible problems and known defects;
g. List of related documents that are applicable to the release, but not included with the release package; and

h. Supplemental corrections or additions, prepared in the form of an errata, to a documentation deliverable or other document that is applicable to the release, where the document is already approved.

APP 6-3 Contract Data Requirements

Identification Number

An alphanumeric allocation is representing a functional area of responsibility. Its root is the Contract Data Requirements List (CDRL) number with a “D” preceding. Expressed as follows:

DI-PM-000	Project Management
DI-ENG-000	Engineering
DI-LS-000	Integrated Logistics Support
DI-BTM-000	Business Transformation
DI-TRG-000	Training

APP 6-4 Contract Data Common Requirements

Maintenance of Data

The Contractor will ensure that all Contract data deliverables listed at APP 6 Table 2 subject to change during the Contract are maintained up to date until Contract completion.

Compatibility with Crown Software Applications

Each documentation deliverable must be delivered in two different electronic formats; a version compatible with Adobe Acrobat Reader, and an editable version in a format compatible with one or more of the following current DND Microsoft Office software applications pertaining to the deliverable:

a. Microsoft Word;

b. Microsoft PowerPoint;

c. Microsoft Excel;

d. Microsoft Visio Professional; or

e. Microsoft Project.

Language

Final version of design documentation, product specifications and training, operation and Maintenance and Operations Manuals must be English.

Delivery

The Contractor must submit documentation deliverables in hard and soft copy to the Contract Authority with information copies to Department of National Defence as required, for review and approval.

Acceptance

The Contractor must correct errors and omissions identified during Crown's review of each CDRL item, as a pre-requisite to Crown's acceptance of each the item.

Identification

Each document deliverable must display the following information:

a. Title;

b. Contract No.;

c. CDRL No.;

d. Prepared For: Canadian Department of National Defence, JIIFC Project Management Office;

e. Prepared by: Contractor's name and address;

f. Approved by: Crown JIIFC Project approval signature(s) and date; and,

g. Authenticated by: Contractor approval signature(s) and date.

APP 6-5 Control Data Requirements List (CDRL)

Data and documentation deliverables are listed in the CDRL presented in the table below.

APP 6 Table 2: Contract Data Requirements List

DID Item	DID Description	Submissions	
		Initial	Update
DI-PM-001	Project Management Plan	Refer to Appendix 5	
DI-PM-002	Work Breakdown Structure	Draft submitted with Proposal	Updated version submitted no later than **Contract Award + two (2) months** and **ten (10) working days** prior to each Progress Review Meeting
DI-PM-003	Project Master Schedule	Draft submitted with Proposal	Updated version submitted no later than **Contract Award + two (2) months** and **ten (10) working days** prior to each Progress Review Meeting
DI-PM-004	Project Status Report (PSR)	Refer to Appendix 5	
DI-PM-005	Meeting Agenda	Draft submitted no later than **ten (10) working days** prior to a scheduled meeting or review	Final version submitted no later than **one (1) working** day prior to a scheduled meeting or review
DI-PM-006	Meeting Minutes	Submitted no later than **two (2) working** days following a scheduled meeting	
DI-PM-007	Action Item List	Submitted **ten (10) working days** prior to each Progress Review Meeting	
DI-PM-008	Government Furnished Resource Request (GFRR)	Submitted **thirty (30) calendar days** prior to required date	
DI-PM-009	Visit Clearance Request	Submitted no later than **twenty (20) working days** prior to the planned start date of the visit	
DI-PM-010	Configuration Management Plan	Refer to Appendix 5	

DI-PM-011	Accounting Report for Government Property	Refer to Appendix 5	
DI-PM-012	Interface Release and Mitigation Management Plan	Refer to Appendix 5	
DI-PM-013	Problem Management Procedure	Draft submitted no later than **twenty (20) working days** prior to the Interface Requirements Review meeting	Updated version submitted no later than **ten (10) working days** after the Interface Requirements Review meeting
DI-PM-014	Problem Management Report	Refer to Appendix 5	
DI-ENG-001	Interface Engineering Plan	Refer to Appendix 5	
DI-ENG-002	Interface Requirements Specification	Draft submitted no later than **twenty (20) working days** prior to the Interface Requirements Review meeting	Updated version submitted no later than **ten (10) working days** after the Interface Requirements Review meeting
DI-ENG-003	Interface Design Specification	Draft submitted no later than **twenty (20) working** days prior PDR, CDR, and FDR meetings	Updated version submitted no later than **ten (10) working days** following PDR & CDR and final no later than **ten (10) working days** following FDR
DI-ENG-004	Service Interface Requirement	Draft submitted no later than **twenty (20) working** days prior PDR, CDR, and FDR meetings	Updated version submitted no later than **ten (10) working days** following PDR & CDR and final no later than **ten (10) working days** following FDR
DI-ENG-005	Engineering Change Proposal	Submitted as required following CDR	
DI-ENG-006	Interface Implementation Plan	Refer to Appendix 5	
DI-ENG-007	Interface Implementation Report	Refer to Appendix 5	
DI-ENG-008	Interface Verification and Validation Plan	Refer to Appendix 5	
DI-ENG-009	Requirements Verification Matrix	Draft submitted no later than **twenty (20) working days** prior to the Interface Requirements Review meeting	Updated version submitted no later than **ten (10) working days** prior PDR, CDR and FDR meeting Final submitted no later than later than **ten (10) working days** following completion of Operational Testing Phase III.

DI-ENG-010	Requirements Verification Report	Refer to Appendix 5	
DI-ENG-011	Interface Unit Test Procedure	Submitted no later than **twenty (20) working days** prior to the Qualification Test Readiness Review meeting	
DI-ENG-012	Interface Unit Test Report	Refer to Appendix 5	
DI-ENG-013	Interface Qualification Test Plans	Submitted no later than **twenty (20) working days** prior to the Qualification Test Readiness Review meeting	Final submitted at Qualification Test Readiness Review
DI-ENG-014	Qualification Test Report	Refer to Appendix 5	
DI-ENG-015	Operational Test Plan – Phase I	Draft no later than **twenty (20) working days** prior to the Operational Test Readiness Review – Phase I meeting	Final submitted at Operational Test Readiness Review – Phase I
DI-ENG-016	Operational Test Report – Phase I	Refer to Appendix 5	
DI-ENG-017	Component Build Document	Draft no later than **twenty (20) working days** prior to the Operational Test Readiness Review – Phase I meeting	Finalized on completion of Operational Test Phase I
DI-ENG-018	Component Build Configuration Data Document	Draft no later than **twenty (20) working days** prior to the Operational Test Readiness Review – Phase I meeting	Finalized on completion of Operational Test Phase I
DI-ENG-019	Operational Test Plan – Phase III	Draft no later than **twenty (20) working days** prior to the Operational Test Readiness Review - Phase III meeting	Final submitted at Operational Test Readiness Review - Phase III
DI-ENG-020	Operational Test Report – Phase III	Refer to Appendix 5	
DI-ENG-021	Options Analysis	Submitted no later than **twenty (20) working** days prior PDR meeting	
DI-LS-001	Interface Item Configuration Record	Draft submitted no later than **twenty (20) working** days prior to CDR	Final submitted no later than **twenty (20) working days** prior to FDR
DI-LS-002	Data Mediation Interfaces Maintenance and Operations Manual	Draft submitted no later than **twenty (20 working days** prior to Training and Manual Review	Updated versions submitted no later than **ten (10) working days** following Training and Manual Review **10 hard copies required**

DI-LS-003	In-Service Support Plan	Refer to Appendix 5	
DI-LS-004	Monthly ISS Report	Refer to Appendix 5	
DI-LS-005	Yearly ISS Report	Refer to Appendix 5	
DI-LS-006	Technical Report	Refer to Appendix 5	
DI-TRG-001	Training Plan	Refer to Appendix 5	
DI-TRG-002	Course Training Plans	Refer to Appendix 5	
DI-TRG-003	Training Package	Draft copy no later than **twenty (20) working days** prior to Training and Manual Review	Final version submitted no later than **ten (10) working days** following the Training and Manual Review
DI-BTM-001	Interface Transition Plan	Refer to Appendix 5	

APP 6-6 Data Item Descriptions

The following DID apply to this Contract and must be prepared in Contractor's format in accordance with Contract Data Common Requirements described at APP 6-4 of Appendix 6.

Project Management

DI-PM-001 Project Management Plan (PMP)

Description

The PMP provides an overview of the different project processes and how they fit together to form a totally integrated management system for the project. The Contractor uses the PMP, including or supplemented by subordinate plans, to provide direction and guidance to the Contractor's management team responsible for conduct of the work. The Crown uses the PMP to:

a. Gain visibility into the Contractor's planning; and

b. Understand and evaluate the Contractor's approach to managing the project.

The PMP is the primary plan for the Contract. All other plans related to the Contract fit beneath the umbrella of the PMP.

Preparation Instructions

The PMP must provide sufficient information to allow the reader to understand how the project must be managed. The PMP must be the master planning document, integrating, summarising and referencing other project plans and schedules required in this DID and elsewhere in the Contract.

The following paragraphs outline the framework of the PMP. This framework should not limit the Contractor in developing the PMP, which must reflect the way in which the Contractor wishes to manage the project during the Contract. The PMP need not be developed as one document. It may be divided into volumes, sections or sub plans provided that the head document links all sub documents together as a cohesive whole.

The Contractor must prepare the PMP in accordance with PMBOK Guide 4th Edition.

The content of the PMP must include but not be limited to the following:

a. System Overview;

b. Project Scope;

c. Project Organization;

d. Team and Sub-team Composition and Purpose;

e. Scope Management;

f. Time Management;

g. Cost Management;

h. Quality/Performance Management;

i. Communications Management;

j. Risk Management;

k. Procurement Management; and,

l. Integration.

In addition the PMP presents how the project processes and activities must be executed to assure the project's successful completion, and the quality of the deliverable product or service. It includes the following:

a. identification of the selected system or software life-cycle model to satisfy contractual requirements, and mapping of processes, activities and tasks to the selected life-cycle model;

b. the project's organizational structure, showing authority and responsibility of each organizational unit, including external organizations and responsibilities of acquirers, suppliers, and users;

c. the means of reporting and the documents and information items to be delivered;

d. other plans to be produced as separate documents during the project; and,

e. risks and risk analysis for technical, cost, and schedule risks.

The PMP must include:

a. a Work Breakdown Structure (DI-PM-002) of the life cycle processes and activities, including the products, services, and non-deliverable items to be provided, such as establishing the project infrastructure;

b. a detailed Project Master Schedule (DI-PM-003) with sufficient detail to identify key project activities and milestones;

c. procedures for re-planning;

d. options for developing the products and an analysis of the risks associated with each option;

e. plans for subcontractor management, including subcontractor selection and involvement between the subcontractor and the acquirer, if any; and,

f. plans for project close-out, including briefings to the Crown to include lessons learned and analysis of project objectives achieved.

DI-PM-002 Work Breakdown Structure (WBS)

Description

The WBS must consist of an indentured list, graphical chart(s) and a complete hierarchical dictionary of the goods, services and other tasks to be performed during the Contract. The WBS must form the framework for Contract planning, management and status reporting and for estimating costs, schedule and technical achievements at completion. The WBS must be developed in as much detail necessary to define the work effort necessary to successfully achieve the end objective of the Contract. The inter-relationship of the WBS with other plans is as described in the Project Management Plan (DI-PM-001).

Preparation Instructions

The Contractor must prepare the WBS in accordance with PMBOK Guide 4th Edition. The WBS comprises of a WBS index, a WBS graphic (optional), and a WBS dictionary. The WBS indentured list, graphical chart(s) and dictionary must reflect the entire scope of the Contractor work.

Note: The WBS index is an indentured list of WBS elements and sub elements, starting with a single level 1 element (the Contract), incorporating the high level Project WBS element structure, and the lower level elements of the Contractor's WBS necessary to provide an appropriate framework throughout the project for product and service definition and control.

The WBS may include a WBS graphic which contains the same information as the WBS index, but shown in a graphical form, usually a tree structure. Within the WBS dictionary, each element of the WBS must contain at least the following information:

a. Project title;

b. WBS element number;

c. WBS element title;

d. WBS element summary description;

e. Contract reference, if any;

f. Reference to subordinate WBS elements, if any;

g. Title and number of the specification/document which defines the element; and,

h. Any other information required by the Contractor.

DI-PM-003 Project Master Schedule

Description

The Project Master Schedule must reflect the time-phased sequence of the Contract Work Breakdown Structure-based activities, events and milestones for the Contractor's work on the Project. The Project Master Schedule must be used to depict the schedule status of the overall project.

Preparation Instructions

The Project Master Schedule must include the Contractor's major and significant events, milestones and summary activities. The requirements of the Project Master Schedule are as follows:

a. A summary level time scaled bar chart showing the WBS elements/codes and work activities along the vertical axis and the time scale in months along the horizontal axis;

b. A critical path schedule showing the key tasks/activities to be scheduled and must include (but not limited to) the Level 3 and should include Level 4 activities from the WBS;

c. Where applicable, all hierarchical WBS elements and codes should be displayed on the vertical axis down to the level where the work activities are shown;

d. Each WBS element and work activity should have an identification code shown on the vertical axis to the left of the description;

e. A baseline schedule bar should be retained for each work activity, event and milestone along with the start/finish dates and total duration, for comparison to a current schedule;

f. A current schedule bar should be shown for each work activity, event and milestone along with the start/finish dates and total duration;

g. A separate schedule must clearly identify the critical path; and,

h. Appropriate titles and legends should define all symbols used on the Project Master Schedule.

Sub-Plan Schedules

The Contractor must list any schedules included in his sub-plans that break down the activities below those listed in the Master Schedule. A progress update submission, when required, must be in the form of a re-issuance of the complete Project Master Schedule. The Project Master Schedule status reporting requirements must be as follows:

a. The "as of date" must be indicated by a line extending from the appropriate point of the time scale and clearly labelled in the legend; and,

b. Progress indications and planned or actual schedule slippage/accelerations of the current schedule must be clearly shown in relation to the baseline schedule.

DI-PM- 004 Project Status Report (PSR)

Description

The PSR summarizes the Contractor's progress in relation to the scheduled milestones, plans, reviews, tasks and deliverables defined in this SOW.

Preparation Instructions

The PSR must include as applicable but not be limited to the following information:

a. Summarize decisions, monitoring results, action items, process or service performance data, and recorded process improvements and significant elements of the report;

b. Project Update. Provide a summary of project progress to date;

c. Schedule Update. Provide a summary of schedule progress and provide a narrative concerning activities subject to actual or forecast slippage and proposed workarounds. Attach an updated Project Master Schedule;

d. Change Requests. Report on the status of any in-progress Change Requests;

e. Assumption List Update. Provide an updated list of assumptions on which the plans for current and forecast work is predicated;

f. Risk Update. Report on the identification of new risks, and provide an update on the status of previously identified risks. Provide information on projected cost, performance, and schedule risk. Report on risk treatment actions;

g. Changes to plans: Report on any changes to previously approved plans and the related impact to the project;

h. Problems: report on problem tracking and problem analysis; and,

i. Progress Claims Update: report on amount invoiced to date and any outstanding Progress claims.

DI-PM- 005 Meeting Agenda

Description

An agenda is to be promulgated for all project meetings and reviews to provide an outline of items for discussion.

Preparation Instructions

Each agenda must include:

a. Purpose of the meeting;

b. Time, date, location and expected duration;

c. The name and phone number of the meeting co-ordinator; and,

d. Agenda Items.

Where applicable, each agenda should include the following items:

a. Item 1 - review of the minutes of the previous meeting;

b. Item 2 - review of progress by the Contractor. This item must include a brief description of progress on actions or problems, if any, identified at the last review;

c. Contractor Originated Items; and,

d. Crown Originated Items.

Where applicable, each agenda must include a list of the Contractor originated items to be addressed that includes for each item:

a. the name, position and telephone number of the Contractor’s representative responsible for sponsoring the item;

b. the objectives to be achieved;

c. a brief background of the subject; and,

d. where applicable, expected impact on the project in terms of cost, schedule and Crown activities.

DI-PM-006 Meeting Minutes

Description

The Meeting Minutes are used to report on the discussion and document the decisions taken during project meetings, reviews, inspections, and audits, summarize the main discussion points of a meeting and highlight the future actions to be taken, by whom, and by when.

Preparation Instructions

The content of the Meeting Minutes must include as applicable but not be limited to:

a. List the attendees by name, title, and organization;

b. List the absentees;

c. Describe the discussion and document the decisions reached;

d. Include copies of briefing materials and discussion documents;

e. Document action items and responsibility assignments;

f. Identify target date for completion of action items;

g. Next meeting schedule;

h. Summary of discussion points by topic;

i. Actions to be taken; and,

j. Identify the responsible person, by position, to perform actions.

DI-PM-007 Action Item List

Description

The Action Item List provides a consolidated record of action items that are generated during meetings, reviews, email correspondence, phone calls, and documentation reviews.

Preparation Instructions

The Action Item List must contain a consecutive list of Action Items cross-referenced to the meeting, review, email, etc at which the Action Item was assigned. Each action item record must contain:

a. Unique identifier;

b. Description of the Action Item;

c. Source of the Action Item (e.g. the meeting at which the Action Item was recorded);

d. Organization responsible for completing the action;

e. Agreed closure date;

f. Current status (i.e. Open, Closed);

g. Actions to date; and,

h. Objective evidence of closure when closed.

DI-PM-008 Government Furnished Resource Request (GFRR)

Description

The Government Furnished Resource Request will be used by the Contractor to formally advise Canada of requirements for Government Furnished Equipment.

Preparation Instructions

The Contractor must include the following information for each Government Furnished Resource Request:

a. Unique request number;

b. Contract number;

c. Identification of the resource required (for material include item name, manufacturer's part number, NATO stock number);

d. Number Required;

e. Description of the resource required and intended purpose;

f. Location where resource must be used;

g. Date resource is required;

h. Date when resource is no longer required;

i. Impact if resource is not provided;

j. Compensation offered to Canada for the provision of this GFRR;

k. Alternative course(s) of action if not provided; and,

l. Contractor point of contact (including name and number).

DI-PM-009 Visit Clearance Request

Description

The visit of Contractor personnel to a Crown facility requires that the Crown Project Authority submit and gain approval of a visit clearance request from each Crown facility to be visited. The Visit Clearance Request provides the information required by the Crown Project Authority to generate the required visit clearance request on behalf of the Contractor.

Preparation Instructions

Each Visit Clearance Request must include the following information:

a. Crown facility to be visited; and,

b. Purpose of visit.

For each member of the Contractor's team participating in the visit, the Visit Clearance Request must include:

a. Full Name;

b. Date of Birth;

c. Security clearance level;

d. PWGSC CISD's Security Clearance ID Number; and,

e. Photo ID document description and serial number (e.g. Passport number ABC123456, Drivers License number 123456123456).

Visit Clearance Requests may be embedded in email correspondence directed to the Crown Project Authority.

DI-PM-010 Configuration Management Plan (CMP)

Description

The CMP describes the Contractor's Configuration Management (CM) program, how it is organized, how it must be conducted, and the methods, procedures and controls used to assure effective configuration identification, change control, status accounting, and audits of the total configuration, including hardware and software. The principal purpose of the CMP is to provide the Crown with a basis for review, evaluation, and monitoring and control of the Configuration Management program and its proposed components.

Preparation Instructions

The Configuration Management Plan must include as applicable but no limited to the following procedures:

a. process implementation;

b. configuration identification;

c. configuration control;

d. change management;

e. problem management;

f. procedures to validate the completeness and correctness of systems and interface releases;

g. configuration status accounting;

h. configuration evaluation;

i. release management and delivery;

j. a defined procedure for management of emergency changes or releases when the normal procedure is insufficient;

k. how an unsuccessful change can be backed out or corrected;

l. procedures for initial baselining of work products;

m. logging and analysis of the impact of change requests;

n. documenting the scope of changes;

o. change control board operations;

p. tracking of changes in progress;

q. updating configuration data; and,

r. notifying concerned parties when baselines are first established or later changed.

The Configuration Management Plan must describe the Contractor's processes for interface release management and delivery.

The Configuration Management Plan must include the policy for how a configuration item and its components are defined. The change management policy defines what constitutes an emergency change, and responsibilities for authorizing and implementing normal and emergency changes.

The Configuration Management Plan describes the responsible organization for authorizing and performing CM activities, and their relationship with other organizations, such as interface development, asset management, suppliers and sub-Contractor's, and maintenance. For a review board or special organization established for performing CM activities on a project, the plan shall describe its purpose and objectives; membership and affiliations; scope of authority; and operational practices.

The Configuration Management Plan must include how the Contractor will perform:

a. configuration identification, including the scheme for the identification and classification of interface item records and information items and their versions, and the establishment of baselines;

b. configuration control, change and problem management;

c. configuration status accounting; and,

d. configuration audit and evaluation, including recording deficiencies, initiating corrective actions, and reporting.

DI-PM-011 Accounting Report for Government Property

Description

The report supports annual accounting of all Government Furnished Equipment and material including Controlled Goods that is in the Contractor's custody.

Preparation Instructions

The Contractor must include the following information for each Government item held:

a. Nomenclature;

b. Part Number;

c. NATO Stock Number;

d. Serial Number(s) (if applicable);

e. Quantity held;

f. Status; and,

g. Location where item is held.

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DI-PM-012 Interface Release and Migration Management Plan

Description

The plan provides overall direction for release and migration planning.

The release policy establishes the expected frequency and type of releases, authority for the release into acceptance test and production environments, schema for uniquely identifying a release and its contents, and the approaches for grouping changes into a uniquely identified release, automating the release, and verifying and accepting the release.

Preparation Instructions

The plan must include:

a. Release Plan

b. Migration Plan.

A specific Release Plan includes the applicable details for a specific release.

The Release Plan presents how a system, service, or interface product or software release must be transferred to a new environment, with the release dates. It includes the deliverables, including updates, operational procedures, and user documentation. It references the related change requests, identified configuration items, known errors, and problems.

The Release Plan must include identified risks, potential problems, and suggested resolutions. It covers how the release is authorized, scheduled, coordinated, and tracked.

The Migration Plan includes the description of deliverables, dependencies, and scheduled dates, the expected configuration of the target environment at the time of migration, the back-out or recovery plans, verification and acceptance procedures, and communication and training for the customer and support staff.

DI-PM-013 Problem Management Procedure

Description

The Problem Management Procedure must define how to receive, record, prioritize, escalate, resolve, and close problems; how to control the impact of problems; and how to provide feedback.

Preparation Instructions

The Problem Management Procedure must include the definition of what constitutes a major problem or an incident. It covers action initiation, notification, classification, root cause analysis, trend analysis, problem escalation, problem resolution, status tracking and reporting, and problem records management.

DI-PM-014 Problem Management Report

Description

The report records problems or non-conformance (deviance) with Contract requirements and must be a consolidation of problem records. It serves as input for the Problem Management Procedure (DI-PM-013).

Preparation Instructions

The Problem Management Report must include but not limited to:

a. information for future reference to prevent problems (lessons learned) and identification of duplicate of issues and trends;

b. A problem reporting control number and related control information;

c. Identification of the problem reporter;

d. Date and time of problem occurrence, escalation, resolution, and closure;

e. Location (environment) of the problem in the system, interface or information configuration item;

f. Applicable Contract provision or conformance requirement;

g. Cause, nature, and impact (severity) of the problem;

h. Solution or corrective action recommended;

i. Related action items, the responsible person or organization, and the due date;

j. References to similar problems previously reported;

k. Responsible person or organization, along with appropriate confirmation showing approval and implementation of the solution;

l. Problem closure information; and,

m. Information from organizational (internal) reviews.

For problems occurring during testing, it must include the inputs, expected results, actual results, anomalies, date and time, procedure step, environment, attempts to repeat the problem, and observers. It must report a temporary or permanent solution to a problem.

Engineering

DI-ENG-001 Interface Engineering Plan

Description

The Interface Engineering plan, which equals to the System Engineering Plan in the CIS Engineering Process Version 2.0 (AD 5), must present the Contractor's overall direction for the development and implementation of the interface in to the DND/CF CIS, including associated impacts to other entities.

Preparation Instructions

The IEP will be completed using the DND CIS SEP template which will be provide at contract award. For proposes of bidding companies can use their own format.

The content of the IEP must include as applicable but not be limited to the following:

a. identification of the objectives and standards to be used in the interface development process;

b. identification of the software life-cycle model to be used to satisfy the product or service requirements, based on the project's scope, magnitude and complexity;

c. mapping of development process activities and best practices to the selected life-cycle model;

d. schedule, resources, methodology, tools, reuse strategy, action items, roles and responsibilities to be used in development and test;

e. qualification of all requirements, including safety and security;

f. references to separate plans or procedures to address different activities in the development stage or process, such as development process implementation, interface requirements analysis, interface architecture design, and interface requirements specification, high-level and low-level interface or software design, software construction or coding, interface element test or software unit test, interface integration test, interface qualification test, interface installation, and acceptance; and,

g. Identification of notations and naming conventions used in development.

DI-ENG-002 Interface Requirements Specification

Description

The Interface Requirements Specification (IRS), which equals to the System Requirements Specification in the CIS Engineering Process Version 2.0 (AD 5), provides the collection of requirements that define the characteristics or features of a desired change to the DND/CF CIS. They are categorized as follows:

a. operational requirements- primarily associated with the functions and capabilities required of the service from the operator (end-user) perspective

b. technical requirements- include requirements derived from standards, architecture and interfaces (external and internal)

c. security requirements- include requirements associated with an IT service to protect data and maintain functionality as intended

d. support requirements- are those associated with the continuity of the service

The categories are further delineated into the following types:

a. functional requirements- which specify particular behaviours of an interface as it pertains to operational use and support

b. non-functional requirements- which specify particular characteristics of an interface as it pertains to technical and security constraints

Preparation Instructions

The IRS will be completed using the DND CIS SRS template which will be provided at contract award.

The content of the IRS must include as applicable but not be limited to the following:

a. Precedence and criticality of requirements;

b. Description of the methods and tools used to define traceability from Contract requirement and interface architecture to interface requirements, interface architecture, and interface items and units;

c. Product assumptions and dependencies;

d. References for design and testing standards and procedures;

e. Product functions and interface functional requirements;

f. Business, organizational, and user system requirements;

g. Human-factors engineering (ergonomics) requirements;

h. Interface criticality requirements;

i. Safety, security and quality characteristics and interface quality requirements;

j. Requirements for internal and external interfaces with the system, hardware, communications, human users and other software;

k. Design constraints and interface design requirements;

l. Interface testing and qualification requirements;

m. Acceptance requirements;

n. Site adaptation requirements;

o. Requirements for the user documentation and training; and,

p. Requirements for packaging, installation, operations, product updating, and maintenance.

DI-ENG-003 Interface Design Specification

Description

The Interface Design Specification (IDS), which equals to the System Design Specification in the CIS Engineering Process Version 2.0 (AD 5), provides the technical details to which the interface must conform. It is intended to be used for both high-level design and, after a number of iterations, low-level design. The design specification is a "living document" in that it gradually evolves to include low-level design details. Sections on hardware/software may not be appropriate at the high-level design phase.

The IDS will:

a. provide a documented description of the design of the interface to meet the IRS, that can be reviewed and approved by the stakeholders (Operational Authority, Technical Authority, Security Authority and Support teams)

b. provide a description of the interface in enough detail that the V&V plan can be developed, and the component parts can be procured and built

c. provide a description of the hardware and software interface components in sufficient detail to support life cycle management

d. serve as context reference to the hardware and software build documentation

Preparation Instructions

The IDS will be completed using the DND CIS SDS template which will be provided at contract award.

The content of the IDS must include in general but not be limited to the following:

a. identification of external interfaces, software components, software units, and other interfaces;

b. allocation of interface item requirements to interface components, further refined, as needed, to facilitate detail design;

c. description of the items (systems, configuration items, users, hardware, software, etc.) that must communicate with other items to pass and receive data, instructions or information;

d. the concept of execution including data flow and control flow;

e. security considerations;

f. reuse elements;

g. error handling;

h. specification of protocols; and,

i. partitioning of the software into design entities and description of the important properties and relationships among those entities.

The detailed design must be described in a lower-level interface design description. The low-level interface design description describes the design of a software item or interface, including interface item-wide design decisions, interface item architectural design and the detailed design needed to implement an interface. The low-level description permits interface development or selection of items for reuse without the need for further information. It provides visibility into the design and information needed for software reuse and support. It is used as the basis for implementing interface. It must include as applicable but not limited to the following:

a. the detailed structure description of interface components (to the software unit level to be coded, compiled and tested);

b. allocation of interface component requirements to interface items, further refined, as needed, to facilitate detail design and traceability from each interface item to the interface item requirements allocated to it;

c. the interface item-wide design decisions about the interface item's behavioural design (how it behaves, from a user's viewpoint, in meeting its requirements, ignoring internal implementation);

d. decisions affecting the selection and design of the interface items;

e. detailed design for interface components' external interfaces to the interface, between related software components, and between related software units;

f. the interface entity characteristics of one or more systems, subsystems, hardware items, software items, manual operations or other system components;

g. descriptions of the size, frequency or other characteristics of the data elements;

h. reference to known timing constraints; and,

i. specification of protocols.

DI-ENG-004 Service Interface Requirements (SIR)

Description

The Service Interface Requirements (SIR) provides a comprehensive description of the details associated with all new interfaces that will need to be enabled between the new IT service and the existing IT service(s).

The SIR consists of the following components:

a. IT Service Technical Interface Model

b. New/modified service description

c. Specific external IT service(s) interface details

Items to be addressed include location of system components and transmission protocols.

The details also indicate the modifications required to existing IT service(s) in order to affect a proper interface with the new/modified service.

The SIR will be used initially to support the implementation of the interface in accordance with the Service Implementation Plan. Once the interface has been accepted within the operational environment, the SIR provides a detailed record of the current configuration for the interface.

Preparation Instructions

The SIR will be completed using the DND CIS SIR template which will be provided at contract award.

The content of the SIR must include in general but not be limited to the following:

a. IT Service Technical Interface Model

b. Service Component Details

c. IT Service Interface Details

d. Roles and Responsibilities

DI-ENG-005 Engineering Change Proposal

Description

An Engineering Change Proposal (ECP) includes both the engineering change and the documentation by which the change is described and suggested. An ECP offers a fully supported engineering change to solve an identified problem. It is fully costed and scheduled and considers all implications that might arise from implementation, including logistics and environmental impacts.

Preparation Instructions

The ECP must contain the following information:

a. Title;

b. Name of submitter;

c. Date;

d. Reference Documents;

e. Change Priority;

f. Description of Change Proposed;

g. Impacted Configuration Items;

h. Recommended procedure to incorporate change;

i. Impact; and,

j. Milestones relating to processing and implementation of change.

DI-ENG-006 Interface Implementation Plan

Description

The Interface Implementation Plan (IIP), which equals to the System Implementation Plan in the CIS Engineering Process Version 2.0 (AD 5), defines and describes all of the activities that are required to transition the solution for a requested change to the DND/CF CIS from the development environment into the operational environment. The time span will encompass the period from the completion of the FDR to formal handover to the in-service support and Life Cycle Management organizations.

The IIP provides the direction necessary to install the components of the service into the operational environment and prepare it for operational use. It defines and describes the tasks that must be accomplished to ensure the orderly transition of the interface into operations in order to enable the functionality and capabilities of the service required to address the identified deficiencies.

Preparation Instructions

The IIP will be completed using the DND CIS SIP template which will be provided at contract award.

DI-ENG-007 Interface Implementation Report

Description

The installation report must provide results of the installation.

Preparation Instructions

The content of the Interface Implementation Report must include as applicable but not be limited to related implementation events.

DI-ENG-008 Interface Verification and Verification Plan

Description

The Verification and Validation (V&V) Plan provides the overall direction and strategy that will be used to verify and validate that a particular change to the DND/CF CIS meets the requirements specified in the SRS.

The V&V plan identifies the required activities that will be used to conduct the V&V in accordance with the qualification matrix. This matrix maps the requirements to associated V&V methods with an indication of the criteria and standard to be achieved.

Preparation Instructions

The V&V Plan will be completed using the DND CIS V&V Plan template which will be provided at contract award.

The V&V plan must address unit, qualification and operational tests. It must include as applicable but not limited to the following:

a. the verification strategy and how the verification process must be conducted;

b. the life cycle activities and system and software products subject to verification;

c. the required verification tasks for each life cycle activity and product;

d. the organizational relationships and degree of independence between development activities and verification activities;

e. preliminary test requirements and a schedule for software integration;

f. the scope, approach, resources, and schedule of the testing activities. As events near the schedule for each test type, the test schedule is to be updated to provide more detailed information;

g. the methods used for verification, such as analysis, evaluation, review, inspection, assessment, and testing of the products and the processes that produced the products;

h. test objectives, mapping of tests to covered requirements;

i. For each software integration task and test, a list of applicable software units, software components and previously integrated software items;

j. the items to be tested, the features to be tested, the testing tasks to be performed;

k. the assigned responsibilities for executing the test procedures, including the locations and organizations for the test manager, testers, quality assurance,

configuration management, test evaluation and reporting, and supplier involvement in testing;

l. description of the test environment, test tools, and supporting hardware and software;

m. the test preparations and test cases to be configured or built;

n. for each test case, listings of data to be used during testing;

o. the sequence of events (sequence of executing the test procedures). procedures/steps for executing a test, (for example, pre-test procedure requirements, test set up, test execution, post-test analysis steps, completion instructions);

p. expected test results (output data) for each test step;

q. how the results of test executions must be recorded to show product or service requirements have been satisfied;

r. the procedure for forwarding verification reports to those who need them;

s. the risks associated with the plan;

t. the software integrity level and scheme; and,

u. remaining deficiencies, limitations or constraints in the system.

DI-ENG-009 Requirements Verification Matrix

Description

The Requirements Verification Matrix will depict how the Contractor will verify and demonstrate the traceability between and compliance with the stakeholder requirements, interface requirements specification (functional and non-functional) and test results.

Preparation Instructions

The Requirements Verification Matrix must address Crown approved Software Requirements Specifications to be verified through testing. The following information must be included for each Requirement Specification:

a. unique requirement object identifier;

b. traceability to stakeholder requirements;

c. actual text of the requirement from the Contractor's Software Requirements Specification and the stakeholder requirements;

d. test scenario, test case, or group of tests applicable to the specific requirement;

e. test unique identifier;

f. test type;

g. test location (Contractor's facility location or Crown facility locations;

h. qualification method (i.e. analysis, demonstration or inspection);

i. overview of the test itself;

j. sub-tests as applicable;

k. details of the pass/fail criteria;

l. test status; and,

m. remark (any additional information not mentioned above and judged relevant to the requirement tests activity).

DI-ENG-010 Requirements Verification Report

Description

The Requirements Verification Report will be used to document the results and conclusions of verification on the interface. It enables the Crown to assess the verification and its results. It includes interface identification and overview, verification requirements and criteria, overview of results, identification of items verified and dates of verification, detailed results, problems encountered, and rationale for decisions. The Requirements Verification Report will either verify that the interface has passed all the required tests and meets the requirements as stated in the Contract, or has failed the tests with reasons for failure.

Preparation Instructions

The Requirements Verification Report will include the Test Report(s) for unit, qualification and operational testing, will document and report on the necessary test data in such form as required, demonstrating the degree to which the test items meet all performance specifications of the Contract. The test report(s) will clearly identify each test item and will be complete enough to allow duplication of the tests. Test report(s) will contain all the collected data and all conclusions resulting from tests for various configurations/designs. Each test must be clearly identified with supporting test procedures, identified test resources and results attained. Opinions and subjective conclusions included or referenced in each test must be clearly identified as such.

DI-ENG-011 Interface Unit Test Procedure

Description

The Interface Unit Test Procedure defines the test steps to be used to test each software unit.

Preparation Instructions

The content of the Interface Unit Test Procedure must include as applicable but not limited to:

a. the test steps to test each software unit;

b. the software unit test schedule and the test approach to stress the software units to the limits of the requirements;

c. the test case specifications to document the actual values used for input along with the anticipated outputs; and,

d. provisions for problem resolution.

DI-ENG-012 Interface Unit Test Report

Description

The Interface unit test report provides the results of testing software components (units, items) and states whether all applicable requirements were satisfied.

Preparation Instructions

The Interface unit test report must include as applicable but not limited to:

a. results of testing software components (units, items);

b. item identification;

c. date of testing;

d. test requirements and criteria, test identifier,

e. overview of results;

f. detailed results;

g. problems encountered;

h. statement of requirements compliance; and,

i. rationale for decisions.

DI-ENG-013 Qualification Test Plan

Description

A test is defined as an empirical investigation conducted to provide information about the quality of an IT service under test, with respect to the context in which it is intended to operate.

The test plan is a sub-component of the overall V&V Plan and provides one of the means by which verification that a particular change to the DND/CF CIS meets the stated requirements indicated in the SRS.

The Qualification Test Plan documents how acceptance review and testing of the deliverable interface must be conducted, and the conditions that are to be satisfied before acceptance. The qualification test plan provides a set of tests so that each qualification requirement is addressed for the interface items under test.

Preparation Instructions

The Qualification Test Plan will be completed using the DND CIS Test Plan template which will be provided at contract award.

The Qualification Test Plan must include as applicable but not limited to

a. mapping of requirements (functional and non-functional) to qualification tests and overall requirements to perform qualification testing;

b. test objectives;

c. test criteria;

d. test configurations;

e. preparations;

f. test cases (inputs, steps, and outputs);

g. expected results; and,

h. post-test analysis procedures.

DI-ENG-014 Qualification Test Report

Description

The Qualification Test Report identifies the results of interface testing toward achieving conformity with each stakeholder requirement and interface requirements specification (functional and non-functional), the extent of produced expected results, and feasibility to operate and maintain.

Preparation Instructions

It must include as applicable but not limited to:

a. software identification and overview;

b. qualification requirements and criteria;

c. overview of results;

d. identification of items tested and dates of testing;

e. detailed results;

f. results of each qualification test;

g. extent of compliancy with requirements;

h. problems encountered;

i. rationale for decisions; and,

j. all associated Interface Software Unit Test documentation (Unit Test Procedure and Unit Test Report).

DI-ENG-015 Operational Test Plan – Phase I

Description

The Operation Test Plan Phase I identifies how interface build and security testing of the deliverable interface must be conducted, and the conditions that are to be satisfied before acceptance. The build and security test procedure provides a set of tests so that each network capability and security requirement is addressed for the software items under test.

Preparation Instructions

The Operational Test Plan will be completed using the DND CIS Test Plan template which will be provided at contract award.

The Operational Test Phase I Plan must include as applicable but not limited to:

a. mapping of requirements (functional and non-functional) to operational tests and overall requirements to perform operational testing;

b. test objectives;

c. test criteria;

d. test configurations;

e. preparations;

f. test cases (inputs, steps, and outputs);

g. expected results; and,

h. post-test analysis procedures.

DI-ENG-016 Operational Test Report – Phase I

Description

The Operational Test Report – Phase I indicates the results of the interface build and security toward completion and conformity with each stakeholder requirement and interface requirements specification (functional and non-functional), the produced the expected results, and feasibility to operate and maintain. It provides the results of each operational phase I test and states whether all requirements were satisfied.

Preparation Instructions

The Operational Test Report must include as applicable but not limited to:

a. interface identification and overview;

b. network capability and security requirements and criteria;

c. overview of results;

d. identification of items tested and dates of testing;

e. detailed results;

f. problems encountered, and rationale for decisions;

g. the finalized version of the software Component Build; and,

h. Component Configuration Data documents.

DI-ENG-017 Component Build Document

Description

The Component Build document is used to describe the prerequisites, requirements and procedures necessary to build the interface component. It is used for either an individual component (single or multiple instances) that comprises the entire system that enables a particular IT service or an individual component that is part of a larger system that enables a particular IT service.

Preparation Instructions

The Component Build document must be prepared in the DND CIS Component Build template which will be provided at contract award.

The document variable names must be used in place of actual configuration data to maximize re-use of the document for other purposes (that is, multiple component builds and disaster recovery procedures) and avoid the unnecessary classification of the document to a security level higher than required

A companion Component Build Configuration Data document must be produced and used to associate actual values with the variable names.

DI-ENG-018 Component Build Configuration Data document

Description

The Component Build Configuration Data document provides the detailed configuration data associated with the use of a Component Build document for a particular build instance. It is meant to provide a means of reusing the Component Build document for multiple build instances and avoid classifying Component Build documents to a security level higher than necessary

Preparation Instructions

The Component Build Configuration Data document must be prepared in the DND CIS Component Build Configuration Data Template which will be provided at contract award.

DI-ENG-019 Operational Test Plan – Phase III

Description

The test plan documents how interface installation testing of the deliverable software must be conducted, and the conditions that are to be satisfied before acceptance of installation work. The installation test procedure provides a set of tests so that each requirement is addressed for the interface items under test.

Preparation Instructions

The Operational Test Plan will be completed using the DND CIS Test Plan template which will be provided at contract award.

The Operation Test Plan – Phase III must include but not be limited to:

a. mapping of requirements (functional and non-functional) to operational tests and overall requirements to perform operational testing;

b. test objectives;

c. test criteria;

d. test configurations;

e. preparations;

f. test cases (inputs, steps, and outputs);

g. expected results; and,

h. post-test analysis procedures.

DI-ENG-020 Operational Test Report – Phase III

Description

The Operational Test Report – Phase III indicates the results of the interface installation toward completion and testing for conformity with each stakeholder requirement and interface requirements specification (functional and non-functional), the produced the expected results, and feasibility to operate and maintain. It provides the results of each operational phase III test and states whether all requirements were satisfied.

Preparation Instructions

The Operational Test Report must include but not be limited to:

a. interface identification and overview;

b. network capability requirements and criteria;

c. overview of results;

d. identification of items tested and dates of testing;

e. detailed results;

f. problems encountered;

g. rationale for decisions; and,

h. the Crown Certified version of the software Component Build and Component Configuration Data documents.

DI-ENG-021 Options Analysis

Description

An options analysis

a. Briefly describes the requirement(s) for which you are recommending a course of action.

b. Identifies possible options based on the requirements, benefits, cost, time and risks.

c. Rates each option in order of preference and recommends a course of action to be followed.

Preparation Instructions

The Options Analysis document will be completed using the DND CIS Options Analysis template which will be provided at contract award.

Logistic Support

DI-LS-001 Interface Item Configuration Record)

Description

The Item Configuration Record (ICR) is the primary configuration control document used to track and control versions of software.

Preparation Instructions

The ICR must identify generic record information, the software product (source), executable object code, archive and release data, instructions for building the executable object, and data integrity checks for the executable object, and reuse of assets

DI-LS-002 Data Mediation Interface Maintenance and Operations Manual

Description

The Data Mediation Maintenance and Operations Manual specifies all procedures for system administration, preventative and corrective maintenance, operation and support functions, activities, and procedures required by the Data Mediation Interfaces.

Preparation Instructions

The Maintenance and Operations Manual may reference the Software Design Document and does not need to repeat the design content provided therein.

The content of the manual must include, as applicable, but not be limited to:

a. System administration procedures;

b. Preventative maintenance schedules, instructions for carrying out each preventative maintenance procedure, and guidance as to whether on-site assistance from the Contractor to undertake the procedure is either required or recommended;

c. Techniques and tips for troubleshooting and error correction procedures;

d. Detailed fault-finding instructions for carrying out first level (restoration of the software to operational service) corrective maintenance procedures. The first level corrective maintenance procedures should include, as applicable;

   i. Installation (or un-installation and re-installation), configuration and installation testing of software components,

   ii. Test procedures to verify the full restoration of the software to operational service, and,

   iii. Guidance as to whether on-site assistance from the Contractor to undertake the procedure is either required or recommended;

e. Test equipment necessary for troubleshooting and carrying out first level preventative and corrective maintenance procedures; and,

f. Description of the means of initiating the system administration and all levels of maintenance support services.

DI-LS-003 In-Service Software Support Plan

Description

The ISS Plan describes the methods used by the Contractor to provide software support. It serves as the principal management and planning document for execution of software support.

Preparation Instructions

The In-Service Software Support Plan must include as applicable but not be limited to

a. Scope

b. Software Support Overview

c. Assumptions

d. Organization chart,

e. Responsibilities

f. Procedures,

g. Reporting/tracking,

h. Facilities;

i. Logistics Plan (including upgrades);

j. Technical Management Planning;

k. Training;

l. Notes; and,

m. Appendices.

DI-LS-004 Monthly ISS Report

Description

The report provides a monthly summary of the Contractor's software support activities.

Preparation Instructions

The report must include as applicable but not be limited to:

a. Monthly Cost information pertaining to the ISS Contract;

b. Summary of Actions taken;

c. Sustainment Engineering activities and issues;

d. Configuration Management activities and issues;

e. Training Support activities; and,

f. A copy of the Action Item List updated to the status date of the Monthly ISS Report.

DI-LS-005 Yearly ISS Report

Description

The report provides a yearly summary of the Contractor's software support activities

Preparation Instructions

The report must include, at minimum, the following:

a. A roll-up of the Monthly ISS Reports for the year;

b. Yearly Cost information pertaining to the ISS Contract;

c. Summary of Actions taken;

d. Sustainment Engineering activities and issues;

e. Configuration Management activities and issues; and,

f. Training Support activities.

DI-LS-006 Technical Report

Description

The Technical Report provides a summary of the Contractor's software support activities

Preparation Instructions

The Technical Report must as well include the following:

a. Cost information pertaining to the task or activity being reported on;

b. Summary of Actions taken; and,

c. Activities and issues.

Training

DI-TRG-001 Training Plan

Description

The Training Plan defines the management, organisation, procedures, schedule and detailed plan to be used by the Contractor in meeting the requirements for the development, delivery, evaluation, and transfer to the Crown of maintenance and operations training for the Data Mediation Interface.

Preparation Instructions

The content of the Training Plan should include, as applicable, but not limited to:

a. A description of the system, equipment and software for which the training is applicable;

b. Required outcomes of the training;

c. Required resources including the identification of any Government Furnished Information / Equipment to be delivered by the Crown;

d. Management and technical staff skills and categories of personnel providing training;

e. A description of the management, organisation and responsibilities of Contractor training personnel and their relationship to other disciplines within the Contractor’s organisation;

f. Levels of training and knowledge to satisfy requirements;

g. Details on the Contractor’s methodology for the provision of training;

h. A schedule for the training development and delivery process;

i. Course content;

j. A description of the Contractor’s Quality Control procedures as they apply to training development;

k. Evaluation approach; and,

l. Transition methodology (transfer of training responsibility to the Crown).

DI-TRG-002 Course Training Plan

Description

The Course Training Plan describes the course content and lesson guidance for a course.

Preparation Instructions

The content of the Course Training Plan should include, as applicable, but not limited to:

a. Aim;

b. Target population description;

c. Course prerequisites;

d. Course content and structure;

e. Course schedule and timing;

f. Assessment guidelines;

g. Instructional strategy;

h. Lesson specifications;

i. Resource requirements; and,

j. Implementation plan.

DI-TRG-003 Training Package

Description

The Training Package consists of all course material (including course schedule, master lesson plan, lesson plans, audio/visual aids and student material) required for the conduct of the Course Training Plan.

The Training Package provides the training material that enables the Crown to deliver further serials of training without the involvement of the Contractor. The Crown therefore reserves the right to modify the contents of the Training Package for its own use, if required.

Preparation Instructions

The Training Package must include a master lesson plan outlining all lesson plans sequence and timing, all lesson plans, teaching material, and student material.

The lessons plans must include, as applicable, but not be limited to:

a. Lesson requirements (method, time, references and context);

b. Teaching points to be covered;

c. Relevant references and documents;

d. Lesson objectives;

e. Lessons (including introduction, body and conclusion); and,

f. End-of lesson quizzes / tests.

Transition

DI-BTM-001 Software Transition Plan

Description

The Software Transition Plan defines the management, organisation, procedures, schedule and detailed plan to be used by the Contractor in meeting the requirements for a seamless transition of the Data Mediation Interfaces to full operation and in-service support with minimal impact to operations.

Preparation Instructions

The Software Transition Plan must identify the sequence of tasks and activities including, but not limited to, the delivery of software, training and technical data coordinated with other work products of the Contract.

The Transition Plan must include as applicable but not be limited to:

a. A description of the software for which the Transition Plan is applicable;

b. A description of the management, organisation and responsibilities of Contractor transition personnel and their relationship to other disciplines within the Contractor’s organisation (e.g. software development/integration, training development and delivery);

c. Identification of any Government Furnished Information to be delivered by the Crown in support of the Contractor’s Transition Plan;

d. Details on the Contractor’s methodology and approach for identifying and completing transition activities;

e. Details on the integration of the transition activities with the overall software development effort and training development and delivery including those activities related to design and readiness reviews and acceptance;

f. Milestones and delivery dates for each task included in the transition process; and,

g. A description of the Contractor’s method of transition validation.

Appendix 7 – Government Furnished Property List

Government Furnished Information

- Pre-Production Test Environments Information System Concept of Operations
- Component Build Template
- Component Build Configuration Data Template

Government Furnished Software

- GCCS (Controlled Goods)
- NAPPIC (Controlled Goods)
- LCSS ODB
- ORION
- LOGFAS
- MIDB (Controlled Goods)
- Publish and Subscribe Service (PASS)/DDS (Controlled Goods)
- CPOF (Controlled Goods)
- CFWOS
- US Multi-Lateral Interoperability Program (MIP) Gateway (Controlled Goods)
- Informatica Power Centre©development licences for contractor use
- Informatica Power Centre© available for use in solution

Government Furnished Information

- DDS/PASS TDP(Controlled Goods)
- CPOF TDP (Controlled Goods)
- LOGFAS TDP
- CFWOS TDP
- LCSS ODB TDP
- GCCS TDP(Controlled Goods)
- NAPPIC TDP (Controlled Goods)
- MIDB TDP (Controlled Goods)
- ORION TDP

Government Furnished Training

- DDS/PASS(Controlled Goods)
- CPOF (Controlled Goods)
- LOGFAS
- CFWOS
- LCSS-ODB
- GCCS (Controlled Goods)
- NAPPIC (Controlled Goods)
- MIDB(Controlled Goods)
- ORION

Appendix 8 – PMO Estimated Schedule - Data Mediation Interfaces Focus

Phase	Activity	Estimated Date	From CA
Phase 1 Part 1	• Kick Off Meeting	Jun 2013	-
	• Receive Third Party Transfer (Foreign Military Sales)	Aug 2013	+ 3 mos
	• Conduct Controlled Goods Data Review of ITAR affected source systems	Aug 2013	+ 3 mos
	• System Design Review/PDR (DMI)	Jan 2014	+ 7 mos
Phase 1 Part 2	• CDR	Aug 2014	+ 14 mos
Phase 2	• Test Readiness Review	Feb 2015	+20 mos
	• Final Design Review	Sep 2015	+27 mos
	• OT&E start (entire JIIFC capability)	Sep 2015	+27 mos
	• OT&E complete	Nov 2015	+29 mos
	• Data Mediation Interfaces Implementation complete (Installation on CSNI) : end of Data Mediation Interfaces Implementation : ISS begins	Feb 2016	+32 mos
ISS for Data Mediation Interfaces	ISS for Data Mediation Interfaces begins	Feb 2016	

ANNEX "B"
BASIS OF PAYMENT

Contractor shall be paid in accordance with the following:

B.1 **For Phase 1 Part 1** *(From Contract Award to Completion of Preliminary Design Review)* Contractor shall be paid costs reasonably and properly incurred calculated in accordance with the Service Category per diem rates and profit rate as detailed at Appendix B-1 Table 1 and Table 3, respectively, all subject to a Limitation of Expenditure as detailed at **Article 7.8** – ***Payment*** of the contract.

B1.1 The Profit shall be paid as a lump sum at the completion of the work for Phase 1 Part 1.

B.2 **For Phase 1 Part 2** *(From Preliminary Design Review to Completion of Critical Design Review)* Contractor shall be paid costs reasonably and properly incurred based upon a detailed proposal to be submitted as part of Contractor's Critical Design Review deliverables. Contractor's price shall be calculated in accordance with the firm labour category per diem rates and all inclusive mark up rates (as detailed at Appendix B-1 Table 2) and profit (as detailed and calculated in accordance with B.2.1 below), all subject to a Limitation of Expenditure as detailed at **Article 7.8** – ***Payment*** of the contract.

B.2.1 The profit for work performed at Phase 1 Part 2 (PDR to CDR) will include a performance incentive for the provision of services as detailed in the SOW at-or-under budget. The profit for Phase 1 Part 2 (PDR to CDR) shall be calculated as follows:

a. **Profit = Actual Profit + Incentive Fee**

   Where Actual Profit = Profit Rate * Actual Costs and,
   Incentive Fee = 0.5* (Target Cost – Actual Cost)

b. Target Cost (TC) is the estimated cost of Phase 1 Part 2 without profit. The Target Cost is calculated by applying the Appendix B-1 Table 2 labour category per diem rates to the estimated work required under Phase 1 Part 2.

   The Target Cost is $ _____.

c. The Target Cost and Limitation of Expenditure shall be negotiated at Preliminary Design Review based upon a detailed proposal delivered as part of Contractor's Preliminary Design Review deliverables.

d. Actual Cost (AC) is the cost for work performed under Phase 1 Part 2 without profit. The Actual Cost is calculated by applying the Appendix B1 Table 2 labour category per diem rates to actual work performed.

e. Where Actual Costs exceed Target Cost, the calculation of the Incentive Fee will result in a negative Incentive Fee. The negative Incentive Fee will be applied to the Actual Profit to an amount not exceeding the Actual Profit. This amount represents the best pre-estimate of the loss to Canada in the event of such a failure, and that it is not intended to be, nor is it to be interpreted as, a penalty.

f. Where Target Costs exceed Actual Cost, the calculation of the Incentive Fee will result in a positive Incentive Fee. The positive Incentive Fee will be paid to an amount not exceeding 5% of the Actual Cost.

B2.2 The Profit shall be paid as a lump sum at the completion of the work for Phase 1 Part 2.

B.3 **Phase 2** (From Critical Review to Final Delivery), Contractor shall be paid a firm price negotiated based upon a detailed proposal to be submitted as part of Contractor's Critical Design Review deliverables. Contractor's price shall be based upon the firm labour category per diem rates and firm mark up rates and profit detailed at Appendix B-1 Tables 2 and 3

B.4 **Profit**

(i) Profit shall be paid in accordance with Appendix B-1 Table 3

B.5 **Additional Work Requests:** AWRs will be based upon the resource category firm per diem rates fully loaded plus Profit. The per diem rates shall remain in effect from Contract Award to the end of Phase 2. Should the In-service Support option be exercised, the per diem rates will become subject to a CPI adjustment annually. Profit will be paid as per the terms of the Task Authorization and will be calculated based on the firm profit rate at the time the Task Authorization is awarded (i.e. Where the AWR covers periods with different profit rates, the profit rate applicable when the Task Authorization is issued shall apply for the entire AWR).

B.6 **In-Service Support:** For the services outlined at Section 3.0 of the SOW, the ISS annual fee will be paid for the first option period in 12 monthly increments. The annual fee shall be inclusive of mark-up and profit.

The ISS annual fee will be adjusted annually, on April 1 of each year, commencing at Option Period 2, by adding to the firm price an amount equal to the product of the EPA Price and the EPA, as determined by the following formula calculated to the nearest four decimal places:

PRICE (EPA Adjusted) = Price + EPA Price x (A/B- 1)

Where:

A = To the nearest decimal place, the Annual Average Consumer Price Index (CPI) (July to June) for Canada, All-Items (Not Seasonally Adjusted), 20yy = 100, Table 5, Statistics Canada, Catalogue no.62-001-X, for the latest 12-month period ending June 30, prior to the commencement of the new Contract Year (Contract Year being defined as 1 April to 31 March).

B = 1.xxx (The Annual Average value of that index for the 12-month period ending June 30, 20yy.)

PRICE (EPA Adjusted) = the revised price after applying Economic Price Adjustment

B.7 **Pre-Authorized Travel and Living Expenses:**

a. Canada will reimburse the Contractor for pre-authorized reasonable and proper travel and living expenses incurred in the performance of a TA, without any allowance thereon for

overhead or profit, and these costs will be reimbursed in accordance with the Treasury Board Travel Directive: http://www.tbs-sct.gc.ca/travel/travel_e.html.

b. All payments are subject to Government audit.

c. All travel must have prior authorization of the Contracting Authority.

APPENDIX "B-1"
BASIS OF PAYMENT
PRICING TABLES

B-1.1 Service Category Per Diem Rates

Class	DMI Service Category	Firm Per Diem Rate Per Service Category
1	Project Management Services	$
2	Configuration Management Services	$
3	System Development Services	$
4	Build, Verification and Testing Services	$
5	System Installation Services	$
6	System Training Services	$

Table 1

B-1.2 Labour Category Per Diem Rates

Labour Category *(add additional rows as needed)*	**Firm Per Diem Rate (Contract Award to end Phase 2)**
Class 1. Project Management Services	
	$
	$
	$
	$
Class 2. Configuration Management Services	
	$
	$
	$
	$
Class 3. System Development Services	
	$
	$
	$
	$

Class 4. Build, Verification and Testing Services	
	$
	$
	$
	$
Class 5. System Installation Services	
	$
	$
	$
	$
Class 6. System Training Services	
	$
	$
	$
	$

Table 2

B-1.3 Maximum Profit Percentage

Phase	Ceiling Profit Rate	Firm Profit Rate
Phase 1 Part 1 (Contract Award to Preliminary Design Review)	10%	%
Phase 1 Part 2 (Preliminary Design Review to Critical Design Review)	11%	%
Phase 2 (Critical Design Review to Implementation)	13.5%	%

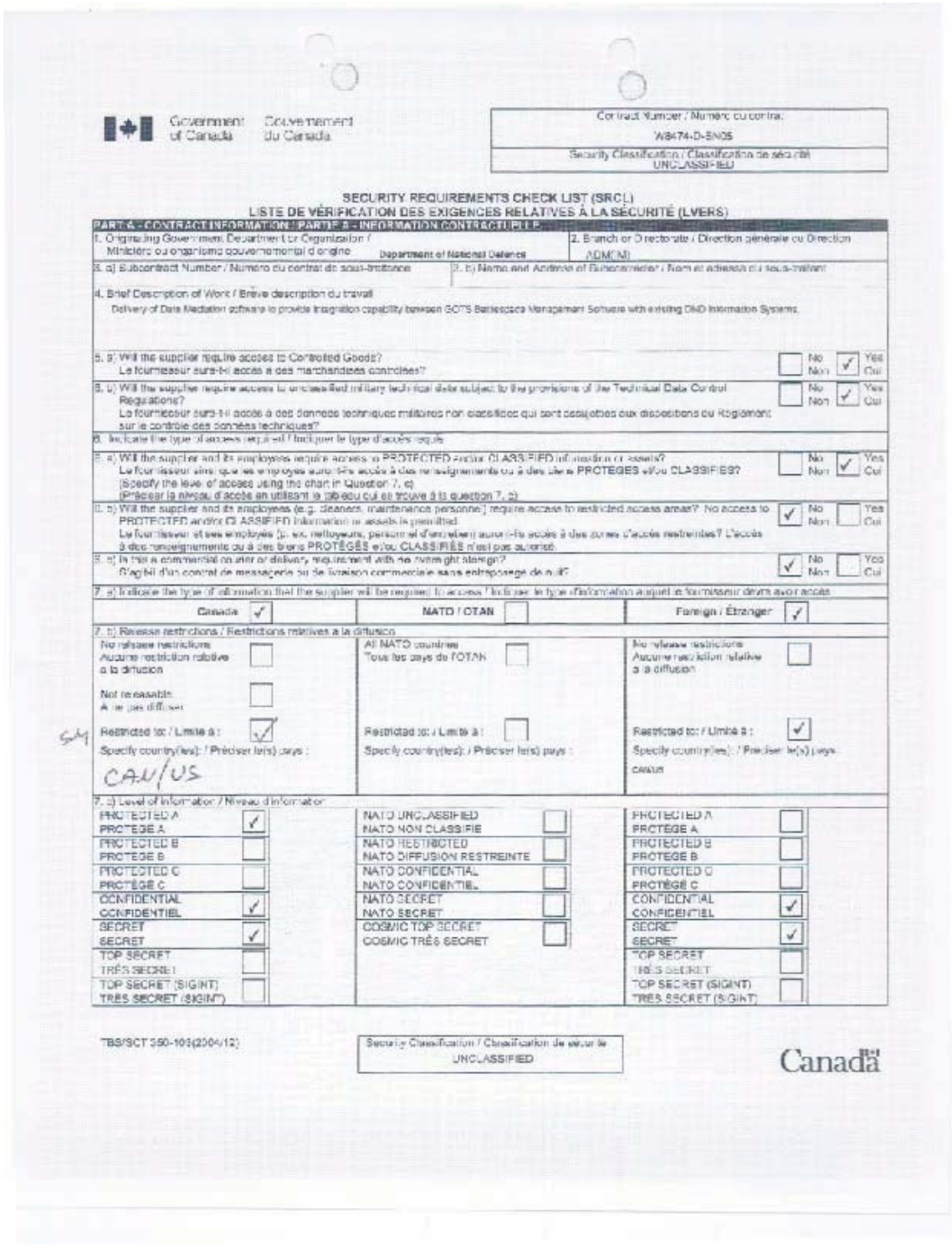
Table 3

B-1.4 In-Service Support Annual Fee

	Annual Fee (First Option Period Only)
In- Service Support Annual Fee	$

Table 4

ANNEX "C"
SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat: W8474-D-BN05

Security Classification / Classification de sécurité: UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: Department of National Defence
2. Branch or Directorate / Direction générale ou Direction: ADM(IM)
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: Delivery of Data Mediation software to provide integration capability between GCTS Battlespace Management Software with existing DND Information Systems.
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? — No / Non ☐ — 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? — No / Non ☐ — 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 et ses 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)) — No / Non ☐ — 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. — No / Non ☑ — 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? — No / Non ☑ — 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 ☑	NATO / OTAN ☐	Foreign / Étranger ☑
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion ☐	All NATO countries / Tous les pays de l'OTAN ☐	No release restrictions / Aucune restriction relative à la diffusion ☐
Not releasable / À ne pas diffuser ☐		
Restricted to: / Limité à : ☑	Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☑
Specify country(ies): / Préciser le(s) pays : CAN/US	Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays : CANUS
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A ☑	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ ☐	PROTECTED A / PROTÉGÉ A ☐
PROTECTED B / PROTÉGÉ B ☐	NATO RESTRICTED / NATO DIFFUSION RESTREINTE ☐	PROTECTED B / PROTÉGÉ B ☐
PROTECTED C / PROTÉGÉ C ☐	NATO CONFIDENTIAL / NATO CONFIDENTIEL ☐	PROTECTED C / PROTÉGÉ C ☐
CONFIDENTIAL / CONFIDENTIEL ☑	NATO SECRET / NATO SECRET ☐	CONFIDENTIAL / CONFIDENTIEL ☑
SECRET / SECRET ☑	COSMIC TOP SECRET / COSMIC TRÈS SECRET ☐	SECRET / SECRET ☑
TOP SECRET / TRÈS SECRET ☐		TOP SECRET / TRÈS SECRET ☐
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) ☐		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) ☐

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité: UNCLASSIFIED

Canada

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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? ☑ No / Non ☐ Yes / Oui
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
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? ☑ No / Non ☐ Yes / Oui
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

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

☐ RELIABILITY STATUS / COTE DE FIABILITÉ	☐ CONFIDENTIAL / CONFIDENTIEL	☑ SECRET / SECRET	☐ TOP SECRET / TRÈS SECRET
☐ TOP SECRET– SIGINT / TRÈS SECRET – SIGINT	☐ NATO CONFIDENTIAL / NATO CONFIDENTIEL	☐ NATO SECRET / NATO SECRET	☐ COSMIC TOP SECRET / COSMIC TRÈS SECRET
☐ SITE ACCESS / 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? ☑ No / Non ☐ Yes / Oui
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted? ☐ No / Non ☐ Yes / Oui
Dans l'affirmative, le personnel en question sera-t-il escorté?

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? ☐ No / Non ☑ Yes / Oui
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

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

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? ☑ No / Non ☐ Yes / Oui
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

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? ☐ No / Non ☑ Yes / Oui
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?

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

Government of Canada / Gouvernement du Canada

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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 A	PROTECTED / PROTÉGÉ B	PROTECTED / PROTÉGÉ C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
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, classifier 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, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
W8474-D-BN05
Security Classification / Classification de sécurité
UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Lorna Palmer	Project Manager JIIFC Project	Lorna Palmer

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
(613) 94404472	(613) 99502707	Lorna.Palmer@forces.gc.ca	23 Apr 2012

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Sasha Medovic - CF MP GP HQ - Industrial Security Senior Security Analyst Tel: 613-949-1066 / Fax: 613-949-1069		

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
			2012-04-25

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)	Title - Titre	Signature

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Maria Mendoza Contract Security Officer, Contract Security Division Maria.Mendoza@tpsgc-pwgsc.gc.ca Tel/Tél - 613-948-1673 / Fax/Téléc - 613-954-4171		Maria E Mendoza

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
			June 18, 2012

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

ANNEX "D"

EVALUATION CRITERIA

D-1 This Evaluation Criteria is divided into two separate Sections as follows:

Section 1: Mandatory Evaluation Criteria
Section 2. Rated Evaluation Criteria

D-2 For evaluation purposes only. The term “Bidder+” may be used for some evaluation criteria. The definition of “Bidder+” will include the Bidder and the parent, subsidiaries or other affiliates and subcontractors of the Bidder who are proposed to perform the contract, unless otherwise indicated. The term “Bidder” is defined in section 4 of the PWGSC Standard Acquisition Clauses and Conditions (SACC), 2003 Standard Instructions – Goods or Services – Competitive Requirements (2012-11-19).

D-3 For evaluation purpose, unless indicated otherwise, the definition of a “Project” is as follows: A temporary endeavour (project/contract) of a minimum of one (1) year in length undertaken to create a unique product, service or result.

D-4 For Rated Evaluation Criteria, where indicated, the minimum number of points must be obtained or the bid will be deemed non-compliant. Unless otherwise stated, only one of the elements in each rated criteria will be used for scoring purposes.

D-5 All financial thresholds stated in this Evaluation Criteria are in Canadian funds and are exclusive of all applicable taxes.

D-6 Where experience is required within a stipulated time period, the Bidder is to calculate from the original bid closing date of this solicitation.

D-7 Terminology used in the Mandatory and Rated Evaluation Criteria shall be in accordance with the SOW.

SECTION 1: MANDATORY EVALUATION CRITERIA

M-1	**Security** **Bidder+ must satisfy the requirements of the Security Requirements Checklist detailed at Annex C of the Request for Proposal.**
	a. Canadian Suppliers: Provide the Canadian Industrial Security Division (CISD) - approved security file number; or, b. Foreign (United States) Suppliers: Provide with their bid the security registration number issued by the National Security Authority/Designated Security Authority, for Industrial Security of United States of America c. All companies forming a partnership, joint venture, prime-subcontractor or similar relationship, must meet this requirement.

M-2	**Controlled Goods Program/International Traffic in Arms Regulations** **Bidder+ must be registered in the Controlled Goods Program (Canadian Suppliers) or International Traffic in Arms Regulations compliant (Foreign (United States) Suppliers)**
	a. Canadian Bidders: A copy of their Controlled Goods Program certificate; or, b. Foreign (United States): Documented proof of being International Traffic in Arms Regulations compliant. c. All companies forming a partnership, joint venture, prime-subcontractor or similar relationship, must meet this requirement.
M-3	**Years in Business** **The Bidder must have carried on business as the same legal entity for a minimum of three (3) years. In case of a joint venture, each member of the joint venture must demonstrate the minimum three-year requirement.**
	The Bidder must provide documented proof such as a Certificate of Incorporation, business registration or tax returns in its offer confirming the number of years it has been in business. If the Bidder has been incorporated or otherwise created less than three years before bid closing as the result of a corporate change under which it has in law assumed all of the assets, undertaking, operational capability, skills and resources of other legal entities, then Canada will consider the three year minimum requirement to be met if the Bidder demonstrates to Canada's satisfaction that: a. the Bidder has been incorporated or otherwise created as the result of a corporate change under which it has in law assumed all of the assets, undertaking, operational capability, skills and resources of other legal entities; b. each of the other legal entities carried on business, uninterrupted and in the normal course, for at least three years; c. the Bidder has carried on the business of all of the other legal entities in the normal course, uninterrupted from and after the date of the corporate change; d. the corporate change was solely for tax or other purposes unrelated to the business of the other legal entities and does not affect the ability of the Bidder to carry on the business that had been carried on by the other legal entities; and, e. the Bidder, as at the date of bid closing, maintains the same assets, undertaking, operational capability, skills and resources as the other legal entities had maintained before the corporate change. In these circumstances, Canada may require from the Bidder an unqualified legal opinion from an independent law firm stating that the Bidder meets all of the above requirements. Canada reserves the right to require other details and material to verify that the above requirements are met. If Canada is not satisfied that the above requirements have been met, the Bidder's offer will be considered non-responsive. Canada reserves the right to request proof of any information provided by the Bidder. If the information cannot be

	validated, the Bidder's offer will be considered non-responsive.
M-4	**<u>Business Office</u>** **The Bidder must have a business office located within either Canada or the United States.**
	A certified corporate document or annual filing that indicates the location of the business office must be provided.
M-5	**<u>Company Profile</u>** **The Bidder must provide a Corporate Profile of their organization (up to a maximum of 1,500 words based Microsoft Office 2003 word count function). If applicable, a separate Corporate Profile for each joint venture member must also be provided to a maximum of 1,500 words (only the first 1,500 words using Microsoft Office word count will be read).**
	Bidders should provide the following information with their bid: a. Company legal name; b. Company operating name, c. Company procurement business number d. Company address; e. Primary Business Areas/ Areas of expertise; f. Company corporate structure of the Bidder and its Parent/affiliates, joint venture and/or subcontractors to be included in this requirement ; g. Number of employees (estimated); h. Any other information the Bidder considers necessary or relevant. ***Note: Submitting company brochures and other marketing information is not considered as meeting this requirement.***
M-6	**<u>Insurance Requirements</u>** **The Bidder must provide evidence that they hold sufficient Comprehensive General Liability insurance in accordance with the Insurance Requirements specified in the Request for Proposal.**
	The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in the Request for Proposal. If the information is not provided in the bid, 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.
M-7	**<u>Project References</u>** **The Bidder must provide two (2) project references for successfully completed or ongoing projects of similar scope within the past ten (10) years, one of which must**

	be a project with the Client being from a government department at the federal government (or equivalent) level. Each project must be for a single contract value of a minimum of $3 Million and involve EACH of the following activities: **a. Information Management (IM) design;** **b. Engineering;** **c. Testing;** **d. Implementation of the solution; and,** **e. Project Management.** ***Note: The activities above must represent a combined minimum of 50% of the overall contract value***
	To demonstrate experience, the Bidder must provide the following information for <u>each</u> project: a. Client legal name/Department; b. Description of the work completed by your firm showing the relevance of the experience; c. Description of the deliverables completed in support of the project; d. Start date and end date of the project; and, e. Estimated overall contract value and estimated value for activities detailed above.
M-8	**Bidder must submit the initial Project Management Plan as per Para 2.2-6 of SOW**
	The Project Management Plan conveys the Bidder's proposed methods and approach for its management of the JIIFC Data Mediation Interface System. The Project Management Plan should be prepared in accordance with Project Management Body of Knowledge (PMBOK) Guide 4th Edition and Data Item Description (DID) DI-PM-001.
M-9	**Bidder must submit an initial Work Breakdown Structure (WBS) as per Para 2.2-7 of SOW**
	The WBS must provide a breakdown of the detailed tasks and milestones that will be undertaken for the completion of the JIIFC Data Mediation Interface System. The WBS should be prepared in accordance with PMBOK Guide 4th Edition and DID DI-PM-002.
M-10	**Bidder must submit an initial Project Master Schedule as per Para 2.2-8 of the SOW**
	The Project Master Schedule must provide a detailed project master schedule for the performance of the JIIFC Data Mediation Interface System that includes the Contractor's significant events, milestones and summary activities. The Project Master Schedule should be prepared in accordance with the PMBOK Guide 4th Edition and DID DI-PM-003.
M-11	**Bidder must submit the initial Configuration Management Plan as per Para 2.3-2 of the SOW.**
	The Configuration Management Plan must convey the Bidder's proposed methods and approach to ensure required configuration management of the JIIFC Data Mediation

	Interface System Statement of Work. The Configuration Management Plan should be prepared in accordance with the PMBOK Guide 4th Edition and DID DI-PM-010.
M-12	**<u>Senior Engineer Education</u> The Bidder must propose a Senior Engineer resource with an Engineering degree from a recognized university.**
	a. ***Recognized** is defined as: Public or private institution that has been given authority to grant degrees by a public or private act of the government or through a government-mandated quality assurance mechanism. b. Bidder is to provide a copy of the university degree with their bid. c. Bidder is to provide documented proof of equivalency of non Canadian university degrees.

SECTION 2: RATED EVALUATION CRITERIA

R-1	**Bidders+ must have experience in Project Management for a software project performed under a project with a minimum contract value of $3 Million dollars within the past ten (10) years.**
	To demonstrate the above, the following information should be provided for <u>each</u> project submitted: a. Client; b. Project name; c. Project description including the actual solution and deliverables; d. Description of Project Management services provided; e. Project start date and end date (if complete); f. Project value; and, g. Number of users.
	Scoring: (Max 30 points - a minimum of 6 points must be obtained**).** Five (5) or more projects — 30 Points Four (4) projects — 24 Points Three (3) projects — 18 Points Two (2) projects — 12 Points One (1) project — 6 Points
R-2	**Bidders+ must have experience in data mediation software products performed under a project with a minimum contract value of $3 Million and include each of the following elements:** **a. System requirements analysis;** **b. System options analysis;** **c. System design;** **d. Transformation of data from source system to target system;** **e. Validation of data transformation; and,** **f. Process and methodology for analyzing and mapping data structures and formats.**
	To demonstrate the above the Bidder should provide the following information for the project submitted: a. Client; b. Project name; c. Project description including the actual solution and deliverables; d. Description of the transformation, validation, process and methodology; e. Description of the system requirements and options analysis; f. Project start date and end date (if complete); g. Project value; h. Number of users.

	Scoring: (Max 30 Points – a minimum of 6 points must be obtained and one project must be within the past 60 months). Four (4) additional projects within the past 120 months — 30 Points Three (3) additional projects within the past 120 months — 24 Points Two (2) additional projects within the past 120 months — 18 Points One (1) additional project within the past 120 months — 12 Points One (1) project within the past 60 months — 6 Points
R-3	**Bidders+ must have experience in build, verification and testing of a data mediation software product performed under a contract with a minimum contract value of $3 Million within the past ten (10) years.** **Build, verification and testing elements is demonstrated by the performance of all of the following elements under the same project:** **a. Verification and validation of system requirements;** **b. Develop test plan;** **c. Perform software unit testing;** **d. Perform software qualification testing;** **e. Prepare build and configuration documentation; and** **f. Prepare test documentation.**
	To demonstrate the above the Bidder should provide the following information for the projects submitted: a. Client; b. Project name; c. Project description including the actual solution and deliverables; d. Description of the of the test plan, unit and qualification testing and test documentation prepared; e. Description of the build and configuration documentation prepared; f. Project start date and end date (if complete); g. Project value; and, h. Number of users
	Scoring: (Max 30 Points – a minimum of 6 points must be obtained and one project must be within the past 60 months). Four (4) additional projects within the past 120 months — 30 Points Three (3) additional projects within the past 120 months — 24 Points Two (2) additional projects within the past 120 months — 18 Points One (1) additional project within the past 120 months — 12 Points One (1) project within the past 60 months — 6 Points

R-4	**Bidders+ must have experience in the installation of a data mediation software product performed under a project with a minimum contract value of $3 Million.** **Installation of a data mediation software product is demonstrated by the performance of all of the following elements under the same contract:** **a. Install component builds;** **b. Prepare System Implementation Plan; and** **c. Provide System Transition Support from implementation to In-Service Support handover).**
	To demonstrate the above the Bidder should provide the following information for the projects submitted: a. Client; b. Project name; c. Project description including the actual solution and deliverables; d. Description of the of the system implementation plan prepared; e. Description of the System Transition Support provided; f. Project start date and end date (if complete); g. Project value; and, h. Number of users.
	Scoring: (Max 30 Points – a minimum of 6 points must be obtained and one project must be within the past 60 months). Four (4) additional projects within the past 120 months — 30 Points Three (3) additional projects within the past 120 months — 24 Points Two (2) additional projects within the past 120 months — 18 Points One (1) additional project within the past 120 months — 12 Points One (1) project within the past 60 months — 6 Points
R-5	**Bidders+ must have experience in configuration management of a software development product performed under a project with a minimum contract value of $3 Million within the past ten (10) years.** **Configuration management of a software development product is demonstrated by the performance of each of the following elements under the same project:** **a. Configuration Management Planning;** **b. Conducting Configuration audits; and,** **c. Maintaining Configuration management database.**
	To demonstrate experience, the following information should be provided for <u>each</u> project submitted: a. Client; b. Project name;

	c. Project description including the actual solution and deliverables; d. Description of the Configuration Management Plan, configuration audits and configuration management database; e. Project start date and end date (if complete) ; f. Project value; and, g. Number of users.
	Scoring: (Max 30 Points - a minimum of 6 points must be obtained). Five (5) or more projects — 30 Points Four (4) projects — 24 Points Three (3) projects — 18 Points Two (2) projects — 12 Points One (1) project — 6 Points
R-6	**Bidder+ must have experience in the development of training activities for a software product, performed under a project within the past 10 years and must include the following activities for each project submitted.** **a. development of an approved Training Plan** **b. development of approved Training documents and materials** **c. Providing training of a minimum of two (2) days in length**
	To demonstrate experience, the following information should be provided for each contract submitted: a. Client for which the training was provided; b. Description of the training activities performed as per the above including training materials developed, c. Type of training provided d. Start date and end date (if complete).
	Scoring: (Max 30 Points - a minimum of 6 points must be obtained). Five (5) or more projects — 30 Points Four (4) projects — 24 Points Three (3) projects — 18 Points Two (2) projects — 12 Points One (1) project — 6 Points
R-7	**Bidders+ must have experience in the provision of In-service software support services for software within the past ten (10) years by including each of the following In-Service support elements for each project submitted:** **a. Performance of testing and fault diagnosis;**

	b. Installation of revised software **c. Configuration control of the software, including version control; and,** **d. Provide technical support in the form of hotline, help desk or on site assistance.**
	The following information should be provided: a. Client for which the In-Service Support was provided; b. Description, including the plans prepared, testing and fault diagnosis, configuration control and technical support; and, c. Start date and end date (if complete) for the In-Service support.
	Scoring: (Max 30 Points - a minimum of 6 points must be obtained). Five (5) or more projects — 30 Points Four (4) projects — 24 Points Three (3) projects — 18 Points Two (2) projects — 12 Points One (1) project — 6 Points
R-8	**Initial Project Management Plan**
	Project Management Plan**.** The Bidder must submit an initial Project Management Plan in Contractor's own format as per Mandatory Criteria M-8. The Project Management Plan is the master planning document which will provide sufficient information to allow the reader to understand how the project will be managed. The following is the category submission requirements to be used in developing the Project Management Plan: 1. System Overview; 2. Project Scope; 3. Project Organization; 4. Team and Sub-team Composition and Purpose; 5. Scope Management; 6. Time Management; 7. Cost Management; 8. Quality/Performance Management; 9. Communications Management; 10. Risk Management; 11. Procurement Management; 12. Integration; 13. Identification of the selected software lifecycle model and mapping of processes,

	activities and tasks to the selected software lifecycle model; 14. Reporting and documentation items to be delivered; 15. Risks and risk analysis for technical, cost and schedule risks 16. Other plans to be produced as separate documents during the project; 17. Procedures for re-planning; 18. Plans for subcontractor management, including subcontractor selection and involvement between the subcontractor and the acquirer, if any; and, 19. Plans for project close-out, including briefings to the Crown to include lessons learned and analysis of project objectives achieved.
	Scoring: Plan is tailored to meet the specific requirements of the JIIFC SOW by addressing a minimum of 18 of the category submission requirements above in significant detail to allow the evaluator to understand how it proposes to manage the project. 30 Points Plan is generic by addressing 11-17 of the category submission requirements above. 20 Points Plan is very basic and generic by addressing 6-10 of the category submission requirements above. 10 Points
R-9	**Initial Project Master Schedule**
	Forming part of the initial Project Management Plan, the Bidder must submit a Project Master Schedule in the contractor's own format as per M-10. Additional points will be awarded based on the following category submission requirements contained within DID DI-PM-003: i. A summary level time scaled bar chart showing the WBS elements/codes and work activities along the vertical axis and the time scale in months along the horizontal axis; j. A critical path schedule showing the key tasks/activities to be scheduled and must include (but not limited to) the Level 3 and should include Level 4 activities from the WBS; k. Where applicable, all hierarchical WBS elements and codes should be displayed on the vertical axis down to the level where the work activities are shown; l. Each WBS element and work activity should have an identification code shown on the vertical axis to the left of the description; m. A baseline schedule bar should be retained for each work activity, event and milestone along with the start/finish dates and total duration, for comparison to a current schedule; n. A current schedule bar should be shown for each work activity, event and milestone along with the start/finish dates and total duration; o. A separate schedule must clearly identify the critical path; and, p. Appropriate titles and legends should define all symbols used on the Project

	Master Schedule.
	Scoring: The schedule is tailored to meet the specific requirements of the JIIFC SOW in significant detail to allow the evaluator to understand how it proposes to manage the project by addressing all eight (8) of the category submission requirements above. — 30 Points The schedule is generic by addressing five (5) – seven (7) of the Category submission requirements above. — 20 Points The schedule is very basic and generic by addressing two (2) - four (4) of the Category submission requirements above. — 10 Points
R-10	**Bidders+ should have worked (e.g. operator, system administrator) within with the following systems within the past ten (10) years. Points will be awarded based on experience (6 months minimum for each) working with each of the following systems** **1. Modernized Integrated Database (MIDB);** **2. LCSS Operational Data Base (LCSS ODB);** **3. Command Post of the Future (CPOF)** **4. Global Command and Control System (GCCS);** **5. Canadian Forces Weather Observation System (CFWOS);** **6. Logistic Functional Area Services (LOGFAS);** **7. Online Repository Information Operational Network (ORION) and,** **8. National Aerospace Planning Process Integration Capability (NAPPIC)**
	To be awarded points for experience, the following information should be provided for EACH data system: a. Client; b. Name of the Data system; c. Description of work performed; and, d. Start date and end date (if complete).
	Scoring. Maximum <u>55 Points</u> 1. Modernized Integrated Database (MIDB) — 10 Points 2. LCSS Operational Data Base (ODB) — 10 Points 3. Command Post of the Future (CPOF) — 10 Points 4. Global Command and Control System (GCCS) — 5 Points 5. Canadian Forces Weather Observation System (CFWOS) — 5 Points 6. Logistic Functional Area Services (LOGFAS) — 5 Points 7. Online Repository Information Operational Network (ORION) — 5 Points 8. National Aerospace Planning Process Integration Capability (NAPPIC) — 5 Points

R-11	**Bidders+ should have experience (as defined below) with the data structures of the following systems within the past ten (10) years. Points will be awarded based on experience working with the following systems:** **1. Modernized Integrated Database (MIDB);** **2. LCSS Operational Data Base (ODB);** **3. Command Post of the Future (CPOF)** Experience in the above systems is specific to one or more of the following: • Experience in interfacing the data systems to other data systems • Experience with application programming interfaces • Experience in manipulating data content.
	To be awarded points for experience, the following information should be provided for EACH data system: a. Client; b. Name of the Data system; c. Description of work performed; and, d. Start date and end date (if complete).
	Scoring. Maximum 40 points per data system to a maximum of <u>120 points</u> Up to two (2) years — 40 Points Up to 18 months — 30 Points From six (6) months – one (1) year — 20 Points
R-12	**Bidders+ should have experience (as defined below) with data structures with the following systems within the past ten (10) years. Points will be awarded based on experience working with each of the following systems:** **1. Global Command and Control System (GCCS);** **2. Canadian Forces Weather Observation System (CFWOS);** **3. Logistic Functional Area Services (LOGFAS);** **4. Online Repository Information Operational Network (ORION) and,** **5. National Aerospace Planning Process Integration Capability (NAPPIC)** Experience in the above systems is specific to one or more of the following: • Experience in interfacing the data systems to other data systems • Experience with application programming interfaces • Experience in manipulating data content

	To be awarded points for experience, the following information must be provided for EACH data system: a. Client for which data system was used; b. Data system; c. Description; d. Start date and end date (if complete); and, e. Project Value.
	Scoring. Maximum 20 points per data system to a maximum of <u>100 points</u> Up to two (2) years — 20 Points Up to 18 months — 15 Points From six (6) months – one (1) year — 10 Points
R-13	**<u>Senior Engineer Experience.</u> The Bidder's resource must have experience in the delivery of software development projects as an engineer performed under a Project with a minimum contract value of $3 Million within the past twenty (20) years.**
	To be awarded points for experience, the Bidder should provide the following information: a. The duration of the individual's experience; b. The duration of each project; c. A description of each project; and, d. Project value for each project.
	Scoring: (Max 20 Points – a minimum of 6 points must be obtained. 192 months of experience or greater — 20 Points Up to 168 months of experience — 15 Points Up to 144 months of experience — 10 Points A minimum of 120 months of experience — 6 Points
R-14	**<u>Senior Engineer Experience</u>. The Bidder's resource should have experience working on a software project , as an engineer, performing under a contract with a minimum contract value of $3 Million within the past twenty (20) years, where the resource was an engineer for a minimum of 3 phases of a <u>*complete project and</u> where one of the phases was Executing the Project.** ***A complete project includes the five (5) phases of a Project, which are defined below.** **1. Initiating the Project:** Defining the project scope and obtaining approval from stakeholders. **2. Planning the Project:** Preparing the project plan and developing the work breakdown structure (WBS).

	3. Executing the Project: Performing the work necessary to achieve the stated objectives of the project. **4. Monitoring and controlling the Project:** Monitoring project progress, managing change and risk, and communicating project status. **5. Closing the Project:** Finalizing all project activities, archiving documents, obtaining acceptance for deliverables, and communicating project closure.
	To be awarded points for experience, the Bidder must provide the following for <u>each</u> project where the resource was the Engineer: a. Name of project; b. Project description with a short description of each project phase; c. Project start date and end date (if complete); and, d. Project value.
	Scoring: Three (3) or more projects — 20 Points Two (2) projects — 15 Points One (1) project — 10 Points
R-15	**<u>Senior Engineer Experience</u>. The Bidder's resource, as an Engineer, should have experience (as defined below) with the following systems within the past ten (10) years. Points will be awarded based on experience working with the following data systems:** **1. Modernized Integrated Database (MIDB);** **2. LCSS Operational Data Base (ODB);** **3. Command Post of the Future (CPOF)** **Experience in the above data systems is specific to one or more of the following:** • **Experience in interfacing the data systems to other data systems** • **Experience working with application programming interfaces** • **Experience in manipulating data content**
	To be awarded points for experience, the following information must be provided for <u>EACH</u> data system: a. Client for which data system was used; b. Name of Data system; c. Description of work performed; and, d. Start date and end date (if complete)

	Scoring: Maximum 20 points per data system to a maximum of 60 points Up to twenty four (24) months — 20 Points Up to 18 months — 15 Points From six (6) months – one (1) year — 10 Points
R-16	**Senior Engineer Experience. The Senior Engineer should have experience (as defined below) with the following systems within the past ten (10) years. Points will be awarded based on experience working with the following systems:** **a. Global Command and Control System (GCCS);** **b. Canadian Forces Weather Observation System (CFWOS);** **c. Logistic Functional Area Services (LOGFAS);** **d. Online Repository Information Operational Network (ORION) and,** **e. National Aerospace Planning Process Integration Capability (NAPPIC)** **Experience in the above systems is specific to one or more of the following:** • **Experience in interfacing the data systems to other data systems** • **Experience working with application programming interfaces** • **Experience in manipulating data content**
	To be awarded points for experience, the following information must be provided for EACH data system: a. Client for which data system was used; b. Name of Data system; c. Description of work performed; and, d. Start date and end date (if complete).
	Scoring: Maximum 10 points per data system to a maximum of 50 points Up to twenty four (24) months — 10 Points Up to 18 months — 7 Points From six (6) months – one (1) year — 5 Points

Annex "E"

DND 626
Task Authorization Form

National Defence / Défense nationale

TASK AUTHORIZATION
AUTORISATION DES TÂCHES

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.	Contract no. – N° du contrat Task no. – N° de la tâche

Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente

To – À

Delivery location – Expédiez à

Delivery/Completion date – Date de livraison/d'achèvement

TO THE CONTRACTOR

You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.

Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.

À L'ENTREPRENEUR

Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.

Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.

Date

for the Department of National Defence
pour le ministère de la Défense nationale

Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	

APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.

NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.

for the Department of Public Works and Government Services
pour le ministère des Travaux publics et services gouvernementaux

DND 626 (01-05)

Design: Forms Management 993-4050
Conception : Gestion des formulaires 993-4052

Annex "F"
Claim for Progress Payment

Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada

Claim for Progress Payment
Demande de paiement progressif

If necessary, use form PWGSC-TPSGC 1112 to record detail costs
Si nécessaire, utiliser le formulaire PWGSC-TPSGC 1112 pour inscrire les coûts détaillés

Contractor's Name and Address Nom et adresse de l'entrepreneur	Claim No. N° de la demande	Date (YY-MM-DD - AA-MM-JJ)	Contract Price - Prix contractuel
	File No. - N° du dossier		Contract Serial No. N° de série du contrat

Contractor's Procurement Business Number (PBN) Numéro d'entreprise-approvisionnement (NEA) de l'entrepreneur	Financial Code(s) - Code(s) financier(s)

Contractor's Report of Work Progress (If needed, use additional sheets)
Compte rendu de l'avancement des travaux par l'entrepreneur (si nécessaire, utiliser des feuilles supplémentaires)

Period of work covered by the claim Période des travaux visée par la demande ▶	Current Claim Demande courante		Previous Claims Demandes précédentes		Total to Date Total à date
Description: (Expenditures must be claimed in accordance with the basis and/or method of payment of the contract) **Description :** (Les dépenses doivent être réclamées conformément à la base de paiement et (ou) à la méthode de paiement du contrat).	(A)	Tax Rate Taux de taxe	(B)	Tax Rate Taux de taxe	(A + B)
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
Contractor's GST No. N° de TPS de l'entrepreneur — Subtotal Sous-total					
Goods and Services Tax (GST) / /Harmonized Sales Tax (HST) Taxe sur les produits et services (TPS) / Taxe de vente harmonisée (TVH)					
Total					
Less holdbacks on expenditures only (GST/HST excluded) Moins les retenues sur les dépenses uniquement (TPS/TVH en sus)					

Total Amount of Claim (Including GST/HST Included)
Montant total de la demande (TPS/TVH Incluse)

Percentage of the work completed Pourcentage des travaux achevés	%	Current Claim Demande courante ▶	Amount due Montant dû

Canada

PWGSC-TPSGC 1111 (05/2011)

ANNEX "G"
INSURANCE REQUIREMENTS

G-1 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than $2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

    a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

    b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

    c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

    d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

    e. Cross Liability/Separation of Insured: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

    f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

    g. Employees and, if applicable, Volunteers must be included as Additional Insured.

h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title

o. Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

G-2 Errors and Omissions Liability Insurance

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than $1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

3. The following endorsement must be included:

   Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.