



NOTICE

This documentation has been reviewed by the technical authority and does not contain controlled goods.

AVIS

Cette documentation a été révisée par l'autorité technique et ne contient pas de marchandises contrôlées.

REQUEST FOR a STANDING OFFER (RFSO)

DND Reference Number: DND-12/0019455

**Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE)
Training Services**

There is a security requirement associated with this requirement.



TABLE OF CONTENTS

PART I

INTRODUCTION

PART II

INSTRUCTIONS FOR SUBMITTING PROPOSALS

PART III

REQUIREMENTS AND CONDITIONS OF CONTRACT AWARD

ANNEXES

ANNEX A –	STATEMENT OF WORK (INCLUDES ATTACHEMENTS)
ANNEX B –	EVALUATION CRITERIA & SELECTION METHODOLOGY
ANNEX C -	SECURITY REQUIREMENT CHECK LIST

APPENDICES

APPENDIX 1 –	FEDERAL CONTRACTOR’S PROGRAM
APPENDIX 2 –	SUPPLIER-SPECIFIC INFORMATION
APPENDIX 3 –	NON-DISCLOSURE AGREEMENT



PART I – INTRODUCTION

1. Introduction

- 1.1 The Department of National Defence (DND) Canadian Special Operations Forces Command (CANSOFCOM) in collaboration with the Canadian CBRNE Response Team, has a requirement for the provision of training services to develop, prepare, coordinate, execute and assess Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) scenario exercises on an “as and when requested” basis. Details of the requirement are outlined in Annex A – Statement of Work (SOW).
- 1.2 The period of the Standing Offer (SO) will be from date of issuance to 31 March 2014, and will include two (2) additional one-year optional periods. Up to a maximum of 3 Standing Offers will be issued.
- 1.3 This is a new requirement.

2. Terms and Conditions of the Resulting Contract

- 2.1 The “General Conditions – Standing Offers – Goods or Services” used by Public Works and Government Services Canada, Clause ID 2005 (2012-11-19); will form part of any resulting Standing Offer, with the following modifications:
 - 2.1.1 The definition of “Minister” will be the Minister of National Defence.
 - 2.1.2 2005 11, Code of Conduct and Certifications – Contract is hereby deleted and replaced with the following:

Code of Conduct for Procurement

The Contractor certifies that it has read the *Code of Conduct for Procurement* and agrees to be bound by its terms.
- 2.2 The “General Conditions – Higher Complexity- Services” used by Public Works and Government Services Canada, Clause ID 2035 (2013/06/27), all call-ups under any resulting Standing Offer with the following modifications:
 - 2.2.1 The definition of “Minister” will be the Minister of National Defence.
 - 2.2.2 2035 41, Code of Conduct and Certifications – Contract is hereby deleted and replaced with the following:

Code of Conduct for Procurement

The Offeror certifies that it has read the *Code of Conduct for Procurement* and agrees to be bound by its terms.

- 2.3 The “Canada to Own Intellectual Property Rights in Foreground Information” Clause ID 4007 used by Public Works and Government Services Canada, will form part of the Standing Offer and any contract resulting from the Standing Offer, the only modification being the definition of “Minister” which will be the Minister of National Defence. The following exception applies:



- 2.3.1 The Department of National Defence has determined that any intellectual property rights arising from the performance of the Work under the resulting standing offer will belong to Canada, on the following grounds: National Security.
- 2.4 The “Former Public Servants – Competitive Requirements” Clause ID M3025T (2013-04-25), will form part of this Request for Standing Offer and any contract resulting from the Standing Offer.
- 2.5 The “Proactive Disclosure of Contracts with Former Public Servants” Clause ID A3025C (2013/03/21), will form part of the Standing Offer and any contract resulting from the Standing Offer.
- 2.6 The “Discretionary Audit” Clause ID C0705C (2010-01-11), will form part of the Standing Offer and any contract resulting from the Standing Offer.
- 2.7 The “Supplemental General Conditions – Services – Higher Complexity” Clause ID 4010 (2012-07-16) , used by Public Works and Government Services Canada, will form part of any resulting Standing Offer.

PART II – INSTRUCTIONS FOR SUBMITTING PROPOSALS

3. Proposals Format

- 3.1 The Bidder is requested to submit one (1) soft copy of its Technical Proposal, one (1) soft copy of its Financial Proposal and one (1) soft copy of the Certifications as required in Article 13 - Certification Precedent to Issuance of a Standing Offer. The Technical Proposal and the Financial Proposal shall be submitted as separate documents and no financial information should appear in the Technical Proposal. The format of the Proposals, if submitted by email, must be in a format compatible with MS Office 2003 or in PDF format.

4. Identification of Bidder’s Contact

- 4.1 Canada requests the Bidder to provide the contact information of the Bidder’s representative (including name, address, telephone number and e-mail address) to be included and clearly identified in the proposal response “Supplier-Specific Information” of Appendix 2 to facilitate any communication during the evaluation process.

5. Delivery Instructions for Proposals

- 5.1 Proposals are to be submitted by electronic mail (email) to the D Svcs C Contracting Officer at Julie.Poirier@forces.gc.ca and must be received by the D Svcs C Contracting Officer on or before **2:00 pm**. EDT (local Ottawa, Ontario, Canada time) on the closing date of **7 October 2013**. Responses received after 12:00 p.m. on the Closing Date will be given no further consideration.
- 5.2 Bidders are to ensure that the Solicitation Number (**DND-12/0019455**) and Closing Date and Time (**7 October, 2:00pm EDT**) are clearly marked on any email correspondence.



- 5.3 Electronic Submissions: Individual e-mails exceeding 5 megabytes, or that includes other factors such as imbedded macros and/or links, may be rejected by the Department of National Defence (DND) e-mail system and/or firewall(s) without notice to the Bidder or DND POC, D Svcs C Contracting Officer. Larger proposals may be submitted through more than one email. The D Svcs C Contracting Officer will send an email acknowledging receipt of the proposal. It is the Bidder's responsibility to ensure that the DND POC has received the entire submission.
- 5.4 Proposals may be submitted in either English or French.
- 5.5 Proposals will not be returned.
- 5.6 No payment will be made for costs incurred in the preparation and submission of a proposal in response to this RFSO.

6. Communications Regarding the Bid Solicitation

- 6.1 To ensure the integrity of the competitive bid process, enquiries and other communications regarding this solicitation are to be directed only to the D Svcs C Contracting Officer (Julie Poirier, D Svcs C 4-4-2) by email at Julie.Poirier@forces.gc.ca.
- 6.2 Enquiries, and other communications, are not to be directed to any other government official(s) or person(s) having access to government buildings or information. Enquiries are to be directed only as detailed above, in sub-paragraph 6.1. Non-compliance with this condition during the solicitation period may, for that reason alone, result in the disqualification of the Proposal
- 6.3 Enquiries shall be in writing and received by the Contracting Authority, i.e. D Svcs C Contracting Officer, **no later than ten (10) calendar days prior to the bid closing date** to allow sufficient time to provide a response. Enquiries received after that time may not be answered.
- 6.4 It is the responsibility of the Bidder to obtain clarification of any terms, conditions or technical requirements contained in the RFSO. During the RFSO posting period, potential Bidders are encouraged to submit questions or requests for clarification regarding the content of the RFSO. This is the only opportunity prior to bid closing for Bidders to address issues or raise any concerns related to the RFSO content.
- 6.5 Bidders should reference as accurately as possible the numbered item in the RFSO to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient details 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 Bidders do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.
- 6.6 To ensure consistency and quality of information provided to Bidders, relevant enquiries received, and the replies to such enquiries, will be provided simultaneously, via the Government Electronic Tendering System (GETS) Tender Notice at BuyandSell.gc.ca, to all Bidders who have requested the solicitation document from GETS, without revealing the source(s) of the enquiries.



7. Validity of Bids

- 7.1 Any proposal submitted shall remain open for acceptance of a period of not less than **90 days** after the bid closing date and time of the RFSO. Amendments to the Bidder's bids/proposal response will not be accepted after bid closing.
- 7.2 All Bidders submitting proposals will receive written notification of the results of the evaluation as soon as the process is complete. Bidders should allow at least 45 days after bid closing for the results to be known. Responses to requests for information on the status of the evaluation will not normally be provided until all evaluations are complete.

8. Conflict of Interest - Unfair Advantage

- 8.1 In order to protect the integrity of the procurement process:
- a. Bidders are advised that the Crown may reject a bid in the following circumstances:
 - i) if the Bidder, any of its Subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the bid solicitation;
 - ii) if the Bidder, any of its Subcontractors, any of their respective employees or former employees had access to information related to the bid solicitation that was not available to other Bidders and that would, in the Crown's opinion, give the Bidder an unfair advantage.
 - b. the experience acquired by a Bidder who is providing or has provided the goods and services described in the bid solicitation (or similar goods or services) will not, in itself, be considered by the Crown as conferring an unfair advantage or creating a conflict of interest. This Bidder remains however subject to the criteria established above.
 - c. where the Crown intends to reject a bid under this section, the Contracting Authority will inform the Bidder and provide the Bidder an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact the Contracting Authority before bid closing. By submitting a bid, the Bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Bidder acknowledges that it is within the Crown's sole discretion to determine whether a conflict of interest or unfair advantage exists.

9. Rights

- 9.1 DND reserves the right to:
- a. reject any or all proposals received in response to the bid solicitation;
 - b. enter into negotiations with Offerors on any or all aspects of their proposals;
 - c. accept any proposal in whole or in part without negotiations;
 - d. cancel the bid solicitation at any time;
 - e. reissue the bid solicitation;



- f. if no responsive proposals are received and the requirement is not substantially modified, reissue the bid solicitation by inviting only the bidders who bid to re-submit proposals within a period designated by Canada; and,
- g. negotiate with the sole responsive Offeror to ensure best value to Canada.

10. Pricing Support/Review

- 10.1 In the event that the Bidder's proposal is the sole responsive proposal received, the Bidder shall provide, upon DND's request, acceptable forms of price support.
- 10.2 Bidders are advised that a review of the proposed pricing may be required. Detailed supporting information may be requested by DND to validate the rates and other charges proposed.

PART III - REQUIREMENTS AND CONDITIONS TO ISSUANCE OF A STANDING OFFER

11. Applicable Laws

- 11.1 The Standing Offer and any resulting contract resulting from the Standing Offer shall be interpreted and governed, and the relations between the Parties determined, by the laws in force in the Province of Ontario, Canada.
- 11.2 The Bidder may, at its discretion, substitute the applicable laws of a Canadian province or territory of its 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.

12. Terms of Payment

- 12.1 Basis of Payment: The Basis of Payment for the Standing Offer and any resulting contract will be Limitation of Expenditure in accordance with Annex B, Pricing Schedule.
- 12.2 Basis of Payment for Travel: No travel expenses will be reimbursed.
- 12.3 Method of Payment: Payment by Her Majesty shall be made thirty (30) days following the receipt of an acceptable invoice and substantiating documentation which are submitted according to the terms of any contract resulting from the Standing Offer

13. Certification Precedent to Issuance of a Standing Offer

One (1) copy of the following document(s) and evidence of security clearance, if applicable, must be provided prior to the award of any resulting Standing Offer:

- 13.1 Federal Contractor's Program Certificate: In accordance with the Federal Contractors Program, Bidders are required to certify their status with FCP-EE in accordance with Appendix '1' to this RFSO. Any bid from ineligible contractors will not be considered for contract award.
- 13.2 Supplier-Specific Information: Bidders are required to identify and certify their Supplier Status (see Appendix '2' for further information).



- 13.3 Non-Disclosure Agreements: For any contract awarded and at the request of the D Svcs C Contracting Officer, the Bidder shall provide Non-Disclosure Agreement forms, signed by each proposed resource, before they are given access to information in connection with the work (see Appendix '3' for further information).
- 13.4 Former Public Servants (FPS): Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

Definitions

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

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

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

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

- **Former Public Servant in Receipt of a Pension**

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

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

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

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



- **Work Force Reduction Program**

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

If so, the Bidder must provide the following information:

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

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

Information to Bidders: It is highly recommended that the completed and signed FCP Certificate (Appendix '1'), Supplier-Specific Information (Appendix '2'), Certificate of Acknowledgement and Availability (Appendix '3') and Non-disclosure Agreement (Appendix '4') and the information requested as per Former Public Servant in Receipt of a Pension and Work Force Reduction Program be provided with the technical proposal at the time of bid closing.

14. Security - SECRET

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:
PWGSC FILE # W6399-13EB35

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 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 the CISD, PWGSC.

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

3. 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.



4. Processing of PROTECTED/CLASSIFIED information electronically at the Contractor/Offeror's site is NOT permitted under this Contract/Standing Offer.
5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
6. 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).

NOTE: There are multiple levels of release restrictions associated with this file. In this instance, a Security Guide should be added to the SRCL clarifying these restrictions. The Security Guide is normally generated by the organization's project authority and/or security authority.

NOTE: The above security clauses are subject to change should the successful Bidder(s) not be a Canadian Supplier(s).

15. Controlled Goods

15.1 This procurement is subject to the Controlled Goods Program.

15.2 As the resulting contract will require the production of or access to controlled goods that are subject to the [Defence Production Act](#), R.S. 1985, c. D-1, bidders are advised that within Canada only persons who are registered, exempt or excluded under the Controlled Goods Program (CGP) are lawfully entitled to examine, possess or transfer controlled goods. Details on how to register under the CGP are available at: [Controlled Goods Program](#) and registration is carried out as follows:

- a. When the bid solicitation includes controlled goods information or technology, the Bidder must be registered, exempt or excluded under the CGP before receiving the bid solicitation. Requests for technical data packages or specifications related to controlled goods should be made in writing to the Contracting Authority identified in the bid solicitation and must contain the CGP registration number or written proof of exemption or exclusion of the Bidder and of any other person to whom the Bidder will give access to the controlled goods.
- b. When the bid solicitation does not include controlled goods information or technology but the resulting contract requires the production of or access to controlled goods, the successful Bidder and any subcontractor who will be producing or accessing controlled goods must be registered, exempt or excluded under the CGP before examining, possessing or transferring controlled goods.
- c. When the successful Bidder and any subcontractor proposed to examine, possess or transfer controlled goods are not registered, exempt or excluded under the CGP at time of contract award, the successful Bidder and any subcontractor must, within seven (7) working days from receipt of written notification of contract award, ensure that the required application(s) for registration or exemption are submitted to the CGP. No



examination, possession or transfer of controlled goods must be performed until the successful Bidder has provided proof, satisfactory to the Contracting Authority, that the successful Bidder and any subcontractor are registered, exempt, or excluded under the CGP.

- 15.3 Failure to provide proof, satisfactory to the Contracting Authority, that the successful Bidder and any subcontractor are registered, exempt or excluded under the CGP, within thirty (30) days from receipt of written notification of contract award, will be considered a default under the resulting contract except to the extent that Canada is responsible for the failure due to delay in processing the application.
- 15.4 Bidders are advised that all information on the Application for Registration (or exemption) Form will be verified and errors or inaccuracies may cause significant delays and/or result in denial of registration or exemption.
- 15.5 The "Controlled Goods Program", SACC Manual Clause ID A9131C (2011/05/16) in conjunction with B4060C will form part of the Standing Offer and any contract resulting from the Standing Offer.
- 15.6 In the case of a joint venture bidder, each member of the joint venture must meet the requirements of the Controlled Goods Program.

16. Call-up Process

- 16.1 The only authorized method of issuing Call-ups against this Standing Offer is the "First Right of Refusal" methodology. The Procurement Authority will send a first request to the highest ranked Offeror with the requirements clearly set out in a Statement of Work. The Offeror shall provide a response within 48 hours from the request.
- 16.2 If the highest ranked Offeror does not accept the Call-up, is not able to accept the Call-up or unable to complete all the Tasks on the Call-up then the Procurement Authority will send the request to the second ranked Offeror on the list and so on, until all of the Tasks on the Call-up are covered.
- 16.3 Should an Offeror refuse to accept three (3) requests for a Call-up Against a Standing Offer, the Crown may perform a review to determine the cause and viability of the Offeror. The review result may end in removal of the Offeror from the Standing Offer.
- 16.4 The Work will be authorized or confirmed by the Procurement Authority using form PWGSC 942, Call-up against a Standing Offer.
- 16.5 If a Call-up made under this Standing Offer is terminated, such termination does not affect the Standing Offer.

17. Insurance

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



18. Status of the Supplier

- 18.1 Joint Venture (if applicable). This clause will be deleted if the Offeror is not constituted in a Joint Venture.
- a. The Offeror represents and warrants that the joint venture (the "**Joint Venture**") is comprised of the members set out in the Bidders proposal.
 - b. With respect to the relationship among the members of the Joint Venture, each such member hereby agrees, represents and warrants (as applicable) that:
 - i. the Joint Venture member set out in the Annex 3 entitled "Supplier-Specific Information" has been appointed as the "**Lead Member**" of the Joint Venture and has full authority to act as agent for each member of the Joint Venture with respect to all matters relating to this Standing Offer and any contract awarded against it;
 - ii. by giving notice to the Lead Member, Canada will be deemed to have given notice to all members of the Joint Venture; and
 - iii. the payment of moneys under any resulting contract to the Lead Member will act as a release from all the members of the Joint Venture.
 - c. All the members of the Joint Venture agree that the Minister may, at his or her discretion in the event of disputes among the members of the Joint Venture or changes in its composition, terminate the Standing Offer and any resulting contract. All members of the Joint Venture are jointly and severally or solidarily liable for the performance of all contracts awarded against this Standing Offer.

19. Foreign Nationals- Instruction to Bidders/Offeror.

- 19.1 **(Canadian Offeror)** - The Offeror must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Offeror wishes to hire a foreign national to work in Canada to fulfill the Contract, the Offeror should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Offeror is responsible for all costs incurred as a result of non-compliance with immigration requirements.
- 19.2 **(Foreign Offeror)** - The Offeror must comply with Canadian immigration legislation applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Canadian Embassy, Consulate or High Commission in the Contractor's country to obtain instructions, information on Citizenship and Immigration Canada's requirements and any required documents. The Offeror is responsible to ensure that foreign nationals have the required information, documents and authorizations before performing any work under the Contract in Canada. The Offeror is responsible for all costs incurred as a result of non-compliance with immigration requirements.



ANNEX A - STATEMENT OF WORK (SOW)

1.0 PURPOSE

The purpose of this Statement of Work (SOW) is to define the Tasks and Deliverables that apply to the creation of a Standing Offer Arrangement (SOA) for Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) Training Services for the Department of National Defence (DND).

2.0 SCOPE OF WORK

DND CANSOFCOM has a requirement, in collaboration with the Canadian National CBRNE Response Team, to develop, prepare, coordinate, execute and assess Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) scenario exercises on an “as and when requested basis”.

3.0 TERMINOLOGY

Definitions:

Exercise Control (EXCON)	In manoeuvres or tactical exercises will coordinate the exercise throughout the duration including monitoring movement and actions. Responsible for running and managing of the exercise and coordinating all exercise aspects, participants and pace/tempo.
Higher Control (HICON)	In manoeuvres or tactical exercises with or without troops, military members at a higher level responsible for creating incidents, simulating conditions and presenting tactical and logistical problems to make military students under their command react according to the aims of the exercises.
Lower Control (LOWCON)	In manoeuvres or tactical exercises is an element that acts and responds as a lower subordinate sub-unit to that of which is being trained. They may be utilized in situations when the exercise does not have the ability to exercise all levels of command at the same time. They receive direction from the Primary Training Audience (PTA). They react to this direction and/or submit Request for Information (RFI) to the PTA. They act and respond as a real subordinate level of command would. They must strictly follow the Master Events List (MEL) so that all of the training objectives can be met.



Master Events List (MEL)	Is a tabulated spreadsheet that scripts what activities will happen at what time, to who in accordance with the training objectives that are to be met. The MEL is used to logically present the training objectives in an operational context. It allows the troops on exercise to be tested at specific times and allows them to react in realistic ways. The MEL also predicts the responses to the injects and is ready to react if the inject produces RFIs to HIGHCON or direction to LOWCON, if applicable.
After Action Report (AAR)	A formal report generated following a training exercise or operational event that focuses on identifying what happened, why it happened, and how it can be improved.
Lessons Learned (LL)	A collection of After Action Report (AAR) points that need to be captured. The adding of value to an existing body of knowledge, or seeking to correct deficiencies in areas of concepts, policy, doctrine, training, equipment or organizations, by providing feedback and follow-on action.
Chemical, Biological, Radiological & Nuclear Subject Matter Expert (CBRN SME)	The CBRN SME is an individual who exhibits a high level of expertise in performing a specialized job, task, or skill within the CBRN environment. The SME functions as the organization's deep knowledge and resident expert in support of the organization's vision and strategic direction to include but not limited to training, SOPs, TTPs. A SME CBRN understands, articulates, and implements best practices related to their area of expertise. Depending on the work environment, the subject matter expert may lead or be an active participant of various working-groups with the need for the SMEs specialized knowledge and skill sets. The SME provides guidance on how their area of capability can resolve an organizational need or enhance current capability within the organization.



Acronyms:

AAR	After Action Reports
CBRNE	Chemical, Biological, Radiological, Nuclear and Explosive
DND	Department of National Defence
DRDC	Defence Research and Development Canada
EOD	Explosive Ordnance Disposal
EXCON	Exercise Control
HICON	Higher Control
IED	Improvised Explosive Device
IPC	Initial Planning Conference
LL	Lessons Learned
LOWCON	Lower Control
MEL	Master Events List
MPC	Main Planning Conference
PTA	Primary Training Audience
RFI	Request for Information
SIBCRA	Sampling, Identification, Biological, Chemical and Radiological Agents
SITREP	Situation Report
SOP	Standing Operating Procedure
TTP	Tactics, Techniques and Procedures

4.0 REQUIREMENT

4.1 Tasks

- 4.1.1 The CBRNE training services provided by the Offeror will consist of all the aspects of a CBRNE exercise on an “as and when” requested basis and will included the following tasks:
- (a) The development, preparation and coordination of each scenario exercise;
 - (b) Verbal and written assessment(s) of persons participating in the exercise(s);
 - (c) Provision of resource(s) enabling execution of the exercise(s);
 - (d) The exercise location; and
 - (e) Provision of Equipment, Props and Inert Agents.

4.2 Exercises

- 4.2.1 The exercises must have the ability to be customized to the audience and time available but the typical exercise length will be five (5) or three (3) days, for a minimum of ten (10) up to a maximum of fifty (50) Canadian National CBRNE Response Team participants. The exercise objectives, exercise length and number of participants will be identified on each call-up;
- 4.2.2 The exercises must be conducted in accordance with DND Tactics, Techniques and Procedures (TTPs) and Standard Operating Procedures (SOPs). DND will provide copies of the TTPs and SOPs at agreement award.
- 4.2.3 The exercises must include the use of live and/or inert agents; to be identified in the exercise objectives included with each call-up;



4.2.4 Typical exercise objectives will include, but not be limited to, the following:

(a) Training in the following skill sets:

- i. Sampling, Identification, Biological, Chemical and Radiological Agents (SIBCRA);
- ii. Decontamination;
- iii. CBRNE Explosive Ordnance Disposal (EOD) / Improvised Explosive Device (IED);
- iv. CBRNE Surveillance; and
- v. CBRNE Medical Response.

(b) Use of live and/or inert agents to detect the following agents or stimulants:

- i. Chemical Warfare;
- ii. Biological Warfare;
- iii. Radiological Warfare; and
- iv. Explosives.

(c) Forensic Investigation:

- i. Crime scene inspection information – photographs, samples, note taking, finger prints.

4.2.5 The training sites will be located either at DRDC Suffield or at a single, multi-story building(s) in urban center, as identified in the exercise objectives and as detailed in the Final Exercise Plan; all to be agreed to by DND;

4.2.6 The Offeror must provide EXCON resource(s), HICON resource(s) and Assessment resource(s) throughout the duration of the exercise; as detailed and specified in the final versions of the Exercise Plan and Scenario;

4.2.7 The Offeror must provide LOWCON resource(s), as required, throughout the duration of the exercise. LOWCON resource(s) will not always be required, DND will request in the training objectives;

4.2.8 The Offeror must provide a CBRN SME on site daily during the training exercise;

4.2.9 The Offeror must provide EXCON resource(s) to coordinate the exercise from start to finish, including monitoring movement and actions, and for releasing exercise related injects in order for the exercise to progress to the next level;

4.2.10 The Offeror must provide HICON resource(s) to assume the role and act as the next higher level of command, than that of which is being exercised, relating to all RFIs, responding to Situation Reports (SITREPs) and, when authorized by EXCON resource(s), releasing exercise notes and/or briefs to DND personnel;

4.2.11 The Offeror must provide LOWCON resource(s), as required, to assume the role and act as the next lower level of command, than that of which is being exercised, relating to all RFIs and responding to SITREPs when queried by DND personnel;



4.2.12 The Offeror must provide Assessment resource(s), who have familiarized themselves with DND TTPs and SOPs, to take notes and conduct formal After Action Reports (AAR) and Lessons Learned (LL) with DND personnel after each training day;

4.3 Exercise Phases

4.3.1 Requirement One (1) Planning Phase:

- (a) DND will identify and submit to the Offeror the exercise objectives;
- (b) The Offeror must schedule an Initial Planning Conference (IPC), in collaboration with DND, as follows:
 - (i) Location: The IPC must be conducted at Canadian Forces Base (CFB) Trenton. DND will secure the necessary facility and IT equipment, as requested by the Offeror, to conduct the IPC.
 - (ii) Attendance: Up to three (3) DND personnel will attend including the Exercise Director and the Staff Director. At a minimum, the Offeror's CBRN SME must attend.
 - (iii) Duration: The IPC will be conducted in one (1) day.
 - (iv) Objectives: The Offeror must present and provide to DND copies of the draft Exercise Plan and Scenario, only a skeleton framework is required, based on the previously provided exercise objectives. During the IPC DND and the Offeror will collaboratively review and make recommendations and/or changes to the draft Exercise Plan and Scenario. At the end of the IPC DND will approve the Exercise Plan and Scenario for further development by the Offeror.
 - (v) Documents: The Exercise Plan and Scenario must include all aspects of the exercise objectives to be achieved through the scenario from the initiation, planning, execution and reconstitution and a checklist for the evaluation of each objective component for each chapter of the scenario.
- (c) The Offeror must schedule a Main Planning Conference (MPC), in collaboration with DND, as follows:
 - (i) Location: The MPC must be conducted at CFB Trenton. DND will secure the necessary facility and IT equipment, as requested by the Offeror, to conduct the MPC.
 - (ii) Attendance: Up to three (3) DND personnel will attend including the Exercise Director and the Staff Director. At a minimum, the Offeror's CBRN SME must attend.
 - (iii) Duration: The MPC will be conducted in one (1) day.
 - (iv) Objectives: Based on the draft Exercise Plan and Scenario that was approved by DND at the IPC the Offeror must present and provide to DND copies of the revised Exercise Plan and Scenario, the Exercise Script, the MEL and the Evaluation Plan. During the MPC DND and the Offeror will collaboratively review and make recommendations and/or changes to the Exercise Plan and Scenario, the Exercise Script, the MEL and the Evaluation Plan. At the end of the MPC DND will approve the



Exercise Plan and Scenario, the Exercise Script, the MEL and the Evaluation Plan for finalization by the Offeror.

- (d) The Offeror must provide to DND the final versions of the Exercise Plan and Scenario, the Exercise Script, the MEL and the Evaluation Plan. DND will review and, if necessary, make recommendations/changes prior to approving.

4.3.2 Requirement Two (2) Execution Phase:

- (a) The Offeror must execute the exercise in accordance with the DND approved final versions of the Exercise Plan and Scenario, the Exercise Script, the MEL and the Evaluation Plan; and
- (b) The Offeror must take notes and conduct formal AARs and LL with DND personnel after each exercise day.

4.3.3 Requirement Three (3) Exercise Direction Liaison Phase:

- (a) This phase will only be requested as a follow-up to a previously conducted exercise. It will facilitate other training exercises using the same previously planned and run scenario(s);
- (b) The Offeror must liaise with DND to modify the Exercise Plan and Scenario, the Exercise Script, the MEL and the Evaluation Plan for the timeframe and objectives identified on the call-up;
- (c) The identification of changes and modifications can take place over the phone, by e-mail or at an Offeror scheduled meeting, location of the exercise to be determined, in collaboration with DND.

4.3.4 Requirement Four (4) Exercise Completion Phase:

- (a) The Offeror must provide DND with a formal AAR and LL report, no later than 14 days after the completion of the training exercise. A sample AAR format can be found at Attachment A to Annex A.

4.4 Facility, Equipment and Logistical Support

- 4.4.1 The Offeror must secure and provide exclusive use of a single, multi story building(s), in an urban center, to be used as the exercise location for Inert Agent or Live Agent exercises.
- 4.4.2 The Offeror must secure all municipal, provincial and federal permits and clearances required in order to conduct the training exercises in urban center(s) (locations other than DRDC Suffield). Actual Cost of municipal, provincial and federal permits, clearances and authorization fees will be reimbursed without any profit. Pre-approval from the TA is required to approve cost, schedule and associated deliverables.
- 4.4.3 The Offeror must secure and provide all inert training agents for use during the Inert Agent Exercises. Actual Cost of use, storage and transportation fees will be reimbursed without any profits. Pre-approval from the TA is required to approve cost, schedule and associated deliverables.



- 4.4.4 The Offeror must provide washroom facilities during training exercises in urban center (s) (locations other than DRDC Suffield).
- 4.4.5 The Offeror must provide props, as they deem necessary, in order to meet the requirements listed in the Exercise Script and the MEL.
- 4.4.6 The Offeror must secure all necessary and appropriate permits to use, store and transport low level radiation and inert agents.
- 4.4.7 The Offeror must obtain all necessary authorizations with municipal, provincial and federal agencies that regulate CBRNE substances or training substances in accordance with local by-laws, provincial and federal regulations in the use of Hazardous materials.

4.5 Client Support

- 4.5.1 DND will provide the exercise objectives, including subordinate exercise objectives for individual component teams, in order to determine the level of effort required, in the call-up.
- 4.5.2 DND will provide background information, if and where available, to contribute to the exercise script injects, at the IPC.
- 4.5.3 DND will make available SMEs, from each of the disciplines, to advise and assist the Offeror on DND SOPs and TTPs to be followed. The disciplines will be as follows:
 - (a) Decontamination;
 - (b) Surveillance;
 - (c) Sample Identification;
 - (d) Biological;
 - (e) Chemical;
 - (f) Radiation;
 - (g) Medical; and
 - (h) Explosive.
- 4.5.4 DND will work in cooperation with the Offeror to develop and ensure realistic and reasonable CBRNE scenarios, including the Exercise Script, MEL and Evaluation Plan, in order to achieve the exercise objectives.
- 4.5.5 DND will ensure that all National Team CBRNE personnel are equipped with their own personal protective equipment (PPE).
- 4.5.6 DND will provide feeding, lodging and transportation for all DND personnel and equipment.
- 4.5.7 DND will secure the use of DRDC Suffield for Live Agent Exercises.
- 4.5.8 DND will provide role players, as required.
- 4.5.9 DND will be responsible for safety during the exercises executed at DRDC. Safety will be a joint (Offeror and DND) responsibility for all other exercise location(s).



4.6 Regulatory requirement for provision of Radiological Nuclear (RN) training to DND/CF.

4.6.1 Background

The Department of National Defence and the Canadian Armed Forces has been granted an exclusion from the provision of the Nuclear Safety Control Act (<http://laws-lois.justice.gc.ca/eng/acts/N-28.3/>) which allows the department to “self-regulate” the use of radioactive sources in the context of military operations.

By provision of the Nuclear Safety Orders and Directives (<http://www.admfincs.forces.gc.ca/dao-doa/al-oa-eng.asp#N>), a contractor/offeror working on behalf of the department is a deemed employee for the purposes of regulating the use of radioactive material.

This means that any training using live radioactive sources (sealed or unsealed) contracted for the DND/CAF must be approved by Director Nuclear Safety regardless of where the training is being undertaken (DND or civilian property, domestic or expeditionary).

4.6.2 Regulatory Requirements

4.6.2.1 Licensing and Authority

Offeror shall have an appropriate licence granted from the civilian regulator to possess or transport any radioactive source, not owned by DND/CAF, whose activity is greater than one (1) exemption quantity in accordance with Nuclear Safety Control Act and associated regulations.

Offeror shall have an appropriate approval granted from the DND/CAF regulator to possess or transport any radioactive source, owned by DND/CAF, whose activity is greater than one (1) exemption quantity in accordance with Nuclear Safety Orders and Directives.

While conducting training Offeror shall be under the regulatory authority of DND/CAF regulator and shall be subject to the requirements of the Nuclear Safety Orders and Directives.

The DND/CAF regulator is the responsibility of the Director Nuclear Safety (D N Safe).

4.6.2.2 Procedures

- (a) Offeror shall have procedures, acceptable to the DND/CAF regulator that govern the following functions
- (b) Development of a training plan and process for training approval
- (c) Must include location information and training objectives
- (d) Selection of training sources
- (e) Selection of source type and activity must be tied to a training objective
- (f) Establishing and securing training area
- (g) Commissioning and decommissioning a training area
- (h) Source handling
- (i) Emergency procedures.



4.6.2.3 Designation of workers

Employees of the Offeror who may potentially be exposed to radiation in excess of the public dose limit prescribed in the Radiation Protection Regulations (<http://laws-lois.justice.gc.ca/eng/regulations/SOR-2000-203/>) shall be designated as Nuclear Energy Workers as defined in the Radiation Protection Regulations.

4.6.2.4 Provision of Dosimetry

Offeror shall provide passive dosimetry to employees who may potentially be exposed to radiation in excess of the public limit prescribed in the Radiation Protection Regulations. The Offeror shall use a licensed dosimetry service in accordance with the Radiation Protection Regulations.

4.7 **Language**

4.7.1 All deliverables and conduct of the exercise(s) must be in English.

4.8 **Constraints**

4.8.1 Training scenarios will be limited to DNDs capabilities available at the time of the exercise. Some scenario content and activities will be limited based on capabilities of the training centre where the exercise will take place. Some personnel and equipment may be pre-positioned at the exercise locations prior to the exercise rather than move in real-time during the exercise and will enter play at pre-determined times from their pre-positioned location. Information returns such as lab test results and RFIs will have to be sequenced when possible otherwise scripted with injects to avoid the delays of lab test and research. This will be mitigated via IPC, MPC and use of the MEL by EXCON.

4.8.2 Execution of the exercise must be located at DRDC Suffield or at various urban center(s) across Canada, as agreed to by DND, and as detailed in the Final Exercise Plan.

4.8.3 Urban Center is defined as a Medium Urban Population Center having a population of at least 1,000 people where the density is no fewer than 400 persons per square km.

4.8.4 Work day:

A work day is defined as the time spent on the Tasks and Deliverables listed in Sections 4 and 5 of the Statement of Work for a period up to 7.5 hours.

The execution of the exercises can take place any day of the week, including Saturdays and Sundays, and at anytime of day in a twenty-four (24) hour period.

Additional working hours may be required depending on operational requirements.

Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

Hours Worked X Firm per Diem Rate

7.5



5.0 DELIVERABLES

5.1 The Offeror must provide the following:

- a. At SO agreement issuance, schedule a kick-off meeting with DND Contract Management representatives to be held at the Offeror's location;
- b. Schedule the IPC and present the draft Exercise Plan and Scenario to DND;
- c. Draft Exercise Plan and Scenario, in Microsoft Office Suite products, in hard copy and electronic copy, at the IPC, to be approved by DND;
- d. Schedule the MPC and present the revised Exercise Plan and Scenario, the Exercise Script, the MEL, and the Evaluation Plan to DND;
- e. Revised Exercise Plan and Scenario, the Exercise Script, the MEL, and the Evaluation Plan, in Microsoft Office Suite products, in hard copy and electronic copy, at the MPC, to be approved by DND;
- f. Final versions of the Exercise Plan and Scenario, the Exercise Scrip, the MEL, and the Evaluation Plan, in Microsoft Office Suite products, in electronic copy, no later than 14 days prior to the scheduled Exercise, to be approved by DND;
- g. Copies of all necessary and appropriate permits, clearances and authorizations, no later than 14 days prior to the scheduled Exercise;
- h. Execute the scheduled Exercise;
- i. AARs and LLs final report, in Microsoft Office Suite products, in electronic copy, no later than 14 days after the scheduled Exercise;
- j. Other reports as requested on an as needed basis by the TA shall be prepared by the Offeror; and
- k. The provision of optional props and services as requested.

5.2 Data Deliverables

All data deliverables (reports, updates, proposals etc.) shall be provided to the TA in hard and soft (electronic) copy (one copy of each unless otherwise stated). Hard copy deliverables shall be in a format acceptable to the TA. The software used by the Offeror shall be compatible with that used by the DND which is: MS Word, MS PowerPoint, MS Access, MS Excel, and MS Project; the version shall be identified by the TA. The Offeror may use its own report templates; however they must be approved by the TA prior to their use. Documents may be submitted via facsimile, e-mail or mail as directed by the TA.

6.0 PROCEDURES FOR ISSUING CALL-UPS

6.1 A call-up made against this Standing Offer shall form a contract only for those services, which have been called-up, provided always that such call-up is made in accordance with the provisions of this Standing Offer.

6.2 Any call-up for Work against this Standing Offer will be processed as follows:

- a. DND's Call-up Authority will provide the Offeror with the following information:
 - i) the training requirements (exercise objectives);



- iii) the type of scenario exercise(s);
 - iv) exercise length;
 - v) resources required and estimated level of effort;
 - vi) number of CBRNE Response Team personnel (Audience);
 - vii) task(s), prop(s), agent(s) and deliverable(s) as applicable;
 - iv) the exercise location, dates and schedule that will be applicable and acceptable to the User.
- b. the Offeror will be informed by the User to proceed with the Work by the issuance of form PWGSC-TPSGC 942.
 - c. call-ups for training shall be forwarded to the Offeror before any work can begin. See table at 8.1 for the estimated timelines prior to the commencement of the training.

7.0 SCHEDULE

- 7.1 DND’s TA will be responsible for liaising with participants to establish scenario exercise schedules.
- 7.2 The Offeror’s CBRNE SME is expected to be onsite 2 days prior to exercise location in preparation for the exercise execution.
- 7.3 In the event the Offeror is unable to provide the training within the requested schedule for reasons that are out of the Offeror’s control, the Offeror will consult the TA in order to establish an acceptable schedule.

8.0 ESTIMATED VOLUME OF WORK

8.1 This forecast represents Meetings, Conferences and Scenario Exercise(s) in a given training year.

Requirement Phase	Requirement	Qty estimated	Location	Estimated Timelines	Audience
Issuance of SO	Kick-off meeting	1	Offeror’s location	Issuance of SO	Joint DND and Offeror’s Contract Management Representatives
1- Planning	Initial Planning Conference (IPC)	1 per Exercise	CFB Trenton	120 calendar days prior to exercise	- DND’s Technical Authority represented by Exercise Director. - Offeror’s SME
1- Planning	Main Planning Conference (MPC)	1 per Exercise	CFB Trenton	90 calendar days prior to exercise	- DND’s Technical Authority represented by Exercise Director. - Offeror’s SME



2 – Execution*	Scenario Exercise(s)	1 per Calendar Yr	DRDC Suffield, Alberta, Western Canada	150 calendar days from identification and release of exercise objectives	-10 to 50 CBRNE Team Participants - Typical scenario will include**: 1 - CBRNE SME; 1 - EXCON; 1 - HICON; 1 - LOWCON; 1 - Assessment Resource.
2 – Execution*	Scenario Exercise(s)	1 per Calendar Yr	Single building or Multi- Story building(s) in urban center-Regions	150 calendar days from identification and release of exercise objectives	- 10 to 50 CBRNE Team Participants - Typical scenario will include**: 1 - CBRNE SME; 1 - EXCON; 1 - HICON; 1 - LOWCON; 1 - Assessment Resource.
3- Direction Liaison	Exercise Direction Phase	TBD	Offeror’s location	TBD - Will only be requested as a follow up to a previously conducted exercise.	- DND’s Technical Authority represented by Exercise Director - Offeror’s SME
4- Exercise Completion Phase	Delivery of Final Report including AARs and LLs	1 per Exercise	Offeror’s location	No longer than 14 days after the completion of each training exercise	DND’s Technical Authority represented by Exercise Director - Offeror’s SME

Note to Bidders: * One exercise per calendar year will be held at DRDC Suffield. A second scenario exercise is estimated to be held in either central, eastern or the western region of Canada each year. Please note that for the following option period, should it be exercised, the second scenario would not typically be held in the same location as the previous yrs location, meaning if it is in eastern Canada one year, the following year’s scenario would be held in either central Canada or the western region of Canada.

**Canada may request more or less than one resource for each, or some of the category of resources, listed in 2 – Execution phase typical scenario depending on exercise objectives.

***The anticipated volume may be further limited by budgetary or operational constraints and therefore perceived demand is not a guarantee for the delivery of a particular number of exercises per training year.



9.0 LOCATION FOR PROVISION OF REQUIRED SERVICES

9.1 Except when conducting training at a specific DND/DRDC location, and the pre-approved urban centers in the Regions, or attending meetings at CFB Trenton, all work performed in support of this agreement shall be done at the Offeror's facilities.

10. TRAVEL and LIVING

10.1 The Offeror shall be responsible for all Travel and Living costs incurred and associated with the work described in this SOW. DND will not cover any transportation nor living expenses incurred by the Offeror in support of the resulting Standing Offer.

11. REPLACEMENT OF PROPOSED PERSONNEL

11.1 If, at any time, the Offeror is unable to provide the services of a specific resource named in the Offeror's proposal, the Offeror shall provide a replacement resource. The Offeror will have to submit to the TA, a résumé of the proposed replacement demonstrating that he/she meets the requirements of this SOW. The TA must approve all replacement resources prior to the resource commencing duties.

11.2 The Offeror shall not, in any event, allow performance of the work by unauthorized replacement persons.

11.3 The TA may also request, by written notice, that the Offeror replace a resource whose services are considered unsatisfactory. The services may be deemed unsatisfactory based on a combination of evaluation, comments, results, and an evaluation by the TA.

12. OFFEROR POINT OF CONTACT

12.1 The Offeror shall provide the name and telephone number of the point of contact to liaise with the TA for the following:

- a. Director/Manager; and
- b. SME Advisor(s)

12.2 The individuals assigned to these roles must be engaged to :

- a. respond to all e-mails and telephone calls from the TA or his/her representative within 2 business days; and
- b. ensure prompt follow-up on all issues with the TA.



13. INSPECTION/ACCEPTANCE

13.1 All work done and documents/data delivered in response to this SOW including exercises, the equipment and materials, installations, and all other services stipulated in the resulting Standing Offer will be evaluated within a reasonable time frame on the basis of suitability, quality and adherence to the agreed upon schedule and specified standards. The TA subsequent to the satisfactory delivery of each will certify acceptance of deliverables. Such certification will be the basis upon which the TA will recommend payment. The TA shall have the right to reject it or require its correction at the sole expense of the Offeror. Should any deliverables be found unacceptable, the deficiencies shall be corrected and re-submitted within five (5) working days.

14. CANCELLATION

14.1 Cancellation of requirement once a call-up as been issued

DND reserves the right to cancel a scheduled training exercise (Requirement Two (2) Execution Phase) by giving a written notice to the Offeror at least 30 calendar days prior to the scheduled Call-up execution start date.

14.2 Rescheduling of Cancelled Exercise

At the TA's discretion, training may be rescheduled. No training shall be rescheduled without the authorization of the TA.



ATTACHMENT A – to ANNEX A (SOW)

SAMPLE AFTER ACTION REPORT (AAR) as per SOW para 4.3.4

Warning						
Ser	Submitted By	Observation	Recommendation	OPI's Comment (s)	CO's Comment(s)	Action Required
1						
Preparation						
Ser	Submitted By	Observation	Recommendation	OPI's Comment (s)	CO's Comment(s)	Action Required
2						
3						
4						
5						
6						
Deployment						
Ser	Submitted By	Observation	Recommendation	OPI's Comment (s)	CO's Comment(s)	Action Required
7						
Execution						
Ser	Submitted By	Observation	Recommendation	OPI's Comment (s)	CO's Comment(s)	Action Required
8						
9						
10						
11						
12						
13						
14						
Redeployment						
Ser	Submitted By	Observation	Recommendation	OPI's Comment (s)	CO's Comment(s)	Action Required
15						



ANNEX B – EVALUATION CRITERIA & SELECTION METHODOLOGY

B1 Acceptance of Request For Proposal Terms and Conditions

- 1.1 In submitting a proposal in reference to this Request for a Standing Offer Proposal, it is considered that the Bidder has read, understood and accepted all of the terms and conditions of the Request for a Standing Offer, including the Statement of Work, Evaluation Criteria and Selection Methodology and any appendices and attachments.
- 1.2 In submitting a proposal, the Bidder agrees to commence work immediately following the issuance of the Standing Offer Agreement.

B2 Evaluation of Proposals

- 2.1 Proposals submitted for this requirement shall clearly demonstrate that the Bidder meets all of the mandatory criteria to be deemed compliant. Failure to demonstrate this will result in the proposal being declared NON-COMPLIANT and given no further consideration.
- 2.2 Bidders are advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will not constitute “demonstrated” for the purpose of the evaluation. Supporting data may include resumes and any necessary documentation to demonstrate the experience and knowledge attained. Simply repeating the statements contained in the Statement of Work is not sufficient.
- 2.3 In order to evaluate the number of years of experience attained, the proposal shall, as a minimum, identify the **month and year** when the experience commenced and the **month and year** when the experience was completed. Failure to provide this information will be to the disadvantage of the Bidder. Failure to provide this information in response to a Mandatory Criteria whereby number of years of experience is evaluated will result in the proposal being declared NON-COMPLIANT.
- 2.4 In the case where the timelines of experience gained in two or more projects overlap, the duration of time common to each project/experience will not be counted more than once. Experience and knowledge shall be relevant to the requirement.
- 2.5 The proposal will be evaluated solely on its content and the documentation provided as part of the Bidder’s proposal, except as otherwise specifically provided in this solicitation. Any information or personnel proposed as options or additions to the work will NOT be evaluated.
- 2.6 **It is recommended that Bidders include a grid in their proposals**, cross-referring the items of the Statement of Work and Evaluation Criteria to statements of compliance with reference to supporting data and/or resume evidence contained in their proposals. Any misrepresentation discovered during the assessment will disqualify the entire proposal from further evaluation.
- 2.7 Information to Bidders: The compliance grid and templates, by and of itself, DOES NOT constitute demonstrated evidence. As stated in the paragraphs above, the resumes and/or any supporting documentation will be accepted as evidence.



2.8 An evaluation team composed of government officials from the DND TA client department will evaluate the technical proposals on behalf of Canada. In addition, Canada reserves the right to include as evaluation members, non-government employees that are not in conflict of interest by performing this task.

B3 Mandatory Criteria

3.1 Responses that clearly demonstrate that all of the mandatory criteria have been met will be evaluated further. It is the Bidder’s responsibility to clearly demonstrate that all of the mandatory criteria are met. Responses failing to do so will be ruled non-compliant and will not be considered further.

3.2 Bidders are encouraged to supply as much information as necessary to demonstrate clearly that the mandatory requirements are met and to ensure evaluated criteria can be properly assessed.

3.3 As a mandatory part of the bid submission, the Bidder shall:

	Mandatory Requirement	Bidder Demonstration of Compliance	Proposal Reference
M1	The Bidder must propose two (2) resources : 1 resource having experience in <u>developing</u> ; and 1 resource having experience in <u>conducting</u> Chemical, Biological, Radiological and Nuclear (CBRN) exercises to the militaries of Canada <u>or</u> the United States of America <u>or</u> the United Kingdom <u>or</u> Australia <u>or</u> New Zealand <u>or</u> the Royal Canadian Mounted Police (RCMP) <u>or</u> the Canadian National CBRNE Response Team.	Bidders must submit copies of the 2 proposed resources’ resumes demonstrating experience in developing and conducting CBRN exercises.	



M2	<p>The Bidder must propose one (1) experienced SME CBRN to be on site during each exercise.</p> <p>By proposing a qualified resource, the Bidder confirms that the SME CBRN resource would be onsite up to 2 days prior to and during the execution of the exercises should it be issued a Standing Offer.</p> <p>Note: Bidder may propose one individual meeting both M1 and M2. In other words, the SME CBRN can be the same individual as one of the proposed resources at M1. It is the Bidder's responsibility to clearly identify if the resource is to be considered for both M1 and M2 criteria.</p>	<p>Bidders must submit a copy of the proposed resource' resume demonstrating SME CBRN experience as a Chemical Biological Radiological and Nuclear (CBRN) Specialist with a minimum of 3 years experience in the last 5 years. A CBRN Specialist is described as: A qualified CBRN Operator Certification with one of the militaries of Canada <u>or</u> the United States of America <u>or</u> the United Kingdom <u>or</u> Australia <u>or</u> New Zealand. OR A Canadian National CBRN Response Team Member.</p>	
M3	<p>The Bidder must have experience (minimum of 4 different contracts over the past 2 years) delivering similar multi <u>or</u> single agency scenario based, collective CBRN training in a live and/or inert environment to the militaries of Canada <u>or</u> the United States of America <u>or</u> the United Kingdom <u>or</u> Australia, <u>or</u> New Zealand <u>or</u> the RCMP <u>or</u> the Canadian National CBRNE Response Team.</p>	<p>Bidders must clearly demonstrate how they have delivered similar training including a summary / description of tasks and deliverables.</p>	
M4	<p>The Bidder must hold a valid Facility Security Clearance (FSC) at the level of SECRET, with approved Document safeguarding at the level of SECRET issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC) at the time of <u>bid closing</u>.</p>	<p>This shall be demonstrated by including a copy of the clearance letter issued to the firm by PWGSC/CISD or by providing the organization screening number as provided by PWGSC/CISD.</p> <p>Foreign Bidder(s) must demonstrate that they hold an equivalent Facility Security Clearance.</p> <p>Canada will verify the security clearance of the successful Bidder(s).</p>	



<p>M5</p>	<p>The proposed resource(s) must hold a valid SECRET security clearance at the time of <u>bid closing</u>.</p> <p>It is recommended that Bidder(s) include a copy of their Security Screening Certificate and Briefing Form as part of their proposal.</p>	<p>If the proposed resource holds a SECRET clearance, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC), at the time of <u>bid closing</u>, the following must be provided:</p> <ul style="list-style-type: none">• Name of the individual;• Level of Security Clearance obtained;• Expiry date; and• Security Screening Certificate and Briefing Form file number. <p>If the proposed resource holds a Foreign Security Clearance equivalency at the time of <u>bid closing</u>, the Bidder must provide relevant information to facilitate validation of security screening.</p> <p>Canada will verify the personnel security clearances of the successful Bidder(s).</p>	
-----------	--	---	--



B4 Rated Criteria

- 4.1** Proposals meeting all Mandatory Criteria will be further evaluated against the Rated Criteria shown below. It is the Bidder's responsibility to ensure that sufficient information is provided to properly evaluate these criteria. Such information could include, but is not limited to resumes, company profile, company history, proposed work plan, breakdown of level of effort, description of methodology and references. See Section B2 Evaluation of Proposals.
- 4.2** The following Tables are the POINTS RATED CRITERIA. Points (whole numbers, not partial points) will be allocated for each Rated Criteria as shown.

	Rated Criteria	Bidder Demonstration	Points	Rating Scale
PR 1	The Offeror's proposal includes more than 1 resource having experience in <u>developing</u> and more than 1 resource having experience <u>conducting CBRN</u> exercises to the militaries of Canada <u>or</u> the United States of America <u>or</u> the United Kingdom <u>or</u> Australia <u>or</u> New Zealand <u>or</u> the RCMP <u>or</u> the Canadian National CBRNE Response Team.	Bidders should submit copies of resumes demonstrating experience in either <u>developing</u> or <u>conducting</u> or both developing and conducting CBRN exercises.	Maximum 10 pts	Each additional resume demonstrating experience in either developing or conducting CBRN exercises: 1 pt Each additional resume demonstrating experience in <u>both</u> developing and conducting CBRN exercises: 2 pts
PR 2	The Offeror has provided services on more than 4 different contracts over the past 2 years delivering similar multi or single agency scenario based, collective CBRN training in a live and/or inert environment to the militaries of Canada <u>or</u> the United States of America <u>or</u> the United Kingdom <u>or</u> Australia, <u>or</u> New Zealand <u>or</u> the RCMP <u>or</u> the Canadian National CBRNE Response Team.	Bidders should clearly demonstrate how and when they have delivered similar CBRN training including a summary / description of tasks and deliverables.	Maximum 10 pts	5-7 different contracts over the past 5 years: 5 pts 8-10 different contracts over the past 5 years: 8 pts 11 or more different contracts over the past 5 years: 10 pts
PR 3	The Offeror has recent experience in delivering similar multi or single agency scenario based, collective CBRN training in a live and/or inert environment to the militaries of Canada <u>or</u> the United States of America <u>or</u> the United Kingdom <u>or</u> Australia, <u>or</u> New Zealand <u>or</u> the RCMP <u>or</u> the Canadian National CBRNE Response Team.	Bidders should clearly demonstrate how and when they have delivered similar CBRN training including a summary / description of tasks and deliverables.	Maximum 5 pts	1 contract for an exercise delivered between the previous 13 th and 24 th month: 1 pt 1 contract for an exercise delivered between the previous 7 th and 12 th month: 3 pts 1 contract for an exercise delivered in the past 6 months: 5 pts



PR 4	The Offeror's proposed resources have previous deployed operational experience in the CBRN environment encountering the disposal of <u>or</u> exploitation of CBRN , with the militaries of Canada <u>or</u> the United States of America <u>or</u> the United Kingdom <u>or</u> Australia, <u>or</u> New Zealand <u>or</u> the RCMP <u>or</u> the Canadian National CBRNE Response Team.	Bidders should provide copies of resumes that demonstrate deployed operational experience in the CBRN environment.	Maximum 10 pts	Each military resume: 2 pts Each RCMP resume: 1 pt Each Canadian National CBRNE Response Team Member resume: 1 pt
PR 5	The Offeror has recent experience in delivering similar multi or single agency scenario based, collective CBRN and E training in a live and/or inert environment to the militaries of Canada <u>or</u> the United States of America <u>or</u> the United Kingdom <u>or</u> Australia, <u>or</u> New Zealand <u>or</u> the RCMP <u>or</u> the Canadian National CBRNE Response Team.	Bidders should clearly demonstrate how they've delivered similar CBRN and E training including a summary / description of tasks and deliverables.	Maximum 5 pts	1 contract for an exercise delivered between the previous 13 th and 24 th month: 1 pt 1 contract for an exercise delivered between the previous 7th and 12th month: 3 pts 1 contract for an exercise delivered in the past 6 months: 5 pts
PR 6	The Offeror's proposed resources have experience in either: <u>developing CBRN and E exercises, or</u> <u>conducting CBRN and E exercises, or</u> <u>have previous deployed operational experience in the CBRN and E environment encountering the disposal of or exploitation of CBRN and E,</u> with the militaries of Canada <u>or</u> the United States of America <u>or</u> the United Kingdom or Australia <u>or</u> New Zealand <u>or</u> the RCMP <u>or</u> the Canadian National CBRNE Response Team.	Bidders should provide copies of resumes demonstrating experience in either <u>developing CBRN and E exercises</u> or conducting CBRN and E exercises or <u>deployed operational experience in the CBRN and E environment.</u>	Maximum 5 pts	Each resume: 1 pt

Total Points Rated Criteria - Maximum 45		/45
--	--	-----



B5 Financial Proposal

- 5.1 Financial Proposals are to be submitted in a document separate from the Technical Proposal.
- 5.2 For evaluation purposes, to ensure consistency of the evaluations, all foreign currency proposals will be converted to Canadian dollars, GST/HST excluded.
- 5.3 In the Financial Proposal, the Bidder/Firm shall include Firm Fixed All-inclusive Rates for Training Services as described in the Statement of Work (SOW).
- 5.4 For evaluation purposes, Bidders/Firm may use the following urban center(s) as reference to establish Firm Fixed All-inclusive Rates:

Western Region Urban Center: Vancouver, British Columbia;

Central Region Urban Center: Toronto, Ontario; and

Eastern Region Urban Center: Halifax, Nova Scotia

The actual location of the scheduled exercise(s), urban center meeting the criteria in para 4.8.3 of SOW, will be captured in each specific Req.2 – Execution Phase call-up.

B6 Selection Methodology

- 6.1 Basis of Selection – Highest Combined Rating of Technical Score (60%) and Price (40%).
- 6.2 To be declared responsive, a proposal must:
 - (a) Comply with all the requirements of the solicitation; and
 - (b) meet all the mandatory evaluation criteria.
- 6.3 Proposals not meeting (a) or (b) will be declared non responsive.
- 6.4 The proposal offering the highest combined rating of Technical Score (60%) and Price (40%) will be ranked as the first Offeror. Subsequent successful proposals will be ranked in descending order according to their combined rating of Technical Score and Price up to a maximum of three (3) Standing Offers.
- 6.5 The only authorised method of issuing call-ups against this Standing Offer is the “ First Right of Refusal” starting with the Best Value ranked Offeror.



6.6 Cost of the proposal calculation: The Proposal offering Best Value will be the successful proposal and calculated as follows:

Best Value = Technical Score 60% & Price 40%

A Best Value Score will be calculated by combining the Technical Score for compliant Bidders with their Weighted Bid Price. The Technical Score will represent 60% and the Weighted Bid Price will represent 40% of the Best Value Score.

The Technical Score from each of the technically compliant bids will be multiplied by 60% to arrive at an Adjusted Technical Score out of 60. The Price Score will be calculated by pro-rating the compliant Bidders (i.e., those who achieve 24 points or more on their Technical Score) against the lowest-priced compliant Bidder. The Adjusted Technical Score and the Price Score will then be added to arrive at a Best Value Score. The example below demonstrates how Best Value Scores and rankings will be calculated:

Bidder Technical Scores and Weighted Offer Prices			
	Bidder 1	Bidder 2	Bidder 3
Technical Points	28	35	38
Weighted Offer Price	\$700.00*	\$800.00	\$1,100.00
Example of Best Value Determination – Highest Combined Rating Technical Score (60%) and Price (40%)			
Calculation	Technical Score	Price Points	Total Points
Bidder 1	$28/40 \times 60 = 42$	$700/700 \times 40 = 40$	$42 + 40 = 82$
Bidder 2	$35/40 \times 60 = 52.5$	$700/800 \times 40 = 35$	$52.5 + 35 = 87.5$
Bidder 3	$38/40 \times 60 = 57$	$700/1100 \times 40 = 25.4$	$60 + 25.4 = 85.4$
<p>For the purposes of this calculation, it is assumed that the highest possible technical score that can be obtained is 40 points.</p> <p>* Represents the lowest priced proposal</p> <p>The proposal with the highest total score, when adding the technical points and the price points, is considered as the proposal representing the optimum value. In this example, Bidder 2 would be ranked the highest Offeror. This example is for illustrative purposes only.</p>			

6.7 Tie-break: When there are two or more responsive proposals achieving the identical **Highest Combined Rating Technical Score (60%) and Price (40%)** as a result of the above, the proposal with the highest score in the Rated Criteria Section PR3 will be ranked the highest rated Offeror.

6.8 The aggregate of these prices will be used to establish “cost” for the Delivery of CBRNE Training Services, calculated as follows:



PRICING SCHEDULE:

Initial Standing Offer Period – From Agreement Award date to 31 March 2014.		<u>All-inclusive Firm Fixed Cost</u>		
At issuance of a Standing Offer		The kick-off meeting is to be held at the Offeror’s location without incurring any costs to Canada.		
Req. 1 - PLANNING PHASE				
Attendance to the Initial and Main Planning Conference may include other Offeror representative(s) however Canada will only pay the All inclusive per diem rate of the SME.				
A - Initial Planning Conference – CFB Trenton , Ontario, Canada, as per SOW section 4.3.1 (b) *Includes Offeror’s attendance to IPC, the presentation, assessment and provision of draft Exercise Plan and Scenario.	(All inclusive per diem Rate per Initial Planning Conference)	CBNRE SME	\$ _____	Sub-total (A)
B – Main Planning Conference – CFB Trenton, Ontario, Canada, as per SOW section 4.3.1 (c),(d). *Includes revised and final approved versions of Exercise Plan and Scenario(s), the Exercise Script, MEL and Eval Plan as per section 4.3.1(c and d).	(All inclusive per diem rate per Main Planning Conference)	CBRNE SME	\$ _____	Sub-total (B)
Req. 2 - EXECUTION PHASE				
CBRNE SME is expected to be onsite 2 days prior to exercise location in preparation for the exercise.				
No Fee - Actual Cost of the access fees for the use of single, multi-story building(s) in urban center will be reimbursed without any profit. Pre-approval from the TA is required to approve cost, schedule and associated deliverables.				
C - Execution of CBRNE Scenario Exercise * Includes the delivery of Final Exercise Plan, Exercise Script, Mel, Eval Plan and Report including After Action Report and Lessons Learned.	(All inclusive per diem rate for CBRNE Training Services) - DRDC Suffield	CBRNE SME; EXCON; HICON; LOWCON; Assessment Resource.	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____	Sub-total (C)
D - Execution of CBRNE Scenario Exercise * Includes the delivery of Final Exercise Plan, Exercise Script, Mel, Eval Plan and Report including After Action Report and Lessons Learned.	(All inclusive per diem rate for CBRNE Training Services) - Western Region Urban Center	CBRNE SME; EXCON; HICON; LOWCON; Assessment Resource.	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____	Sub-total (D)
E - Execution of CBRNE Scenario Exercise * Includes the delivery of Final Exercise Plan, Exercise Script, Mel, Eval Plan and Report including After Action Report and Lessons Learned.	(All inclusive per diem rate for CBRNE Training Services) - Central Region Urban Center	CBRNE SME; EXCON; HICON; LOWCON; Assessment Resource.	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____	Sub-total (E)



<p>F - Execution of CBRNE Scenario Exercise</p> <p>* Includes the delivery of Final Exercise Plan, Exercise Script, Mel, Eval Plan and Report including After Action Report and Lessons Learned.</p>	<p>(All inclusive per diem rate for CBRNE Training Services)</p> <p>- Eastern Region Urban Center</p>	<p>CBRNE SME; EXCON; HICON; LOWCON; Assessment Resource.</p>	<p>\$ _____ \$ _____ \$ _____ \$ _____ \$ _____</p>	<p>Sub-total (F)</p>
<p>G. Permits, Clearances, Authorization</p>	<p>No Fee - Actual Cost of municipal, provincial and federal permits, clearances and authorization fees will be reimbursed without any profit.</p>	<p>Pre-approval from the TA is required to approve cost, schedule and associated deliverables</p>	<p>n/a</p>	<p>n/a</p>
<p>H. Inert and Live Agent – use, store, transport</p>	<p>No Fee - Actual Cost of use, storage and transportation fees will be reimbursed without any profits.</p>	<p>Pre-approval from the TA is required to approve cost, schedule and associated deliverables</p>	<p>n/a</p>	<p>n/a</p>
<p>Req. 3 – EXERCISE DIRECTION LIAISON PHASE</p>				
<p>I. Exercise Direction Liaison Phase, as per SOW 4.3.3.</p> <p>The identification of changes and modifications to previously conducted exercise can take place over the phone, by e-mail or at an Offeror scheduled meeting.</p>	<p>(All inclusive per diem rate for Exercise Direction Liaison Services)</p>	<p>CBRNE SME</p>	<p>\$ _____</p>	<p>Sub-total (I)</p>
<p>Req. 4 – EXERCISE COMPLETION PHASE</p>				
<p>J. *Fees are to be captured in Req. 2 Execution Phase’s Firm Fixed All Inclusive Rate.</p>	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>
<p>Add from above:</p>	<p>Total Cost for the Initial Standing Offer Agreement Period:</p>			<p>A to J =</p>



Optional Period 1 – YR 02 – 01 April 2014 to 31 March 2015.	<u>All-inclusive Firm Fixed Cost</u>			
Req. 1 - PLANNING PHASE				
Attendance to the Initial and Main Planning Conference may include other Offeror representative(s) however Canada will only pay the All inclusive per diem rate of the SME.				
K - <u>Initial Planning Conference</u> – CFB Trenton , Ontario, Canada, as per SOW section 4.3.1 (b) *Includes Offeror’s attendance to IPC, the presentation, assessment and provision of draft Exercise Plan and Scenario.	(All inclusive per diem Rate per Initial Planning Conference)	CBNRE SME	\$ _____	Sub-total (K)
L – <u>Main Planning Conference</u> – CFB Trenton, Ontario, Canada, as per SOW section 4.3.1 (c),(d). *Includes revised and final approved versions of Exercise Plan and Scenario(s), the Exercise Script, MEL and Eval Plan as per section 4.3.1(c and d).	(All inclusive per diem rate per Main Planning Conference)	CBRNE SME	\$ _____	Sub-total (L)
Req. 2 - EXECUTION PHASE * CBRNE SME is expected to be onsite 2 days prior to exercise location in preparation for the exercise. No Fee - Actual Cost of the access fees for the use of single, multi-story building(s) in urban center will be reimbursed without any profit. Pre-approval from the TA is required to approve cost, schedule and associated deliverables.				
M - Execution of CBRNE Scenario Exercise * Includes the delivery of Final Exercise Plan, Exercise Script, Mel, Eval Plan and Report including After Action Report and Lessons Learned.	(All inclusive per diem rate for CBRNE Training Services) - DRDC Suffield	CBRNE SME; EXCON; HICON; LOWCON; Assessment Resource.	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____	Sub-total (M)
N - Execution of CBRNE Scenario Exercise * Includes the delivery of Final Exercise Plan, Exercise Script, Mel, Eval Plan and Report including After Action Report and Lessons Learned.	(All inclusive per diem rate for CBRNE Training Services) - Western Region Urban Center	CBRNE SME; EXCON; HICON; LOWCON; Assessment Resource.	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____	Sub-total (N)
O - Execution of CBRNE Scenario Exercise * Includes the delivery of Final Exercise Plan, Exercise Script, Mel, Eval Plan and Report including After Action Report and Lessons Learned.	(All inclusive per diem rate for CBRNE Training Services) - Central Region Urban Center	CBRNE SME; EXCON; HICON; LOWCON; Assessment Resource.	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____	Sub-total (O)



<p>P- Execution of CBRNE Scenario Exercise</p> <p>* Includes the delivery of Final Exercise Plan, Exercise Script, Mel, Eval Plan and Report including After Action Report and Lessons Learned.</p>	<p>(All inclusive per diem rate for CBRNE Training Services)</p> <p>- Eastern Region Urban Center</p>	<p>CBRNE SME; EXCON; HICON; LOWCON; Assessment Resource.</p>	<p>\$ _____ \$ _____ \$ _____ \$ _____ \$ _____</p>	<p>Sub-total (P)</p>
<p>Q. Permits, Clearances, Authorization</p>	<p>No Fee - Actual Cost of municipal, provincial and federal permits, clearances and authorization fees will be reimbursed without any profit.</p>	<p>Pre-approval from the TA is required to approve cost, schedule and associated deliverables</p>	<p>n/a</p>	<p>n/a</p>
<p>R. Inert and Live Agent – use, store, transport</p>	<p>No Fee - Actual Cost of use, storage and transportation fees will be reimbursed without any profits.</p>	<p>Pre-approval from the TA is required to approve cost, schedule and associated deliverables</p>	<p>n/a</p>	<p>n/a</p>
<p>Req. 3 – EXERCISE DIRECTION LIAISON PHASE</p>				
<p>S. Exercise Direction Liaison Phase, as per SOW 4.3.3.</p> <p>The identification of changes and modifications to previously conducted exercise can take place over the phone, by e-mail or at an Offeror scheduled meeting.</p>	<p>(All inclusive per diem rate for Exercise Direction Liaison Services)</p>	<p>CBRNE SME</p>	<p>\$ _____</p>	<p>Sub-total (S)</p>
<p>Req. 4 – EXERCISE COMPLETION PHASE</p>				
<p>T. *Fees are to be captured in Req. 2 Execution Phase’s Firm Fixed All Inclusive Rate.</p>	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>
<p>Add from above:</p>	<p>Total Cost for Optional Standing Offer Period 1 – YR2:</p>			<p>K to T =</p>



Optional Period 2 (Final) – YR 03 – 01 April 2015 to 31 March 2016.		<u>All-inclusive Firm Fixed Cost</u>		
Req. 1 - PLANNING PHASE				
Attendance to the Initial and Main Planning Conference may include other Offeror representative(s) however Canada will only pay the All inclusive per diem rate of the SME.				
<p>U - <u>Initial Planning Conference</u> – CFB Trenton , Ontario, Canada, as per SOW section 4.3.1 (b)</p> <p>*Includes Offeror’s attendance to IPC, the presentation, assessment and provision of draft Exercise Plan and Scenario.</p>	<p>(All inclusive per diem Rate per Initial Planning Conference)</p>	<p>CBNRE SME</p>	<p>\$ _____</p>	<p>Sub-total (U)</p>
<p>V- <u>Main Planning Conference</u> – CFB Trenton, Ontario, Canada, as per SOW section 4.3.1 (c),(d).</p> <p>*Includes revised and final approved versions of Exercise Plan and Scenario(s), the Exercise Script, MEL and Eval Plan as per section 4.3.1(c and d).</p>	<p>(All inclusive per diem rate per Main Planning Conference)</p>	<p>CBRNE SME</p>	<p>\$ _____</p>	<p>Sub-total (V)</p>
Req. 2 - EXECUTION PHASE				
* CBRNE SME is expected to be onsite 2 days prior to exercise location in preparation for the exercise.				
No Fee - Actual Cost of the access fees for the use of single, multi-story building(s) in urban center will be reimbursed without any profit. Pre-approval from the TA is required to approve cost, schedule and associated deliverables.				
<p>W - Execution of CBRNE Scenario Exercise</p> <p>* Includes the delivery of Final Exercise Plan, Exercise Script, Mel, Eval Plan and Report including After Action Report and Lessons Learned.</p>	<p>(All inclusive per diem rate for CBRNE Training Services)</p> <p>- DRDC Suffield</p>	<p>CBRNE SME; EXCON; HICON; LOWCON; Assessment Resource.</p>	<p>\$ _____ \$ _____ \$ _____ \$ _____ \$ _____</p>	<p>Sub-total (W)</p>
<p>X - Execution of CBRNE Scenario Exercise</p> <p>* Includes the delivery of Final Exercise Plan, Exercise Script, Mel, Eval Plan and Report including After Action Report and Lessons Learned.</p>	<p>(All inclusive per diem rate for CBRNE Training Services)</p> <p>- Western Region Urban Center</p>	<p>CBRNE SME; EXCON; HICON; LOWCON; Assessment Resource.</p>	<p>\$ _____ \$ _____ \$ _____ \$ _____ \$ _____</p>	<p>Sub-total (X)</p>
<p>Y - Execution of CBRNE Scenario Exercise</p> <p>* Includes the delivery of Final Exercise Plan, Exercise Script, Mel, Eval Plan and Report including After Action Report and Lessons Learned.</p>	<p>(All inclusive per diem rate for CBRNE Training Services)</p> <p>- Central Region Urban Center</p>	<p>CBRNE SME; EXCON; HICON; LOWCON; Assessment Resource.</p>	<p>\$ _____ \$ _____ \$ _____ \$ _____ \$ _____</p>	<p>Sub-total (Y)</p>



<p>Z- Execution of CBRNE Scenario Exercise</p> <p>* Includes the delivery of Final Exercise Plan, Exercise Script, Mel, Eval Plan and Report including After Action Report and Lessons Learned.</p>	<p>(All inclusive per diem rate for CBRNE Training Services)</p> <p>- Eastern Region Urban Center</p>	<p>CBRNE SME; EXCON; HICON; LOWCON; Assessment Resource.</p>	<p>\$ _____ \$ _____ \$ _____ \$ _____ \$ _____</p>	<p>Sub-total (Z)</p>
<p>AA. Permits, Clearances, Authorization</p>	<p>No Fee - Actual Cost of municipal, provincial and federal permits, clearances and authorization fees will be reimbursed without any profit.</p>	<p>Pre-approval from the TA is required to approve cost, schedule and associated deliverables</p>	<p>n/a</p>	<p>n/a</p>
<p>BB. Inert and Live Agent – use, store, transport</p>	<p>No Fee - Actual Cost of use, storage and transportation fees will be reimbursed without any profits.</p>	<p>Pre-approval from the TA is required to approve cost, schedule and associated deliverables</p>	<p>n/a</p>	<p>n/a</p>
<p>Req. 3 – EXERCISE DIRECTION LIAISON PHASE</p>				
<p>CC. Exercise Direction Liaison Phase, as per SOW 4.3.3.</p> <p>The identification of changes and modifications to previously conducted exercise can take place over the phone, by e-mail or at an Offeror scheduled meeting.</p>	<p>(All inclusive per diem rate for Exercise Direction Liaison Services)</p>	<p>CBRNE SME</p>	<p>\$ _____</p>	<p>Sub-total (CC)</p>
<p>Req. 4 – EXERCISE COMPLETION PHASE</p>				
<p>DD. *Fees are to be captured in Req. 2 Execution Phase’s Firm Fixed All Inclusive Rate.</p>	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>
<p>Add from above:</p>	<p>Total Cost for Optional Standing Offer Period 2 – (Final) YR3:</p>			<p>U to DD =</p>

<p><u>For Evaluation Purposes only:</u></p>	<p><u>Aggregate All inclusive per diem rate (Sum of Initial Standing Offer plus Option Periods 1 and 2.</u></p>	<p>COST \$ _____</p>
--	--	---------------------------------



Bidders are to provide a list and associated cost of all other optional props and services not otherwise specified. These options should reflect fair market value.

These additional options, should they be required, will be authorized or confirmed by the Procurement Authority using the form PWGSC 942, Call-up against a Standing Offer.

Optional Props and Services not otherwise specified	<u>All-inclusive Firm Fixed Price or Firm Daily Rate</u>



Security Requirement Check List (SRCL)

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat: W6399-13-ER35
Security Classification / Classification de sécurité: UNCLASSIFIED

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

Main body of the SRCL form containing questions 1-7 regarding information access, controlled goods, and security levels. Includes checkboxes for 'Yes/No' and 'Oui/Non'.

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité: UNCLASSIFIED





REQUEST FOR a STANDING OFFER (RFSO)
Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) Training Services DND-12/0019455- ANNEX C

Contract Number / Numéro du contrat: W6399-13-FA35 dit
Security Classification / Classification de sécurité: UNCLASSIFIED

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

Table with columns for Category, Protected (A, B, C), Classified (Confidential, Secret, Top Secret), NATO (Restricted, Confidential, Secret, COSMIC), and COMSEC (Protected, Confidential, Secret, Top Secret). Includes rows for Information Assets, Media, and IT Link.

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? [X] No [] Yes

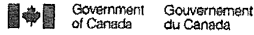
If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? [X] No [] Yes

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



REQUEST FOR a STANDING OFFER (RFSO)
Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) Training Services DND-12/0019455- ANNEX C

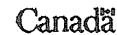


Contract Number / Numéro du contrat: W6399-13-EB35
Security Classification / Classification de sécurité: UNCLASSIFIED

Form sections: PART A (continued) / PARTIE A (suite), PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR), PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR). Includes questions about access to COMSEC information, personnel screening, and production of protected material.

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité: UNCLASSIFIED





Security Requirement Checklist (SRCL) Supplemental Security Guide

Part A - Multiple Release Restrictions: Security Guide							
To be completed in addition to SRCL question 7.b) when release restrictions are therein identified. Indicate to which levels of information release restrictions apply. Make note in the chart if a level of information bears multiple restrictions (e.g. a portion of the SECRET information bears the caveat Canadian Eyes Only while the remainder of the SECRET information has no release restrictions.)							
Canadian Information							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
No Release Restrictions	X	X					
Not Releasable							
Restricted to: 5 eyes				X	X		
Permanent Residents Included*							
NATO Information							
Citizenship Restriction	NATO UNCLASSIFIED	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET		
All NATO Countries							
Restricted to:							
Permanent Residents Included*							
Foreign Information							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
No Release Restrictions							
Restricted to:							
Permanent Residents Included*							
COMSEC Information							
Citizenship Restriction	PROTECTED			CLASSIFIED			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	TOP SECRET (SIGINT)
Not Releasable							
Restricted to:							
DND ONLY Embedded Contractor (Access to Controlled Goods)							
Restriction:	N/A						
SECRET clearance with CEO applies	N/A						

*When release restrictions are indicated, specify if permanent residents are allowed to be included.

SAM



Security Requirement Checklist (SRCL) Supplemental Security Guide

Part B - Multiple Levels of Personnel Screening: Security Classification Guide			
To be completed in addition to SRCL question 10.a) when multiple levels of personnel screening are therein identified. Indicate which personnel screening levels are required for which portions of the work/access involved in the contract.			
Level of Personnel Clearance (e.g. Reliability, Secret)	Position / Description/Task	Access to sites and/or information. Levels of Information to be accessed.	Citizenship Restriction (if any)

Part C – Safeguards / Information Technology (IT) Media – 11d = yes
IT security requirements must be specified in a separate technical document and submitted with the SRCL

OTHER SECURITY INTRUCTIONS

Insert instructions



APPENDIX '1' TO RFSO DND- 12/0019455
FEDERAL CONTRACTORS PROGRAM

1. The Federal Contractors Program for Employment Equity (FCP-EE) requires that some organizations bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity, as a condition precedent to the contract award. If the Bidder is subject to the Program, evidence of its commitment must be provided prior to the award of any contract.

Contractors that have been declared Ineligible Contractors by the Department of Human Resources and Skills Development (HRSD) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contract Regulations (currently at \$25,000, including all applicable taxes), either as a result of a finding of non-compliance by the Department of HRSD, or following their voluntary withdrawal from the Program for a reason other than the reduction in their workforce. Any bid from ineligible contractors will not be considered for award.

2. The Bidder certifies its status with FCP-EE, as follows: The Bidder

- (a) () is not subject to FCP-EE, having a workforce of less than 100 permanent full or part-time employees in Canada,
- (b) () is not subject to FCP-EE, being a regulated employer under the Employment Equity Act;
- (c) () is subject to the requirements of FCP-EE, having a workforce of 100 or more permanent full or part-time employees in Canada, but has not previously obtained a certificate number from the Department of HRSD, (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is provided herewith (attached);
- (d) () is subject to FCP-EE, and has a valid certification number as follows: _____ (e.g. has not been declared Ineligible Contractor by the Department of HRSD).

3. If the Bidder does not fall within the exceptions enumerated in 2.(a) or (b), the Program requirements do apply, and as such, the Bidder is required to submit to the Department of HRSD form LAB 1168, Certificate of Commitment to Implement Employment Equity, DULY SIGNED or a valid Certificate number confirming its adherence to the FCP-EE.

4. The Bidder acknowledges that the Minister shall rely on this certification to award the Contract. Should a verification by the Minister disclose a misrepresentation on the part of the Bidder, the Minister shall have the right to treat any contract resulting from this bid as being in default, and to terminate it pursuant to the Default provisions of the Contract.

5. In all cases, the Bidder is required to produce evidence or supporting information on demand prior to contract award, if such evidence is not included with its bid.

Signature of authorized representative: _____.

NOTE: Information on the FCP-EE and the Certificate of Commitment (LAB 1168) are available on the following Department of HRSD Website <http://www.hrsdc.gc.ca/en/lp/lp/lsw/we/programs/fcp/index-we.shtml>, respectively.



APPENDIX '2' TO RFSO DND-12/0019455

SUPPLIER-SPECIFIC INFORMATION

INFORMATION ON PROPOSED ORGANIZATION

- 1 - Bidder/Offeror's Company Legal Name: _____
- 2 - Bidder/Offeror's Company Name (if different from Legal Name): _____
- 3 - Main Business Address: _____
- 4 - Civic Address: _____
- 5 - Telephone Number: _____
- 6 - Fax Number: _____
- 8 - Bidder/Offeror's Authorized Representative (Canadian Official) Surname and Given Name: _____
- 9 - Title of contact person: _____
- 10 - Telephone Number of Contact Person: _____
- 11 - E-mail address of Contact Person: _____
- 12 - Preferred language of correspondence (English or French): _____

INFORMATION ON REGISTERED or HEAD Office in Canada (if different from above)

- 1-Bidder/Offeror's Company Legal Name: _____
- 2-Bidder/Offeror's Company Name (if different from Legal Name): _____
- 3 - Civic Address: _____

JOINT VENTURE

Joint Venture Yes No

A Joint Venture is defined as an association of two or more parties which combine their money, property, knowledge, skills, time or other resources in a joint business enterprise agreeing to share the profits and the losses and each having some degree of control over the enterprise.

An arrangement whereby Canada contracts directly with a prime consultant who may retain sub-consultants or specialist consultants to perform portions of the services is not a joint venture arrangement. A sub-consultant or specialist consultant firm may, therefore, be proposed as part of the Consultant Team by more than one Proponent.

Joint Venture Lead Member: _____

Name

Signature

Date

Joint Venture Members: _____

Name

Signature

Date

Name

Signature

Date

Name

Signature

Date



APPENDIX '3' TO RFSO DND-12/0019455

NON-DISCLOSURE AGREEMENT

The Offeror shall not, without the prior written permission of the Contract Authority, disclose to anyone, other than an employee or a subcontractor with a need to know, the information or documentation it has access to during the performance of the Work under the Contract. Prior to commencing the Work under the Contract, the Contractor shall require its employees or subcontractors who will be performing Work under the Contract or who are provided access to the Work to sign a Statement of Non-Disclosure substantially in the form set out below (*included as an appendix in this RFSO for information purposes only*) prior to being given access to any such information or documentation.

Non-Disclosure Statement Agreement

I, _____, recognize that in the course of my work as an employee of _____ or subcontractor to _____, I may be given access to information and documentation which is proprietary to Canada or to third party contractor(s) as part of performing the Work pursuant to Contract Serial No. DND-12/0019455 between Her Majesty the Queen in right of Canada ("Canada") as represented by the Minister of National Defence and _____. For the purposes of this Agreement, information and documentation includes but is not limited to: any documents, instructions, guidelines, data, drawings, specifications, materials, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labelled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I hereby agree that I shall not reproduce, duplicate, use, divulge, release or disclose, in whole or in part, in whatever way or form any information or documentation to any person other than a person employed by Canada on a need to know basis, and hereby undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information or documentation in contravention of this Agreement. Without limiting the generality of the foregoing, I understand and agree that information and documentation disclosed to me while performing work under the Contract is not to be used for any purpose except to carry out the Contract.

I agree that the obligations of this Agreement shall survive the termination or completion of the Contract.

I, _____, having read and understood the terms of non-disclosure acknowledge by signing below that I agree with and shall abide by those terms.

(signature)

(date)