

REQUEST FOR INFORMATION
OPERATIONAL RESEARCH AND ANALYSIS SUPPORT
ON BEHALF OF
DEFENCE RESEARCH AND DEVELOPMENT CANADA

FILE # W7714-156105/A

1. PURPOSE:

The purpose of this Request for Information (RFI) is to seek information and feedback from industry on their interest, capacity and ability to provide technical support services to Defence Research and Development Canada (DRDC). The Rules of Engagement for this activity are enclosed as **Attachment 1**, a list of proposed questions is enclosed as **Attachment 2** and the draft Request For Proposal (RFP) is enclosed as **Attachment 3**.

2. BACKGROUND:

DRDC provides integrated science and technology (S&T) advice and technical solutions, performs strategic S&T capability planning, and partners with industry, academia, other government departments (OGDs) and the public safety and national security communities. It delivers solutions for the Department of National Defence and the Canadian Armed Forces (DND/CAF), as well as the public safety and national security communities.

DRDC's Centre for Operational Research and Analysis (CORA), as DRDC's Technical Authority for operational research and analysis, brings together the largest group of operational research and analysis practitioners (approximately 150 civilian and military analysts) in Canada. Its mandate is to provide timely, expert and objective advice to senior decision-makers in DND/CAF. This advice is mainly applied to the core issues of strategy and policy, force development, capability production (acquisition), force generation, force employment, and security science.

DRDC scientists, in particular those in CORA, are frequently involved in breaking down complex military problems into smaller, more manageable components and, wherever possible, using quantitative and qualitative approaches to gain insights and shed light on the key elements of a decision. To this end, a variety of techniques are utilized, including closed-form mathematical analysis techniques, multicriteria decision analysis, risk analysis, cost-effectiveness analysis, simulation methods, statistical methods, and heuristic techniques.

DRDC needs to supplement its capability and capacity by means of contracted support in several service streams.

3. REQUIREMENT:

DRDC has a requirement for technical services to be provided on an "as and when requested" basis in support of operational research and analysis activities in the following streams:

- a. Concept Development;
- b. Experiment and Exercise Design;
- c. Experiment and Exercise Conduct;
- d. Modeling and Simulation; and
- e. Operational Research and Analysis;

4. ACQUISITION STRATEGY:

Competitive Procurement: It is anticipated that a bilingual Request for Proposal (RFP) will be posted electronically on the Government Electronic Tendering Site (GETS), Buy and Sell website.

This procurement is subject to the Agreement on Internal Trade (AIT).

5. GOVERNMENT OF CANADA APPLICABLE POLICIES:

This requirement is subject to the Federal Contractor's Program and Bidders will be required to submit a duly signed certificate of commitment.

The Canadian Content Policy applies to this requirement. The competition will be solely limited to suppliers who can offer Canadian goods and/or services as the contracting officer believes there exists, in the marketplace, two or more such suppliers.

The Code of Conduct for Procurement and PWGSC's Integrity Provisions will apply.

No other issues currently exist.

6. INTELLECTUAL PROPERTY RIGHTS:

SACC Manual clause K3410C will form part of the resulting contract clauses. Canada will own all intellectual property rights in foreground information due to the nature of the work.

7. SECURITY REQUIREMENT:

The following security clauses may apply to any resulting contract:

SACC Manual clause A9131C (2014-11-27), Controlled Goods Program - Contract
SACC Manual clause B4060C (2011-05-16), Controlled Goods

AND

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 NATO SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. 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.
3. The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **SECRET or NATO SECRET clearance, as required**, granted or approved by CISD/PWGSC.
4. The Contractor/Offeror personnel requiring access to **NATO CLASSIFIED** information, assets or sensitive work site(s) must be **permanent residents of Canada or citizens of a NATO member country** and EACH hold a valid personnel security screening at the level of **NATO SECRET**, granted or approved by the appropriate delegated NATO Security Authority.
5. The Contractor/Offeror MUST NOT remove any CLASSIFIED information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
6. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
7. The Contractor must complete and submit a **Foreign Ownership, Control and Influence (FOCI) Questionnaire** and associated documentation identified in the FOCI Guidelines for Organizations prior to contract award to identify whether a third party individual, firm or government can gain unauthorized access to CLASSIFIED NATO information/assets. Public Works and Government Services Canada (PWGSC) will determine if the company is "*Not Under FOCI*" or "*Under FOCI*". When an organization is determined to be *Under FOCI*, PWGSC will ascertain if mitigation measures exist or must be put in place by the company so it can be deemed "*Not Under FOCI through Mitigation*".

8. The Contractor should at all times during the performance of the contract possess a letter from PWGSC identifying the results of the FOCI assessment with a FOCI designation of *Not Under FOCI* or *Not Under FOCI through Mitigation*.
9. All changes to Questionnaire and associated FOCI evaluation factors must immediately be submitted to the Industrial Security Sector (ISS) to determine if the changes impact the FOCI designation.
10. The Contractor/Offeror must also comply with the provisions of the:
 - (a) Security Requirements Check List, attached at Annex C;
 - (b) Industrial Security Manual (latest edition).

7. ENGAGEMENT ACTIVITIES AND OBJECTIVES:

PWGSC, on behalf of DRDC, intends to gather feedback regarding this requirement using an open dialogue with Industry to ascertain that the requirements of the RFP, including mandatory requirements and evaluation criteria, is commensurate with the proposed work description. The Rules of Engagement for this activity are enclosed as **Attachment 1**, a list of proposed questions is enclosed as **Attachment 2** and the draft Request For Proposal (RFP) is enclosed as **Attachment 3**.

The Request for Information (RFI) is being posted on GETS for 20 calendar days to allow for Industry to adequately respond to proposed questions and provide feedback concerning this requirement. A copy of the draft RFP is enclosed as attachment 3, including proposed mandatory requirements and point rated evaluation criteria for Industry comments and improvements. The responses received will be used to assist PWGSC / DRDC in finalizing the requirement and in developing achievable objectives and deliverables.

The main objectives of the RFI are to:

1. Assess and comment on the adequacy and clarity of the requirements including the Statement of Work (SOW) as currently expressed;
2. Gather feedback on the proposed mandatory requirements and point rated evaluation criteria; and
3. Gather comments on all other elements of the draft solicitation included with the RFI.

The provided information submitted by Industry will assist PWGSC/DRDC to:

1. Determine whether to proceed with the requirement as planned or if further refining is required;
2. Confirm the proposed procurement strategy, requirements definition, evaluation criteria and other aspects of the RFP; and
3. Become a more "informed buyer" with an enhanced understanding of Industry service offerings in the areas of interest.

ATTACHMENT 001

RULES OF ENGAGEMENT FOR INDUSTRY CONSULTATIVE PROCESS

DEFENCE RESEARCH AND DEVELOPMENT CANADA OPERATIONAL RESEARCH AND ANALYSIS SUPPORT SERVICES RFI

An overriding principle of the industry consultation is that it be conducted with the utmost of fairness and equity between all parties. No one person or organization will receive nor be perceived to have received any unusual or unfair advantage over the others.

In order to maximize the benefits of the consultative process, a draft Request for Proposal (RFP) and industry engagement questions are included with the Request for Information (RFI). It will provide all interested parties in the Industry the opportunity to participate in the further development of the solicitation by submitting comments, questions, recommendations and suggestions for improvement.

NATURE AND FORMAT OF RESPONSES REQUESTED

The questions contained in **Attachment 2** are intended to elicit feedback from Industry concerning the proposed requirement. It is not expected that all questions will be addressed in each submission, nor should submissions be constrained by the proposed questions. Respondents are requested to provide their comments, suggestions, concerns and, where applicable, alternative recommendations regarding how the requirements or objectives described in this RFI could be satisfied. Respondents are invited to respond to Canada's questions and provide comments regarding the content, format of any draft documents included in this RFI. Respondents should explain any assumptions they make in their responses.

RESPONSE COSTS

Canada will not reimburse any respondent for expenses incurred in responding to this RFI.

TREATMENT OF RESPONSES

1. **Use of Responses:** The responses received may be used by Canada to develop or modify procurement strategies and/or any contracting documents, clauses, terms and conditions. Canada will review all responses received by the RFI closing date. Canada may, in its discretion, review responses received after the RFI closing date.
2. **Review Team:** A review team composed of representatives of the Government of Canada will review the responses.
3. **Confidentiality:** Respondents should mark any portions of their response that they consider proprietary or confidential. All submissions will be held by Canada on a commercial-in-confidence basis and remain the property of Canada after they have been received. Canada will handle the responses in accordance with the Access to Information Act.
4. **Follow-up Activity:** Canada may, in its sole discretion, contact any respondents to follow up with additional questions or for clarification of any aspect of a response. Furthermore, a detailed Summary of Feedback and Outcomes will be released on the Buy and Sell website.

RESPONSE FORMAT

1. **Title Page:** The first page of each volume of the response should contain:
 - 1.1 The title of the respondent's response and the volume number;
 - 1.2 The name and address of the respondent;
 - 1.3 The name, address and telephone number of the respondent's contact;
 - 1.4 The date; and
 - 1.5 The RFI number.
2. **Numbering System:** Respondents are requested to prepare their response using a numbering system corresponding to the one in this RFI. All references to descriptive material, technical manuals and brochures included as part of the response should be referenced accordingly.
3. **Number of Copies:** Canada requests that respondents submit electronically by email 1 copy of their responses.

LANGUAGE OF RESPONSE

Responses may be submitted in French or English, at the preference of the respondent.

RESPONSE PARAMETERS

This RFI document is not a bid solicitation and no contract will result from it.

The issuance of this RFI does not create any obligation for Canada to issue a subsequent RFP and does not bind Canada legally to enter into any agreement or to accept or reject any suggestions.

Canada assumes no responsibility or obligation with respect to the cost related to the preparation of their submission. Respondents are reminded that this is an RFI and not an RFP and, in that regard, respondents should feel free to provide their comments and concerns with their responses. Canada reserves the right to seek clarifications from a respondent for any information provided in response to this RFI, either by telephone, in writing or in person.

SUBMISSION OF RESPONSES

1. **Time and Place for Submission of Responses:** Suppliers interested in providing a response should send it by email to benoit.cardinal@tpsgc-pwgsc.gc.ca by October 8, 2015 at 14:00 EDT. Suppliers wishing to submit their responses via a channel other than email need to contact the procurement officer indicated below.
2. **Responsibility for Timely Delivery:** Each respondent is solely responsible for ensuring its response is submitted on time to the correct email address.
3. **Identification of Response:** Each respondent should ensure that the response is identified and that the name and email address, the RFI number and title appear legibly in the email.

SUMMARY OF FEEDBACK AND OUTCOMES

The Summary of Feedback and Outcomes document will be distributed to respondents that submitted responses to this RFI, and will be published as a RFI follow-up document on the Government Electronic Tendering Site (www.buyandsell.gc.ca). It is anticipated that the RFI findings document will be distributed within 1 month after the closing date of the RFI.

ENQUIRIES

All enquiries and communication with the Government regarding Canada's requirement for Operational Research and Analysis Support Services must be directed in writing to the Public Works and Government Services Canada (PWGSC) Contracting Authority as detailed below. Any clarification or information received from other Government officials will not be considered as an official response.

Benoît Cardinal

Supply Specialist

Defence Sciences Division

Telephone 819-956-0972

Facsimile 819-997-2229

Email: benoit.cardinal@tpsgc-pwgsc.gc.ca

ATTACHMENT 002

PROPOSED QUESTIONS FOR INDUSTRY FEEDBACK

ADMINISTRATIVE REQUIREMENT

1. Please provide an impact statement on your ability to bid. If the current draft request for proposal is unduly restrictive (i.e. statement of work, evaluation criteria, or mandatory requirements) please explain why and suggest alternatives.
2. Please indicate your institution's or company's ability and that of any subcontractors, to accommodate personnel and facility security requirements, together with controlled goods restrictions:
 - 2.1 Please clearly identify any implications that may affect delivery of the proposed contract in accordance with the requirements of the PWGSC Industrial Security Program.
 - 2.2 If some or all security measures are in progress, please indicate an estimate of when compliance will be achieved.
 - 2.3 If it is not possible to meet some or all security requirements, please substantiate.

REQUIREMENT

3. Please provide a statement of interest, capacity and ability to provide technical support services for operational research and analysis support services to DRDC on a task-by-task basis, and the ability to handle multiple tasks concurrently.
4. Please provide information if and how your company can access expertise and experts through professional and/or scientific networks.
5. Please provide any questions or comments on the nature and clarity of the SOW.

EVALUATION and BASIS OF SELECTION

6. How would you propose Canada evaluate bids based on the basis of selection and evaluation criteria proposed in the draft request for proposal.
7. Please provide any suggestions that, in your opinion, may enhance the bidding process and improve the evaluation procedures including evaluation criteria and the basis of selection of the Bidders.
8. For each of the point rated technical and management criteria, is the description of qualifications and experience adequate to cover the skills and work experience needed for the resource required? (Take into consideration demonstrated experience and education, and the period of time within which the experience is considered to be valid).

BASIS of PAYMENT

9. Please describe and provide an example if possible of your pricing model for the services you offer. For example, do you prefer hourly rates, per diem rates, firm prices over the life of the Contract, ability to negotiate option years (price adjustments), etc.

VALUE PROPOSITION

10. Please describe the research and scientific networks that your company can access to recruit resources (i.e. university graduates, centres of excellence, head hunters) and comment on the use of value proposition and the possible ways to apply it. Should this form part of the evaluation criteria?

11. Please describe research codes of conduct applicable to your company.

OTHER

12. Please identify any other issues, concerns and recommendations you feel may enhance the outcome of this procurement.

ATTACHMENT 003

DRAFT REQUEST FOR PROPOSAL

**DEFENCE RESEARCH AND DEVELOPMENT CANADA
OPERATIONAL RESEARCH AND ANALYSIS SUPPORT SERVICES RFI**

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- Annex E Non-disclosure Agreement
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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation document is divided into seven parts plus attachments and annexes as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include the Mandatory and Point Rated Technical Criteria, the Mandatory and Point Rated Management Criteria, and the Financial Bid Presentation Sheet.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the DND 626 Task Authorization Form, the Non-Disclosure Agreement and the Federal Contractors Program for Employment Equity – Certification.

1.2 Summary

Defence Research and Development Canada (DRDC) provides integrated science and technology (S&T) advice and technical solutions, performs strategic S&T capability planning, and partners with industry, academia, other government departments (OGDs) and the public safety and national security communities. It delivers solutions for the Department of National Defence and the Canadian Armed Forces (DND/CAF), as well as the public safety and national security communities.

DRDC needs to supplement its capability and capacity by means of contracted support in several service streams.

The objective of this requirement is to establish a contract with a qualified contractor to perform operational research and analysis work on an “as and when requested” basis in the area of concept development, experimentation, modeling and simulation.

It is Canada's intent to award one (1) contract to satisfy this requirement. The period of any resulting contract will be for three (3) years from date of contract award, with the irrevocable option to extend the term of the contract by up to two (2) additional one (1) year periods under the same conditions.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

As per the Integrity Provisions under section 01 of Standard Instructions 2003, Bidders must provide a list of all owners and/or Directors and other associated information as required. Refer to section 4.21 of the Supply Manual for additional information on the Integrity Provisions.

For service requirements, Bidders must provide the required information as detailed in article 2.3 of Part 2 of the bid solicitation, in order to comply with Treasury Board policies and directives on contracts awarded to former public servants.

This procurement is subject to the Agreement on Internal Trade (AIT).

This procurement is subject to the Controlled Goods Program. The *Defence Production Act* defines Canadian Controlled Goods as certain goods listed in Canada's Export Control List, a regulation made pursuant to the *Export and Import Permits Act (EIPA)*.

The requirement is limited to Canadian goods and/or services.

The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

1.3 Communications

As a courtesy and in order to coordinate any public announcements pertaining to this contract, the Government of Canada requests that successful Bidders notify the Contracting Authority 5 days in advance of their intention to make public an announcement related to the recommendation of a contract award, or any information related to the contract. The Government of Canada retains the right to make primary contract announcements.

1.4 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

The 2003 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

2.1.1 SACC Manual Clauses

A7035T(2007-05-25), List of Proposed Subcontractors

2.2 Submission of Bids

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

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

2.3 Former Public Servant

Contracts awarded to 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 awarded to FPSs, Bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame may render the bid non-responsive.

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 FPSs 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 Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **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 adjustment 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 Applicable Taxes.

2.4 Communications - Solicitation Period

All enquiries must be submitted to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a "proprietary" nature must be clearly marked "proprietary" at each relevant item. Items identified as proprietary will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the

question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

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

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

2.6 Improvement of Requirement During Solicitation Period

Should Bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, Bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular Bidder will be given consideration provided they are submitted to the Contracting Authority at least 14 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 Basis for Canada's Ownership of Intellectual Property

DRDC has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

The main purpose of the contract, or of the deliverables contracted for, is to augment an existing body of Canada's background information as a prerequisite to the transfer of the augmented background to the private sector, through licensing or assignment of ownership (not necessarily to the original contractor), for the purposes of commercial exploitation.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I : Technical Bid (3 hard copies + 1 soft copy on CD, DVD or USB key)
- Section II : Management Bid (3 hard copies + 1 soft copy on CD, DVD or USB Key)
- Section III : Financial Bid (1 hard copy)
- Section IV : Certifications (1 hard copy)

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

- (1) use paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- (2) use an environmentally-preferable format including black and white printing instead of colour printing, print double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I : Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

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

Section II : Management Bid

For the management bid, Bidders should describe their capability and experience, and should submit a Resource Acquisition and Maintenance Plan (RAMP), a Contract Management Plan (CMP) and a Subcontracting Plan (SP).

Section III : Financial Bid

- 3.1.1** The services identified under Annex A, Statement of Work, Section 5.1 “Account Manager,” are considered part of the overhead and profit which are to be included in the firm , all inclusive hourly rates for each category of resources listed in Attachment 003, Financial Bid Presentation Sheet, for each year of the contract period and option periods. Canada will not accept a direct charge for Account Manager services in any resulting contract.
- 3.1.2** No travel and living expenses will be paid for services provided within the National Capital Region (NCR). Further, Canada will not accept any travel and living expenses for travel between the contractor's place of business and the NCR. All of these costs are to be included in the firm all inclusive labour rates requested above.
- 3.1.3** The information should be provided in accordance with the Financial Bid Presentation Sheet in Attachment 003.

Section IV : Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical, management and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Bidder Experience

4.1.1.1.1 Corporate Experience (ref. MT1.0, RM1.0, RM2.0 and RM3.0)

The corporate experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The corporate experience of the Bidder's affiliates (i.e. parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

4.1.1.1.2 Resource Experience (ref. MT3.1 - MT3.13 and RT1.1 – RT1.12)

The experience of the Bidder's affiliates (i.e. parent, subsidiary or sister corporations), subcontractors, or suppliers will be considered in the evaluation of MT3.1 to MT3.13 and RT1.1 to RT1.12. The Bidder should submit the résumés of each individual proposed for each labour category to further demonstrate the individual's experience in response to the mandatory and point rated technical criteria.

4.1.1.2 Supporting Information

In the event that the Bidder fails to submit any supporting information pursuant to the Mandatory and Point Rated Technical and Management Evaluation Criteria, the Contracting Authority may request it thereafter in writing, including after the closing date of the bid solicitation. It is mandatory that the Bidder provide the supporting information within three (3) business days of the written request or within such period as specified or agreed to by the Contracting Authority in the written notice to the Bidder.

4.1.1.3 Mandatory and Point Rated Technical Evaluation

Mandatory and Point Rated Technical Evaluation Criteria are included in Attachment 001.

4.1.2 Management Evaluation

4.1.2.1 Mandatory and Point Rated Management Criteria

Mandatory and Point Rated Management Criteria are included in Attachment 002.

4.1.3 Financial Evaluation

4.1.3.1 Evaluation of Price

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination (for goods), Canadian customs duties and excise taxes included.

For evaluation purposes only, the price of the bid will be determined as detailed in Attachment 003, Financial Bid Presentation Sheet.

4.2 Basis of Selection

4.2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price

In this clause, Technical Merit refers to the Technical Evaluation Score + Management Evaluation Score.

1. To be declared responsive, a bid **must**:
 - (a) comply with all the requirements of the bid solicitation;
 - (b) meet all mandatory criteria;
 - (c) obtain the required minimum of **75% percent overall score** for the technical and management evaluation criteria which are subject to point rating.

The rating is performed on a scale of **781 points**. The overall pass mark is **586 points**.

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40 % for the price.
4. To establish the technical merit score, the overall technical score will be added the overall management score for each responsive bid to obtain the total number of points. The final technical merit score will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60 %.

THE MAXIMUM TOTAL SCORE FOR THE POINT RATED TECHNICAL CRITERIA (SECTIONS RT 1.1 TO RT 1.12) AND POINT RATED MANAGEMENT CRITERIA (SECTIONS RM 1.0 TO RM 3.0) IS 781 POINTS.

Point Rated Technical Criteria (A)	Point Rated Management Criteria (B)	Maximum Available Points (A)+(B)
626 points	155 points	781 points

5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating, calculated to 2 decimal points.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In the event that two or more responsive bids have the same combined rating of technical merit and price, the responsive bid with the lowest evaluated price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

	Bidder		
	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	120/135	102/135	115/135
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00
	Calculations		
Technical Merit Score	$120/135 \times 60 = 53.33$	$102/135 \times 60 = 45.33$	$115/135 \times 60 = 51.11$
Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating	86.06	81.33	91.11
Overall Rating	2nd	3rd	1st

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed Declaration Form (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Required Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

5.2.1 Integrity Provisions – List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s). Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's website](#)

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed [Federal Contractors Program for Employment Equity - Certification found at Annex F](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.3 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service(s) offered is (are) a Canadian service as defined in paragraph 2 of clause A3050T.

5.2.3.1 SACC Manual clause A3050T (2010-01-11), Canadian Content Definition

5.2.4 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

5.2.5 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirement

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents website.

6.2 Financial Capability

SACC Manual clause A9033T (2012-07-16), Financial Capability

6.3 Controlled Goods Requirement

SACC Manual clause A9130T (2014-11-27), Controlled Goods Program

PART 7 - RESULTING CONTRACT CLAUSES

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A, as and when requested by Canada during the period of the Contract.

An obligation for any Work will come into force only when a Task Authorization (TA) is approved and issued in accordance with the clause entitled "Task Authorization Process".

7.1.1 Task Authorization

The Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

7.1.1.1 Task Authorization Process

- a) The Technical Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex D.
- b) The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
- c) The Contractor must provide the Technical Authority and the Contracting Authority, within 14 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
- d) The Contractor must not commence work until a TA authorized by the Technical Authority or Contracting Authority (whichever is applicable) has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.1.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of **\$100,000.00**, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

7.1.1.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 10%.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to

stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis period to the Contracting Authority.

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

7.1.1.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by DRDC - CORA. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

7.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

7.2.1 General Conditions

2040 (2015-09-03), General Conditions - Research & Development, apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

4002 (2010-08-16), Software Development or Modification Services, apply to and form part of the Contract.

7.2.3 SACC Manual Clauses

K3410C (2015-02-25), Canada to Own Intellectual Property Rights in Foreground Information
A9113C (2014-11-27), Handling of Personal Information

7.2.4 Non-disclosure Agreement

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex E, and provide it to the Contracting Authority before they are given access to information by or on behalf of Canada in connection with the Work.

7.3 Security Requirement

7.3.1 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 NATO SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

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

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

7.3.4 The Contractor/Offeror personnel requiring access to **NATO CLASSIFIED** information, assets or sensitive work site(s) **must be permanent residents of Canada or citizens of a NATO member country** and EACH hold a valid personnel security screening at the level of **NATO SECRET**, granted or approved by the appropriate delegated NATO Security Authority.

7.3.5 The Contractor/Offeror **MUST NOT** remove any CLASSIFIED information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.

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

- 7.3.7** The Contractor must complete and submit a **Foreign Ownership, Control and Influence (FOCI)** Questionnaire and associated documentation identified in the FOCI Guidelines for Organizations prior to contract award to identify whether a third party individual, firm or government can gain unauthorized access to CLASSIFIED NATO information/assets. Public Works and Government Services Canada (PWGSC) will determine if the company is “*Not Under FOCI*” or “*Under FOCI*”. When an organization is determined to be *Under FOCI*, PWGSC will ascertain if mitigation measures exist or must be put in place by the company so it can be deemed “*Not Under FOCI through Mitigation*”.
- 7.3.8** The Contractor should at all times during the performance of the contract possess a letter from PWGSC identifying the results of the FOCI assessment with a FOCI designation of *Not Under FOCI* or *Not Under FOCI through Mitigation*.
- 7.3.9** All changes to Questionnaire and associated FOCI evaluation factors must immediately be submitted to the Industrial Security Sector (ISS) to determine if the changes impact the FOCI designation.
- 7.3.10** The Contractor/Offeror must also comply with the provisions of the:
- (a) Security Requirements Check List, attached at Annex C;
 - (b) Industrial Security Manual (latest edition).

7.4 Term of Contract

7.4.1 Period of Contract

The period of the Contract is 3 years from date of contract award.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional 1 year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days prior to the Contract expiry date. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.4.3 Transition Period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of 6 months under the same conditions to ensure the required transition. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least 30 calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Benoît Cardinal

Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Science Procurement Directorate
Place du Portage, Phase III, 11C1
11 Laurier Street
Gatineau, Quebec, K1A 0S5

Telephone: 819-956-0972
Facsimile: 819-997-2229
E-mail address: benoit.cardinal@tpsgc-pwgsc.gc.ca

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

7.5.2 Technical Authority

The Technical Authority for the Contract is:

Name : _____
Title : _____
Organization : _____
Address : _____

Telephone: _____
Facsimile: _____
E-mail address: _____

(Information to be inserted at the time of contract award)

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

7.5.3 Contractor's Representative

Name : _____
Title : _____
Organization : _____
Address : _____

Telephone: _____
Facsimile: _____
E-mail address: _____

(Information to be inserted at the time of contract award)

7.5.4 Procurement Authority

The Procurement Authority for the Contract is:

Name : _____
Title : _____
Organization : _____
Address : _____

Telephone: _____
Facsimile: _____
E-mail address: _____

(Information to be inserted at the time of contract award)

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

7.6 Proactive Disclosure of Contracts with Former Public Servants

SACC Manual Clause A3025C (2013-03-21)

7.7 Payment

7.7.1 Basis of Payment

One of the following types of basis (bases) of payment will form part of the approved Task Authorization (TA). The task price must be determined in accordance with the Basis of Payment at Annex B.

(a) Firm Lot Price TA

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm lot price(s) in accordance with the Basis of Payment in Annex B as specified in the authorized TA. Customs duties are included and Applicable Tax is extra.

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

(b) Ceiling Price TA

The Contractor will be reimbursed its costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to the ceiling price specified in the approved TA. Customs duties are included, and Customs duties are included and Applicable Tax is extra.

The ceiling price is subject to downward adjustment so as not to exceed the actual costs reasonably incurred in the performance of the Work and computed in accordance with the Basis of Payment in Annex B.

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

(c) TA subject to a Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Tax is extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Technical Authority or Contracting Authority (whichever is applicable) before their incorporation into the Work.

7.7.2 Limitation of Expenditure – Cumulative Total of all Task Authorizations.

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____ **(amount to be inserted at contract award)** . Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as the adequacy of this sum:
 - (a) when it is 75 percent committed, or
 - (b) four (4) months before the Contract expiry date, or
 - (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, inclusive of any revisions,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Method of Payment

7.7.3.1 Payments will be made not more frequently than once a month.

7.7.3.2 Depending on the method of payment specified in the applicable TA, one of the following method of payment clauses will apply.

7.7.3.2.1 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Task Authorization and the Contract if:

- (a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Canada;
- (c) the Work delivered has been accepted by Canada.

7.7.3.2.2 Milestone Payments (For a Firm Price TA)

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Task Authorization and the payment provisions of the Contract if:

- (a) an accurate and complete claim for payment using [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all the certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives;
- (b) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

7.7.3.2.3 Monthly Payments (For a TA subject to a Limitation of Expenditure or a Ceiling Price)

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- (a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Canada;
- (c) the Work delivered has been accepted by Canada.

7.7.3.2.4 Progress Payments (For a TA subject to a Limitation of Expenditure or a Ceiling Price)

- (a) Canada will make progress payments in accordance with the payment provisions of the Task Authorization and the Contract for cost incurred in the performance of the Work up to 90 percent of the amount claimed and approved by Canada if:
 - (i) an accurate and complete claim for payment using [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - (ii) the amount claimed is in accordance with the Basis of payment and the Task Authorization;
 - (iii) the total amount for all progress payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Task Authorization.
 - (iv) all the certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives;
- (b) The balance of the amount payable will be paid in accordance with the payment provisions of the Task Authorization and the Contract upon completion and delivery of all work required under the Task Authorization if the Work has been accepted by Canada and a final claim for the payment is submitted.
- (c) Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the right to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

7.8 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department
C0305C (2014-06-26), Cost Submission
C0711C (2008-05-12), Time Verification

7.9 Invoicing Instructions

1. The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.

Each claim must show:

- (a) all information required on form PWGSC-TPSGC 1111;
- (b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;

For TAs subject to a firm price with milestone payments

- (c) the description and value of the milestone claimed as detailed in the TA.

For TAs subject to a limitation of expenditure or a ceiling price:

- (d) a list of all expenses;

Each claim must be supported by:

- (a) a copy of time sheets to support the time claimed;
- (b) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- (c) a copy of the monthly progress report, if applicable.

2. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied, as applicable. At the time the holdback is claimed, there will be no Applicable taxes payable as it was claimed and payable under the previous claims for progress payments.
3. The Contractor must prepare and certify 1 original of the claim on form [PWGSC-TPSGC 1111](#), and forward it to the Contracting Authority identified under the section entitled "Authorities" of the Contract for appropriate certification.

OR

The Contractor must prepare and certify 1 copy of the claim on form [PWGSC-TPSGC 1111](#) and forward it in an electronic format to the Contracting Authority identified under the section entitled "Authorities" of the Contract for appropriate certification. Microsoft Word and Portable Document Format (.pdf) formats are acceptable.

4. The Contracting Authority will then forward the original claim to the Technical Authority for appropriate certification after inspection and acceptance of the Work takes place. The Technical Authority will then forward the claim for onward submission to the Payment Office for the remaining certification and payment action.
5. The Contractor must not submit claims until all work identified in this claim is completed.

7.10 Certifications

7.10.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

7.10.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.10.3 SACC Manual Clauses

A3060C (2008-05-12), Canadian Content Certification

7.11 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ **(to be inserted at contract award)**.

7.12 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2040 (2015-09-03), General Conditions - Research & Development;
- (c) the supplemental general conditions 4002 (2010-08-16), Software Development or Modification Services;
- (d) Annex A – Statement of Work;
- (e) Annex B – Basis of Payment;
- (f) Annex C – Security Requirements Check List;
- (g) Annex D – DND 626, Task Authorization Form
- (h) Annex E – Non-disclosure Agreement
- (i) the signed Task Authorizations (including all of its annexes, if any);
- (j) the Contractor's bid dated _____.

7.13 Defence Contract

SACC Manual clause A9006C (2012-07-16), Defence Contract

7.14 Foreign Nationals (Canadian Contractor)

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

7.15 Insurance

SACC Manual clause G1005C (2008-05-12), Insurance

7.16 Controlled Goods Program

SACC Manual clause A9131C (2014-11-27), Controlled Goods Program
SACC Manual clause B4060C (2011-05-16), Controlled Goods

7.17 Canadian Armed Forces Site Regulations

The Contractor must comply with all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

ATTACHMENT 1

MANDATORY AND POINT RATED TECHNICAL CRITERIA

Evaluation Procedures

- a) The Bidder should submit the résumés' of each proposed resource for each labour category to further demonstrate the resource's experience in response to the mandatory and point rated technical criteria.
- b) The Bidder should demonstrate its experience and each proposed resource's experience in terms of months and years. Unless otherwise specified, 1 year of experience is equivalent to 1200 hours. For the purpose of calculating months and years of experience, overlapping experience will only be counted once (e.g. Project #1 time frame is July 2016 to December 2016; Project #2 time frame is October 2016 to January 2017; the total experience for these two project references is seven (7) months).
- c) Demonstrated concurrent experience will be accepted for evaluation purposes.
- d) College diploma and University degree requirements specified under the labour categories must be from a recognized Canadian university or college, **or the equivalent**, as established by a recognized Canadian academic credentials assessment service*, if obtained outside Canada.

* The list of recognized organizations can be found under the Canadian Information Centre for International Credentials website, at the following Internet link: <http://www.cicic.ca/indexe.stm>
- e) Where the post-secondary degree or diploma was completed and obtained outside of Canada, Canada reserves the right to request a Canadian equivalency document to be provided by the Bidder and issued by recognized academic credentials assessment organization showing the academic level obtained.
- f) Unless the context otherwise requires, the term "in the field of Engineering" means the following (or sub-fields thereof):
 - Chemical engineering;
 - Civil engineering;
 - Computer engineering;
 - Electrical engineering;
 - Environmental engineering;
 - Industrial engineering;
 - Instrumentation engineering;
 - Materials engineering;
 - Mechanical engineering;
 - Mechatronics;
 - Military engineering;
 - Mining engineering;
 - Naval architecture;
 - Nuclear engineering;
 - Software engineering;
 - Test engineering.

- g) Unless the context otherwise requires, the term "in the field of Science" means the following (or sub-fields thereof):
- Astronomy;
 - Chemistry;
 - Computer science;
 - Earth sciences;
 - Environmental sciences;
 - Management Science;
 - Mathematics;
 - Military science;
 - Operational research;
 - Physics;
 - Systems science.
- h) Unless the context otherwise requires, the term "in the field of Social Sciences" means the following:
- Anthropology;
 - Economics;
 - History;
 - Psychology;
 - Geography;
 - Political science.
- i) Unless the context otherwise requires, the term "experience in the defence and security field", means the following, or a combination thereof:
- Uniformed service with the Canadian Forces or a North Atlantic Treaty Organization (NATO) military;
 - Uniformed service with the Royal Canadian Mounted Police, or a Canadian provincial or municipal police force;
 - Employment connected with the planning or execution of operations or emergency response with federal government departments or their provincial or municipal counterparts, which may include but is not limited to:
 - Department of National Defence;
 - Royal Canadian Mounted Police;
 - Public Safety Canada;
 - Canadian Coast Guard;
 - Canadian Security Intelligence Service;
 - Health Canada;
 - Public Health Agency of Canada;
 - Agriculture and Agrifood Canada.

1. Mandatory Technical Criteria

At bid closing time, the Bidder must comply with the following mandatory technical criteria and provide the necessary documentation to support compliance. Any bid which fails to meet the following mandatory technical criteria will be declared non-responsive. Each criterion should be addressed separately.

MT1.0 CORPORATE EXPERIENCE

The Bidder must have a minimum of 3 years of experience in the provision of services similar in scope to the requirement, as defined in Annex A - Statement of Work. Experience acquired in providing services to organizations internal to the Bidder is not applicable. The Bidder must demonstrate its experience by providing supporting references such as:

- a) Project or contract name;
- b) Name of the client organization;
- c) Start Date and End Date (or indicate if work is still in progress);
- d) A description of the scope of the services provided; and
- e) Name and contact information (phone number, email) of an Authorized Representative who will confirm the information supplied by the Bidder.

MT2.0 PROPOSED RESOURCE REQUIREMENTS

The Bidder must propose no more than the number of resource(s) required for each labour category, as specified in Tables MT3.1 to MT3.13 below.

The Bidder must identify each proposed resource's name and the labour category each resource is being proposed for and must demonstrate that each resource meets the qualifications for the labour category for which they are proposed.

No resource may be proposed for more than one labour category.

**TABLE MT3.1
 ACCOUNT MANAGER - QUALIFICATIONS**

ACCOUNT MANAGER: MANDATORY CRITERIA	
1 individual must be proposed as an <i>Account Manager</i> .	
MT3.1.1	<p>The proposed resource must demonstrate that they have successfully completed 1 of the following:</p> <p>A degree from a Canadian university, or the equivalent, in the field of Science, Engineering, Social Science or Business Administration.</p> <p>OR</p> <p>A diploma from a Canadian college, or the equivalent, in the field of Science, Engineering, Social Science or Business Administration.</p> <p>OR</p> <p>Project Management Professional (PMP) certification.</p>
MT3.1.2	The proposed resource must demonstrate that they have obtained a minimum of 3 years experience in the last 10 years from the date of solicitation closing, managing project team(s) of at least 10 people working on technical project(s).
MT3.1.3	The proposed resource must demonstrate a minimum of 3 years experience in the last 10 years from the date of solicitation closing, presenting status reports, budget summaries and spending forecasts to management.

**TABLE MT3.2
 JUNIOR CONCEPT DEVELOPMENT PROFESSIONAL - QUALIFICATIONS**

JUNIOR CONCEPT DEVELOPMENT PROFESSIONAL: MANDATORY CRITERIA	
2 individuals must be proposed as a <i>Junior Concept Development Professional</i> .	
MT3.2.1	The proposed resource must demonstrate that they have successfully completed a degree from a Canadian university, or the equivalent, in the field of Science, Engineering or Social Science.
MT3.2.2	The proposed resource must demonstrate a minimum of 1 year experience in the last 10 years from the date of solicitation closing, in the field of concept development as defined in Annex A - Statement of Work, Section 5.2, "Concept Development Professional."

**TABLE MT3.3
 SENIOR CONCEPT DEVELOPMENT PROFESSIONAL - QUALIFICATIONS**

SENIOR CONCEPT DEVELOPMENT PROFESSIONAL: MANDATORY CRITERIA	
1 individual must be proposed as a <i>Senior Concept Development Professional</i> .	
MT3.3.1	The proposed resource must demonstrate that they have successfully completed a degree from a Canadian university, or the equivalent, in the field of Science, Engineering or Social Science.
MT3.3.2	The proposed resource must demonstrate a minimum of 3 years experience in the last 10 years from the date of solicitation closing, in the field of concept development as defined in Annex A - Statement of Work, Section 5.2, "Concept Development Professional."
MT3.3.3	The proposed resource must demonstrate a minimum of 2 years experience in the last 10 years from the date of solicitation closing, supervising or managing a team of resources.

**TABLE MT3.4
 JUNIOR EXPERIMENT AND EXERCISE DESIGN PROFESSIONAL - QUALIFICATIONS**

JUNIOR EXPERIMENT AND EXERCISE DESIGN PROFESSIONAL: MANDATORY CRITERIA	
1 individual must be proposed as a <i>Junior Experiment and Exercise Design Professional</i> .	
MT3.4.1	The proposed resource must demonstrate that they have successfully completed a degree from a Canadian university, or the equivalent, in the field of Science, Engineering or Social Science.
MT3.4.2	The proposed resource must demonstrate a minimum of 1 year experience in the last 10 years from the date of solicitation closing, in the field of experiment and exercise design as defined in Annex A - Statement of Work, Section 5.3, "Experiment and Exercise Design Professional."

**TABLE MT3.5
 SENIOR EXPERIMENT AND EXERCISE DESIGN PROFESSIONAL - QUALIFICATIONS**

SENIOR EXPERIMENT AND EXERCISE DESIGN PROFESSIONAL: MANDATORY CRITERIA	
2 individuals must be proposed as a <i>Senior Experiment and Exercise Design Professional</i> .	
MT3.5.1	The proposed resource must demonstrate that they have successfully completed a degree from a Canadian university, or the equivalent, in the field of Science, Engineering or Social Science.
MT3.5.2	The proposed resource must demonstrate a minimum of 3 years experience in the last 10 years from the date of solicitation closing, in the field of experiment and exercise design as defined in Annex A - Statement of Work, Section 5.3, "Experiment and Exercise Design Professional."
MT3.5.3	The proposed resource must demonstrate a minimum of 2 years experience in the last 10 years from the date of solicitation closing, supervising or managing a team of resources.

**TABLE MT3.6
 JUNIOR DATA COLLECTION TECHNICIAN - QUALIFICATIONS**

JUNIOR DATA COLLECTION TECHNICIAN: MANDATORY CRITERIA	
2 individuals must be proposed as a <i>Junior Data Collection Technician</i> .	
MT3.6.1	The proposed resource must demonstrate that they have successfully completed 1 of the following: A degree from a Canadian university, or the equivalent, in the field of Science, Engineering or Social Science. OR A diploma from a Canadian college, or the equivalent, in the field of Science, Engineering or Social Science.
MT3.6.2	The proposed resource must demonstrate that they have obtained a minimum of 1 year experience in the last 5 years from the date of solicitation closing, in the field of data collection as defined in Annex A - Statement of Work, Section 5.4, "Data Collection Technician."

**TABLE MT3.7
 JUNIOR EXPERIMENT AND EXERCISE CONDUCT PROFESSIONAL - QUALIFICATIONS**

JUNIOR EXPERIMENT AND EXERCISE CONDUCT PROFESSIONAL: MANDATORY CRITERIA	
1 individual must be proposed as a <i>Junior Experiment and Exercise Conduct Professional</i> .	
MT3.7.1	The proposed resource must demonstrate that they have successfully completed a degree from a Canadian university, or the equivalent, in the field of Science, Engineering or Social Science.
MT3.7.2	The proposed resource must demonstrate that they have obtained a minimum of 1 year experience in the last 10 years from the date of solicitation closing, in the field of experiment and exercise conduct as defined in Annex A - Statement of Work, Section 5.5, "Experiment and Exercise Conduct Professional."
MT3.7.3	The proposed resource must demonstrate a minimum of 1 year experience in the last 10 years from the date of solicitation closing, collecting data via surveys, interviews or using other qualitative research methods.

**TABLE MT3.8
 SENIOR EXPERIMENT AND EXERCISE CONDUCT PROFESSIONAL - QUALIFICATIONS**

SENIOR EXPERIMENT AND EXERCISE CONDUCT PROFESSIONAL: MANDATORY CRITERIA	
1 individual must be proposed as a <i>Senior Experiment and Exercise Conduct Professional</i> .	
MT3.8.1	The proposed resource must demonstrate that they have successfully completed a degree from a Canadian university, or the equivalent, in the field of Science, Engineering or Social Science.
MT3.8.2	The proposed resource must demonstrate that they have obtained a minimum of 5 years experience in the last 20 years from the date of solicitation closing, in the field of experiment and exercise conduct as defined in Annex A - Statement of Work, Section 5.5, "Experiment and Exercise Conduct Professional."

**TABLE MT3.9
 JUNIOR MODELING AND SIMULATION PROFESSIONAL - QUALIFICATIONS**

JUNIOR MODELING AND SIMULATION PROFESSIONAL: MANDATORY CRITERIA	
2 individuals must be proposed as a <i>Junior Modeling and Simulation Professional</i> .	
MT3.9.1	The proposed resource must demonstrate that they have successfully completed a degree from a Canadian university, or the equivalent, in the field of Science, Engineering or Social Science.
MT3.9.2	The proposed resource must demonstrate that they have obtained a minimum of 2 years experience in the last 10 years from the date of solicitation closing, in modeling and simulation as defined in Annex A - Statement of Work, Section 5.6, "Modeling and Simulation Professional."

**TABLE MT3.10
 INTERMEDIATE MODELING AND SIMULATION PROFESSIONAL - QUALIFICATIONS**

INTERMEDIATE MODELING AND SIMULATION PROFESSIONAL: MANDATORY CRITERIA	
5 individuals must be proposed as an <i>Intermediate Modeling and Simulation Professional</i> .	
MT3.10.1	The proposed resource must demonstrate that they have successfully completed a degree from a Canadian university, or the equivalent, in the field of Science, Engineering or Social Science.
MT3.10.2	The proposed resource must demonstrate that they have obtained a minimum of 5 years experience in the last 10 years from the date of solicitation closing, in modeling and simulation as defined in Annex A - Statement of Work, Section 5.6, "Modeling and Simulation Professional."

**TABLE MT3.11
 SENIOR MODELING AND SIMULATION PROFESSIONAL - QUALIFICATIONS**

SENIOR MODELING AND SIMULATION PROFESSIONAL: MANDATORY CRITERIA	
3 individuals must be proposed as a <i>Senior Modeling and Simulation Professional</i> .	
MT3.11.1	The proposed resource must demonstrate that they have successfully completed a degree from a Canadian university, or the equivalent, in the field of Science, Engineering or Social Science.
MT3.11.2	The proposed resource must demonstrate that they have obtained a minimum of 10 years experience in the last 20 years from the date of solicitation closing, in modeling and simulation as defined in Annex A - Statement of Work, Section 5.6, "Modeling and Simulation Professional."

**TABLE MT3.12
 JUNIOR OPERATIONAL RESEARCH AND ANALYSIS PROFESSIONAL - QUALIFICATIONS**

JUNIOR OPERATIONAL RESEARCH AND ANALYSIS PROFESSIONAL: MANDATORY CRITERIA	
4 individuals must be proposed as a <i>Junior Operational Research and Analysis Professional</i> .	
MT3.12.1	The proposed resource must demonstrate that they have successfully completed a degree from a Canadian university, or the equivalent, in the field of Science, Engineering or Social Science.
MT3.12.2	The proposed resource must demonstrate that they have obtained a minimum of 3 years experience in the last 6 years from the date of solicitation closing, in operational research and analysis as defined in Annex A - Statement of Work, Section 5.7, "Operational Research and Analysis Professional."

**TABLE MT3.13
 SENIOR OPERATIONAL RESEARCH AND ANALYSIS PROFESSIONAL - QUALIFICATIONS**

SENIOR OPERATIONAL RESEARCH AND ANALYSIS PROFESSIONAL: MANDATORY CRITERIA	
4 individuals must be proposed as a <i>Senior Operational Research and Analysis Professional</i> .	
MT3.13.1	The proposed resource must demonstrate that they have successfully completed a degree from a Canadian university, or the equivalent, in the field of Science, Engineering or Social Science.
MT3.13.2	The proposed resource must demonstrate that they have obtained a minimum of 8 years experience in the last 15 years from the date of solicitation closing, in operational research and analysis as defined in Annex A - Statement of Work, Section 5.7, "Operational Research and Analysis Professional."

2. Point Rated Technical Criteria
Maximum 626 points

- 2.1 For each proposed resource, the minimum years of experience demonstrated to meet the mandatory technical criteria will not be considered in the evaluation of the point rated technical criteria.
- 2.2 The point rated technical evaluation will be conducted based on years of experience beyond the number of years required for the mandatory technical evaluation.

Point Rated Technical Criteria		
RT 1.0 RESOURCE EXPERIENCE		
RT1.1 <u>Junior Concept Development Professional</u> Number of proposed resources: 2 Maximum 14 points per resource	Scoring Method	Maximum Points
	Points will be awarded on the following basis:	
RT1.1.1 Education The proposed resource should demonstrate having successfully completed a graduate degree from a Canadian university, or the equivalent.	6 points for demonstration of successful completion of a graduate degree.	6 points
RT1.1.2 Resource Experience (defence & security) The proposed resource should demonstrate its experience in the defence and security field.	<u>0 - 2 years:</u> 0 points <u>3+ years:</u> 1 point per additional year of experience to a maximum of 2 points.	2 points
RT1.1.3 Resource Experience (service stream) The proposed resource should demonstrate its experience in the field of concept development as defined in Annex A - Statement of Work, Section 5.2, "Concept Development Professional."	<u>0 - 1 year:</u> 0 points <u>2+ years:</u> 2 points per additional year of experience to a maximum of 6 points.	6 points

RT1.2 Senior Concept Development Professional Number of proposed resources: 1 Maximum 18 points per resource	Scoring Method Points will be awarded on the following basis:	Maximum Points
RT1.2.1 Education The proposed resource should demonstrate having successfully completed a graduate degree from a Canadian university, or the equivalent.	6 points for demonstration of successful completion of a graduate degree.	6 points
RT1.2.2 Resource Experience (defence & security) The proposed resource should demonstrate its experience in the defence and security field.	<u>0 – 3 years:</u> 0 points <u>4+ years:</u> 1 point per additional year of experience to a maximum of 4 points.	4 points
RT1.2.3 Resource Experience (service stream) The proposed resource should demonstrate its experience in the field of concept development as defined in Annex A - Statement of Work, Section 5.2, “Concept Development Professional.”	<u>0 – 3 years:</u> 0 points <u>4+ years:</u> 2 points per additional year of experience to a maximum of 8 points.	8 points
RT1.3 Junior Experiment and Exercise Design Professional Number of proposed resources: 1 Maximum 14 points per resource	Scoring Method Points will be awarded on the following basis:	Maximum Points
RT1.3.1 Education The proposed resource should demonstrate having successfully completed a graduate degree from a Canadian university, or the equivalent.	6 points for demonstration of successful completion of a graduate degree.	6 points
RT1.3.2 Resource Experience (defence & security) The proposed resource should demonstrate its experience in the defence and security field.	<u>0 – 2 years:</u> 0 points <u>3+ years:</u> 1 point per additional year of experience to a maximum of 2 points.	2 points

<p>RT1.3.3 Resource Experience (service stream)</p> <p>The proposed resource should demonstrate its experience in the field of experiment and exercise design as defined in Annex A - Statement of Work, Section 5.3, "Experiment and Exercise Design Professional."</p>	<p><u>0 – 1 years:</u> 0 points</p> <p><u>2+ years:</u> 2 points per additional year of experience to a maximum of 6 points.</p>	<p>6 points</p>
<p>RT1.4 Senior Experiment and Exercise Design Professional Number of proposed resources: 2 Maximum 18 points per resource</p>	<p>Scoring Method</p> <p>Points will be awarded on the following basis:</p>	<p>Maximum Points</p>
<p>RT1.4.1 Education</p> <p>The proposed resource should demonstrate having successfully completed a graduate degree from a Canadian university, or the equivalent</p>	<p>6 points for demonstration of successful completion of a graduate degree.</p>	<p>6 points</p>
<p>RT1.4.2 Resource Experience (defence & security)</p> <p>The proposed resource should demonstrate its experience in the defence and security field.</p>	<p><u>0 – 3 years:</u> 0 points</p> <p><u>4+ years:</u> 1 point per additional year of experience to a maximum of 4 points.</p>	<p>4 points</p>
<p>RT1.4.3 Resource Experience (service stream)</p> <p>The proposed resource should demonstrate its experience in the field of experiment and exercise design as defined in Annex A - Statement of Work, Section 5.3, "Experiment and Exercise Design Professional."</p>	<p><u>0 – 3 years:</u> 0 points</p> <p><u>4+ years:</u> 2 points per additional year of experience to a maximum of 8 points.</p>	<p>8 points</p>
<p>RT1.5 Junior Data Collection Technician Number of proposed resources: 2 Maximum 10 points per resource</p>	<p>Scoring Method</p> <p>Points will be awarded on the following basis:</p>	<p>Maximum Points</p>
<p>RT1.5.1 Education</p> <p>The proposed resource should demonstrate having successfully completed a degree from a Canadian university, or the equivalent.</p>	<p>4 points for demonstration of successful completion of a degree from a Canadian university, or the equivalent.</p>	<p>4 points</p>

<p>RT1.5.2 Resource Experience (service stream)</p> <p>The proposed resource should demonstrate its experience in the data collection field as defined in Annex A - Statement of Work, Section 5.4, "Data Collection Technician."</p>	<p><u>0 – 1 years:</u> 0 points</p> <p><u>2+ years:</u> 1 point per additional year of experience to a maximum of 6 points.</p>	<p>6 points</p>
<p>RT1.6 Junior Experiment and Exercise Conduct Professional Number of proposed resources: 1 Maximum 12 points per resource</p>	<p>Scoring Method</p> <p>Points will be awarded on the following basis:</p>	<p>Maximum Points</p>
<p>RT1.6.1 Education</p> <p>The proposed resource should demonstrate having successfully completed a graduate degree from a Canadian university, or the equivalent.</p>	<p>6 points for demonstration of successful completion of a graduate degree.</p>	<p>6 points</p>
<p>RT1.6.2 Resource Experience (service stream)</p> <p>The proposed resource should demonstrate its experience in the experiment and exercise conduct as defined in Annex A - Statement of Work, Section 5.5, "Experiment and Exercise Conduct Professional."</p>	<p><u>0 – 1 years:</u> 0 points</p> <p><u>2+ years:</u> 1 point per additional year of experience to a maximum of 3 points.</p>	<p>3 points</p>
<p>RT1.6.3 Resource Experience (service stream)</p> <p>The proposed resource should demonstrate its experience in collecting data via surveys, interviews or using other qualitative research methods.</p>	<p><u>0 – 1 years:</u> 0 points</p> <p><u>2+ years:</u> 1 point per additional year of experience to a maximum of 3 points.</p>	<p>3 points</p>
<p>RT1.7 Senior Experiment and Exercise Conduct Professional Number of proposed resources: 1 Maximum 16 points per resource</p>	<p>Scoring Method</p> <p>Points will be awarded on the following basis:</p>	<p>Maximum Points</p>
<p>RT1.7.1 Education</p> <p>The proposed resource should demonstrate having successfully completed a graduate degree from a Canadian university, or the equivalent.</p>	<p>6 points for demonstration of successful completion of a graduate degree.</p>	<p>6 points</p>

<p>RT1.7.2 Resource Experience (service stream)</p> <p>The proposed resource should demonstrate its experience in the field of experiment and exercise conduct as defined in Annex A - Statement of Work, Section 5.5, "Experiment and Exercise Conduct Professional."</p>	<p><u>0 – 5 years:</u> 0 points</p> <p><u>6+ years:</u> 2 points per additional year of experience to a maximum of 10 points.</p>	<p>10 points</p>
<p>RT1.8 <u>Junior Modeling and Simulation Professional</u> Number of proposed resources: 2 Maximum 24 points per resource</p>	<p>Scoring Method</p> <p>Points will be awarded on the following basis</p>	<p>Maximum Points</p>
<p>RT1.8.1 Education</p> <p>The proposed resource should demonstrate having successfully completed a graduate degree from a Canadian university, or the equivalent.</p>	<p>6 points for demonstration of successful completion of a graduate degree.</p>	<p>6 points</p>
<p>RT1.8.2 Resource Experience (service stream)</p> <p>The proposed resource should demonstrate its experience in modeling and simulation as defined in Annex A - Statement of Work, Section 5.6, "Modeling and Simulation Professional."</p>	<p><u>0 – 2 years:</u> 0 points</p> <p><u>3+ years:</u> 2 points per additional year of experience to a maximum of 18 points.</p>	<p>18 points</p>
<p>RT1.9 <u>Intermediate Modeling and Simulation Professional</u> Number of proposed resources: 5 Maximum 24 points per resource</p>	<p>Scoring Method</p> <p>Points will be awarded on the following basis:</p>	<p>Maximum Points</p>
<p>RT1.9.1 Education</p> <p>The proposed resource should demonstrate having successfully completed a graduate degree from a Canadian university, or the equivalent.</p>	<p>6 points for demonstration of successful completion of a graduate degree.</p>	<p>6 points</p>
<p>RT1.9.2 Resource Experience (service stream)</p> <p>The proposed resource should demonstrate its experience in modeling and simulation as defined in Annex A - Statement of Work, Section 5.6, "Modeling and Simulation Professional."</p>	<p><u>0 – 5 years:</u> 0 points</p> <p><u>6+ years:</u> 2 points per additional year of experience to a maximum of 18 points.</p>	<p>18 points</p>

<p>RT1.10 <u>Senior Modeling and Simulation Professional</u> Number of proposed resources: 3 Maximum 30 points per resource</p>	<p>Scoring Method</p> <p>Points will be awarded on the following basis:</p>	<p>Maximum Points</p>
<p>RT1.10.1 Education</p> <p>The proposed resource should demonstrate having successfully completed a graduate degree from a Canadian university, or the equivalent.</p>	<p>6 points for demonstration of successful completion of a graduate degree.</p>	<p>6 points</p>
<p>RT1.10.2 Resource Experience (service stream)</p> <p>The proposed resource must demonstrate its experience in modeling and simulation as defined in Annex A - Statement of Work, Section 5.6, "Modeling and Simulation Professional."</p>	<p><u>0 – 5 years:</u> 0 points</p> <p><u>6+ years:</u> 2 points per additional year of experience to a maximum of 24 points.</p>	<p>24 points</p>
<p>RT1.11 <u>Junior Operational Research and Analysis Professional</u> Number of proposed resources: 4 Maximum 26 points per resource</p>	<p>Scoring Method</p> <p>Points will be awarded on the following basis:</p>	<p>Maximum Points</p>
<p>RT1.11.1 Education</p> <p>The proposed resource should demonstrate having successfully completed a graduate degree from a Canadian university, or the equivalent.</p>	<p>6 points for demonstration of successful completion of a graduate degree.</p>	<p>6 points</p>
<p>RT1.11.2 Resource Experience (service stream)</p> <p>The proposed resource should demonstrate its experience in operational research and analysis as defined in Annex A - Statement of Work, Section 5.7, "Operational Research and Analysis Professional."</p>	<p><u>0 – 3 years:</u> 0 points</p> <p><u>4+ years:</u> 2 points per additional year of experience to a maximum of 20 points.</p>	<p>20 points</p>
<p>RT1.12 <u>Senior Operational Research and Analysis Professional</u> Number of proposed resources: 4 Maximum 30 points per resource</p>	<p>Scoring Method</p> <p>Points will be awarded on the following basis:</p>	<p>Maximum Points</p>
<p>RT1.12.1 Education</p> <p>The proposed resource should demonstrate having successfully completed a graduate degree from a Canadian university or the equivalent.</p>	<p>6 points for demonstration of successful completion of a graduate degree.</p>	<p>6 points</p>

<p>RT1.12.2 Resource Experience (service stream)</p> <p>The proposed resource should demonstrate its experience in operational research and analysis as defined in Annex A - Statement of Work, Section 5.7, "Operational Research and Analysis Professional."</p>	<p><u>0 – 8 years:</u> 0 points</p> <p><u>9+ years:</u> 2 points per additional year of experience to a maximum of 24 points.</p>	<p>24 points</p>
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THE MAXIMUM TOTAL SCORE FOR THE POINT RATED TECHNICAL CRITERIA (RT 1.1 TO RT 1.12) IS 626 POINTS.

The Point Rated Technical Criteria scores are summarized by the following table.

Point Rated Technical Criteria	# of Proposed Resources	Maximum Points per Resource	Maximum Available Points
RT 1.1	2	14 points	28 points
RT 1.2	1	18 points	18 points
RT 1.3	1	14 points	14 points
RT 1.4	2	18 points	36 points
RT 1.5	2	10 points	20 points
RT 1.6	1	12 points	12 points
RT 1.7	1	16 points	16 points
RT 1.8	2	24 points	48 points
RT 1.9	5	24 points	120 points
RT 1.10	3	30 points	90 points
RT 1.11	4	26 points	104 points
RT 1.12	4	30 points	120 points
Total (A)			626 points

ATTACHMENT 2

MANDATORY AND POINT RATED MANAGEMENT CRITERIA

1. Mandatory Management Criteria

At bid closing time, the Bidder must comply with the following mandatory management criteria and provide the necessary documentation to support compliance. Any bid which fails to meet the following mandatory management criteria will be declared non-responsive. Each criterion should be addressed separately.

MM1.0 Resource Acquisition and Maintenance Plan (RAMP)

The Bidder **must** submit a Resources Acquisition and Maintenance Plan (RAMP) that identifies the processes and strategies which the Bidder will employ throughout the Contract Period and the Contract Option Period(s) to ensure the provision of fully qualified resources in a timely manner for the performance of Authorized Tasks.

MM2.0 Contract Management Plan (CMP)

The Bidder **must** submit a Contract Management Plan that identifies its management processes relevant to the overall contract management, task turnaround, and Authorized Work management. The Bidder must identify the responsibilities and authorities of its Account Manager that will ensure effective and responsive contract management, timely preparation of acceptable task proposals, and effective management of Authorized Work. The Bid must identify the Bidder's approach for problem resolution, and managing lines of communication between its Account Manager, resources involved in the performance of Authorized Work, and the Technical and Procurement Authorities.

MM3.0 Subcontracting Plan (SP)

The Bidder **must** submit a Subcontracting Plan (SP) that identifies its willingness to provide and / or subcontract for such external resources, and identify its approach for doing so. To demonstrate its approach for subcontracting, the Bidder must identify its sourcing, screening and evaluation tools employed to ensure qualified resources.

2. Point Rated Management Criteria
Maximum 154 points

Point Rated Management Criteria
<p>RM 1.0 Resource Acquisition and Maintenance Plan (RAMP) Maximum 60 points</p> <p>The Bidder should identify the processes and strategies which the Bidder will employ throughout the Contract Period and the Contract Option Period(s) to ensure the provision of fully qualified resources in a timely manner for the performance of authorized tasks. In particular, subject to the framework of the identified labour categories in Annex A, the Resources Acquisition and Maintenance Plan should identify the Bidder's:</p> <ul style="list-style-type: none">a) Proposed strategy for identifying the skills, competencies, qualifications and experience that will be necessary for the performance of work under task requests;b) Resources to work matching techniques that will ensure the provision of qualified resources for the effective and efficient performance of authorized tasks;c) Policies regarding mobility of resources between projects and continuity of resources on projects;d) Strategies, proactive activities, and tools to be employed for ensuring the timely availability of resources within each labour category in response to sporadic Task Authorizations throughout the Contract Period, and the Option Period(s);e) Strategy for managing planned and unplanned vacancies during the performance of authorized tasks, and limiting the impact of such vacancies to ensure continuity of work on authorized tasks; andf) Strategy and approach for the provision of training and education programs to ensure the currency of qualifications and competencies for resources across the identified labour categories.

RM1.1 Requirement	Scoring Method	Maximum Points
Reference RM 1.0	Points will be awarded on the following basis:	15 points
The Bidder's RAMP shows a limited appreciation of the requirement for the effective initiation, performance and management of authorized tasks. The potential for disruption in schedule or additional cost is unacceptable.	<u>Does not meet requirement</u> 0 points	
The Bidder's RAMP shows a good appreciation of the requirement for effective initiation, performance and management of authorized tasks, but contains inadequate information. The potential for disruption in schedule or additional cost is elevated.	<u>Meets some requirements</u> 5 points	
The Bidder's RAMP shows an excellent appreciation for the effective initiation, performance and management of authorized tasks. The potential for disruption in schedule or additional cost is at an acceptable level.	<u>Meets all requirements</u> 10 points	
The Bidder's RAMP shows an excellent appreciation for the effective initiation, performance and management of authorized tasks and, in addition , it provides insight beyond what would normally be expected. The RAMP presents little or no potential risk for disruption in schedule or additional cost.	<u>Exceeds requirements</u> 15 points	
RM1.2 Resources	Scoring Method	Maximum Points
Reference RM 1.0 (a), (b)	Points will be awarded on the following basis:	15 points
The Bidder's RAMP shows a limited appreciation of the requirement for identifying resource requirements, or resources to work matching techniques. The proposed strategy for identifying the skills, competencies, qualifications and experience that will be necessary for the performance of work under task requests is unacceptable.	<u>Does not meet requirement</u> 0 points	
The Bidder's RAMP shows a good appreciation of the requirement for identifying resource requirements, or resources to work matching techniques, but contains inadequate information. The proposed strategy for identifying the skills, competencies, qualifications and experience that will be necessary for the performance of work under task requests contains weaknesses.	<u>Meets some requirements</u> 5 points	
The Bidder's RAMP shows an excellent appreciation of the requirement for identifying resource requirements, or resources to work matching techniques. The proposed strategy for identifying the skills, competencies, qualifications and experience that will be necessary for the performance of work under task requests is acceptable.	<u>Meets all requirements</u> 10 points	

<p>The Bidder's RAMP shows an excellent appreciation of the requirement for identifying resource requirements, or resources to work matching techniques and, in addition, it provides insight beyond what would normally be expected. The proposed strategy for identifying the skills, competencies, qualifications and experience that will be necessary for the performance of work under task requests demonstrates a thorough understanding of the requirement.</p>	<p><u>Exceeds requirements</u> 15 points</p>	
<p>RM1.3 Timeliness</p>	<p>Scoring Method</p>	<p>Maximum Points</p>
<p>Reference RM 1.0 (c), (d)</p>	<p>Points will be awarded on the following basis:</p>	<p>15 points</p>
<p>The Bidder's RAMP shows a limited appreciation of the requirement for proactive activities, resources mobility policies, and strategies for the timely availability of resources. The proposed policies regarding mobility of resources between projects and continuity of resources on projects present an unacceptable level of risk.</p>	<p><u>Does not meet requirement</u> 0 points</p>	
<p>The Bidder's RAMP shows a good appreciation of the requirement for proactive activities, resources mobility policies, and strategies for the timely availability of resources. The proposed policies regarding mobility of resources between projects and continuity of resources on projects contain weaknesses. Contingencies or risk reduction practices are insufficient.</p>	<p><u>Meets some requirements</u> 5 points</p>	
<p>The Bidder's RAMP shows an excellent appreciation of the requirement for proactive activities, resources mobility policies, and strategies for the timely availability of resources. The proposed policies regarding mobility of resources between projects and continuity of resources on projects are acceptable.</p>	<p><u>Meets all requirements</u> 10 points</p>	
<p>The Bidder's RAMP shows an excellent appreciation of the requirement for proactive activities, resources mobility policies, and strategies for the timely availability of resources and, in addition, it provides insight beyond what would normally be expected. The proposed policies regarding mobility of resources between projects and continuity of resources on projects present little or no potential risk to the timely initiation, management, and close out of authorized work.</p>	<p><u>Exceeds requirements</u> 15 points</p>	

RM1.4 <u>Succession</u>	Scoring Method	Maximum Points
Reference RM 1.0 (e), (f)	Points will be awarded on the following basis:	15 points
The Bidder's RAMP shows a limited appreciation of the requirement for managing planned and unplanned vacancies during the performance of authorized tasks. The proposed policies for limiting the impact of such vacancies are unacceptable.	<u>Does not meet requirement</u> 0 points	
The Bidder's RAMP shows a good appreciation of the requirement for managing planned and unplanned vacancies during the performance of authorized tasks. The proposed policies for limiting the impact of such vacancies contain weaknesses.	<u>Meets some requirements</u> 5 points	
The Bidder's RAMP shows an excellent appreciation of the requirement for managing planned and unplanned vacancies during the performance of authorized tasks. The proposed policies for limiting the impact of such vacancies are acceptable.	<u>Meets all requirements</u> 10 points	
The Bidder's RAMP shows an excellent appreciation of the requirement for managing planned and unplanned vacancies during the performance of authorized tasks and, in addition , it provides insight beyond what would normally be expected. The proposed policies for limiting the impact of such vacancies present little or no potential risk.	<u>Exceeds requirements</u> 15 points	

<p>RM 2.0 Contract Management Plan (CMP) Maximum 45 points</p> <p>The Bidder should identify the processes and strategies which the Bidder will employ throughout the Contract Period and the Contract Option Period(s) to ensure effective and responsive contract management, timely preparation of acceptable task proposals, and effective management of Authorized Work. The Bidder's CMP should identify the Bidder's:</p> <ul style="list-style-type: none"> a) Detailed approach for problem tracking, problem resolution, and risk identification and mitigation strategies; b) Communication process with regards to managing lines of communications between the Technical Authority, the Bidder's Account Manager, and resources performing under the Contract; and c) In-house data management processes to support effective regular and ad-hoc technical, cost, and schedule reporting and communications on multiple concurrent authorized tasks. 		
RM2.1 <u>Problem Tracking</u>	Scoring Method	Maximum Points
Reference RM 2.0 (a)	Points will be awarded on the following basis:	15 points
The Bidder's CMP shows a limited appreciation of the requirement for problem tracking, problem resolution, and risk identification and mitigation strategies. The potential problems that may arise in the management of concurrent independent Task Authorizations have not been detailed, or insufficient information has been provided.	<u>Does not meet requirement</u> 0 points	
The Bidder's CMP shows a good appreciation of the requirement for problem tracking, problem resolution, and risk identification and mitigation strategies. The proposed strategy to mitigate potential problems that may arise in the management of concurrent independent Task Authorizations contains weaknesses which may require additional management effort on behalf of the Technical and Procurement Authorities, or the Contracting Authority.	<u>Meets some requirements</u> 5 points	
The Bidder's CMP shows an excellent appreciation of the requirement for problem tracking, problem resolution, and risk identification and mitigation strategies. The proposed strategy to mitigate potential problems that may arise in the management of concurrent independent Task Authorizations is acceptable.	<u>Meets all requirements</u> 10 points	
The Bidder's CMP shows an excellent appreciation of the requirement for problem tracking, problem resolution, and risk identification and mitigation strategies and, in addition , it provides insight beyond what would normally be expected. The proposed strategy to mitigate potential problems that may arise in the management of concurrent independent Task Authorizations presents little or no potential risk.	<u>Exceeds requirements</u> 15 points	

RM2.2 <u>Communication, Reporting and Access to the Work</u>	Scoring Method	Maximum Points
Reference RM 2.0 (b)	Points will be awarded on the following basis:	15 points
The Bidder's CMP shows a limited appreciation of the requirement for clear and effective lines of communication between the Bidder's Account Manager and resources performing work under authorized tasks. The proposed strategy presents an elevated risk to the project in respect of effective technical, cost, or problem issues reporting. The communication process between the Technical and Procurement Authorities has not been detailed or is inadequate.	<u>Does not meet requirement</u> 0 points	
The Bidder's CMP shows a good appreciation of the requirement for clear and effective lines of communication between the Bidder's Account Manager and resources performing work under authorized tasks. The proposed strategy presents risk to the project in respect of effective technical, cost, or problem issues reporting and contains weaknesses. The communication process between the Technical and Procurement Authorities has been identified but contains weaknesses.	<u>Meets some requirements</u> 5 points	
The Bidder's CMP shows an excellent appreciation of the requirement for clear and effective lines of communication between the Bidder's Account Manager and resources performing work under authorized tasks. The proposed strategy presents an adequate level of risk to the project in respect of effective technical, cost, or problem issues reporting. The communication process between the Technical and Procurement Authorities has been identified and is acceptable.	<u>Meets all requirements</u> 10 points	
The Bidder's CMP shows an excellent appreciation of the requirement for clear and effective lines of communication between the Bidder's Account Manager and resources performing work under authorized tasks and, in addition , it provides insight beyond what would normally be expected. The proposed strategy presents little or no potential risk to the project in respect of effective technical, cost, or problem issues reporting. The communication process between the Technical and Procurement Authorities has been identified and is clear and effective.	<u>Exceeds requirements</u> 15 points	

RM2.3 <u>Data Management Process</u>	Scoring Method	Maximum Points
Reference RM 2.0 (c)	Points will be awarded on the following basis:	15 points
The Bidder's CMP shows a limited appreciation of the requirement for in house data management systems that support effective regular and ad-hoc technical, cost, and schedule reporting and communications on multiple concurrent authorized tasks. The proposed strategy lacks detail or is unclear for supporting ad hoc technical, cost and schedule reporting.	<u>Does not meet requirement</u> 0 points	
The Bidder's CMP shows a good appreciation of the requirement for in house data management systems that support effective regular and ad-hoc technical, cost, and schedule reporting and communications on multiple concurrent authorized tasks. The proposed strategy for supporting ad hoc technical, cost and schedule reporting contains weaknesses.	<u>Meets some requirements</u> 5 points	
The Bidder's CMP shows an excellent appreciation of the requirement for in house data management systems that support effective regular and ad-hoc technical, cost, and schedule reporting and communications on multiple concurrent authorized tasks. The proposed strategy for supporting ad hoc technical, cost and schedule reporting has been identified and is acceptable.	<u>Meets all requirements</u> 10 points	
The Bidder's CMP shows an excellent appreciation of the requirement for in house data management systems that support effective regular and ad-hoc technical, cost, and schedule reporting and communications on multiple concurrent authorized tasks and, in addition , it provides insight beyond what would normally be expected. The proposed strategy for supporting ad hoc technical, cost and schedule reporting presents little to no potential risk.	<u>Exceeds requirements</u> 15 points	

<p>RM 3.0 Subcontracting Plan (SP) Maximum 50 points</p> <p>From time to time, tasks may arise which demand resource requirements or qualifications which fall outside the education, general experience, security or variable qualifications listed under the labour categories. This would only apply where the resource requirements or qualifications for the performance of a task have been identified by the Technical Authority, and such resource requirements or qualifications are not within the education, general experience, security or variable qualifications listed under the labour categories. The Bidder should identify its willingness to provide and / or subcontract for other subject matter experts as defined in Annex A - Statement of Work, Section 5.8, "Other Subject Matter Expertise", and identify its approach for doing so. To demonstrate its approach for subcontracting, the Bidder should identify its sourcing, screening and evaluation tools employed to ensure qualified resources in the field of:</p> <ul style="list-style-type: none"> a) Software development expertise; b) Military expertise (air, naval, land, cyber, space, human); c) Concept Development and methodology expertise for the use of military force by the CAF/DND; and d) Methodology Development expertise for CAF force generation, forced development, force employment, and force sustainment. 		
RM3.1 <u>Subcontracting</u>	Scoring Method	Maximum Points
Reference RM3.0	Points will be awarded on the following basis:	50 points
The Bidder's SP shows a limited appreciation of the requirement for tasks which demand resource requirements or qualifications which fall outside the education, general experience, security or variable qualifications listed under the labour categories. No sourcing, screening, or evaluation tools have been detailed, or insufficient information has been provided and there is no assurance that the Bidder will provide resources with additional or specific qualifications via subcontracting.	<u>Does not meet requirement</u> 0 points	
The Bidder's SP shows a good appreciation of the requirement for tasks which demand resource requirements or qualifications which fall outside the education, general experience, security or variable qualifications listed under the labour categories. The sourcing, screening, and evaluation tools which have been identified by the Bidder may produce limited results via subcontracting, where the Client has specified additional or specific qualifications.	<u>Meets some requirements</u> 10 points	

<p>The Bidder's SP shows an excellent appreciation of the requirement for tasks which demand resource requirements or qualifications which fall outside the education, general experience, security or variable qualifications listed under the labour categories. The sourcing, screening, and evaluation tools which have been identified by the Bidder provide an adequate level of assurance that resources with additional or specific qualifications required by the Client can be provided in a timely manner via subcontracting.</p>	<p><u>Meets all requirements</u> 30 points</p>	
<p>The Bidder's SP shows an excellent appreciation of the requirement for tasks which demand resource requirements or qualifications which fall outside the education, general experience, security or variable qualifications listed under the labour categories and, in addition, it provides insight beyond what would normally be expected. The sourcing, screening, and evaluation tools which have been identified by the Bidder provide a high level of assurance that resources with additional or specific qualifications required by the Client can be provided in a timely manner via subcontracting.</p>	<p><u>Exceeds requirements</u> 50 points</p>	

THE MAXIMUM TOTAL SCORE FOR THE POINT RATED MANAGEMENT CRITERIA (SECTION RM 1.0 TO RM 3.0) IS 155 POINTS.

The Point Rated Management Criteria scores are summarized by the following table.

Point Rated Management Criteria	Maximum Available Points
RM 1.1	15 points
RM 1.2	15 points
RM 1.3	15 points
RM 1.4	15 points
RM 2.1	15 points
RM 2.2	15 points
RM 2.3	15 points
RM 3.1	50 points
Total (B)	155 points

THE MAXIMUM TOTAL SCORE FOR THE POINT RATED TECHNICAL CRITERIA (Sections RT 1.1 TO RT 1.12) AND POINT RATED MANAGEMENT CRITERIA (Sections RM 1.0 TO RM 3.0) IS 781 POINTS.

Point Rated Technical Criteria (A)	Point Rated Management Criteria (B)	Maximum Available Points (A)+(B)
626 points	155 points	781 points

OVERALL MINIMUM POINT RATED SCORE

Overall Score	Required Minimum Points
Bidders must obtain the required minimum of 75% percent overall score for the technical and management evaluation criteria which are subject to point rating.	586 points

ATTACHMENT 003

FINANCIAL BID PRESENTATION SHEET

BIDDERS ARE REQUESTED TO QUOTE ONE ALL-INCLUSIVE HOURLY RATE PER LABOUR CATEGORY, PER PERIOD AS DESCRIBED BELOW UNDER ITEM 1.

- LABOUR:** at firm all-inclusive hourly rates, inclusive of overhead and profit, Applicable taxes extra, F.O.B. Destination (for goods), in accordance with the following:

The estimated level of effort specified under the “*Annual Estimated Level of Effort (Hours)*” column is only an approximation of requirements given in good faith and is provided for financial bid evaluation purposes only. It does not represent a commitment by Canada.

The services provided by the *Account Manager* are considered, for pricing purposes, as "Overhead and Profit" and as such, must also be included in the all-inclusive hourly rates provided.

Labour Category	Annual Estimated Level of Effort (Hours)	Contract Period					Option Period 1	Option Period 2	Extended Total per Category
		Year 1	Year 2	Year 3	Year 4	Year 5			
		Firm All Inclusive Hourly Rates							
		Not chargeable	Not chargeable	Not chargeable	Not chargeable	Not chargeable			
Account Manager									
Junior Concept Development Professional	525 hours/year	\$	\$	\$	\$	\$	\$	\$	
Senior Concept Development Professional	375 hours/year	\$	\$	\$	\$	\$	\$	\$	
Junior Experiment and Exercise Design Professional	1000 hours/year	\$	\$	\$	\$	\$	\$	\$	
Senior Experiment and Exercise Design Professional	300 hours/year	\$	\$	\$	\$	\$	\$	\$	
Junior Data Collection Technician	1000 hours/year	\$	\$	\$	\$	\$	\$	\$	

Labour Category	Annual Estimated Level of Effort (Hours)	Contract Period					Option Period 1	Option Period 2	Extended Total per Category
		Year 1	Year 2	Year 3	Year 4	Year 5			
		Firm All Inclusive Hourly Rates							
Junior Experiment and Exercise Conduct Professional	200 hours/year	\$	\$	\$	\$	\$	\$	\$	
Senior Experiment and Exercise Conduct Professional	200 hours/year	\$	\$	\$	\$	\$	\$	\$	
Junior Modeling and Simulation Professional	500 hours/year	\$	\$	\$	\$	\$	\$	\$	
Intermediate Modeling and Simulation Professional	1500 hours/year	\$	\$	\$	\$	\$	\$	\$	
Senior Modeling and Simulation Professional	1500 hours/year	\$	\$	\$	\$	\$	\$	\$	
Junior Operational Research and Analysis Professional	500 hours/year	\$	\$	\$	\$	\$	\$	\$	
Senior Operational Research and Analysis Professional	1500 hours/year	\$	\$	\$	\$	\$	\$	\$	

TOTAL PRICE OF BID: \$ _____
 (Applicable taxes extra)

The Total Price of Bid will be used for evaluation purposes only.

ANNEX A

STATEMENT OF WORK

OPERATIONAL RESEARCH AND ANALYSIS SUPPORT SERVICES FOR DEFENCE RESEARCH AND DEVELOPMENT CANADA

1.0 BACKGROUND

Defence Research and Development Canada (DRDC) provides integrated science and technology (S&T) advice and technical solutions, performs strategic S&T capability planning, and partners with industry, academia, other government departments (OGDs) and the public safety and national security communities. It delivers solutions for the Department of National Defence and the Canadian Armed Forces (DND/CAF), as well as the public safety and national security communities.

DRDC's Centre for Operational Research and Analysis (CORA), as DRDC's Technical Authority for operational research and analysis, brings together the largest group of operational research and analysis practitioners (approximately 150 civilian and military analysts) in Canada. Its mandate is to provide timely, expert and objective advice to senior decision-makers in DND/CAF. This advice is mainly applied to the core issues of strategy and policy, force development, capability production (acquisition), force generation, force employment, and security science.

DRDC scientists, in particular those in CORA, are frequently involved in breaking down complex military problems into smaller, more manageable components and, wherever possible, using quantitative and qualitative approaches to gain insights and shed light on the key elements of a decision. To this end, a variety of techniques are utilized, including closed-form mathematical analysis techniques, multicriteria decision analysis, risk analysis, cost-effectiveness analysis, simulation methods, statistical methods, and heuristic techniques.

Historically, the vast majority of operational research and analysis work undertaken by DRDC has been conducted by in-house CORA staff. However, given an increasing demand for this type of expertise and work, DRDC needs to supplement its capability and capacity by means of contracted support in several operational research and analysis service streams.

2.0 OBJECTIVE

The objective of the requirement is to provide research and analysis support services to DRDC in the following service streams:

- a. Concept Development;
- b. Experiment and Exercise Design;
- c. Experiment and Exercise Conduct;
- d. Modeling and Simulation;
- e. Operational Research and Analysis; and
- f. Other Subject-Matter Expertise.

3.0 SCOPE

The Contractor must provide services on an "as and when requested" basis, in accordance with the Task Authorization process described in the Contract. Tasks may require multiple persons from one or more labour categories.

4.0 RESOURCE REQUIREMENTS

Ref. # from SOW section 5	# of Resources Required	Resource Category	Security Level
5.1	1	Account Manager	NATO SECRET
5.2	2	Junior Concept Development Professional	SECRET
5.2	1	Senior Concept Development Professional	SECRET
5.3	1	Junior Experiment and Exercise Design Professional	SECRET
5.3	2	Senior Experiment and Exercise Design Professional	SECRET
5.4	2	Junior Data Collection Technician	SECRET
5.5	1	Junior Experiment and Exercise Conduct Professional	SECRET
5.5	1	Senior Experiment and Exercise Conduct Professional	SECRET
5.6	2	Junior Modeling and Simulation Professional	SECRET
5.6	5	Intermediate Modeling and Simulation Professional	SECRET
5.6	3	Senior Modeling and Simulation Professional	SECRET
5.7	4	Junior Operational Research and Analysis Professional	SECRET
5.7	4	Senior Operational Research and Analysis Professional	SECRET
5.8	TBD	Junior Subject Matter Expert (1-5 years experience)	SECRET
5.8	TBD	Intermediate Subject Matter Expert (5-10 years experience)	SECRET
5.8	TBD	Senior Subject Matter Expert (10 + years experience)	SECRET

5.0 ROLES, RESPONSIBILITIES AND TASKS BY RESOURCE CATEGORY

The Contractor must provide services in the following service streams:

5.1 Account Manager

The Contractor must appoint an Account Manager who will perform oversight and overall management of the Contract. The Account Manager will be the single point of contact on behalf of the Contractor for all matters pertaining to the Contract.

The Account Manager must:

- a. Work with the DRDC CORA Technical Authority to address and resolve issues relating to the technical portion of the Work;
- b. Provide overall portfolio management support to the set of Authorized Tasks being managed at any one time;
- c. Provide contract management support, including troubleshooting, resolution or clarification to any issues related to the Tasking or invoicing process.
- d. Meet regularly (usually via telecon) with the DRDC CORA Technical Authority to review performance on Authorized Tasks, identify upcoming work requirements, and plan in advance so that resources are available to support evolving project requirements;
- e. Draft and submit to the DRDC CORA Technical Authority detailed proposals (technical, management, price) in response to Task requests, as per the process described in the Task Authorization section of the Contract.

5.2 Concept Development Professional

The Contractor must provide a range of concept development services involving the creation and development of future defence and security concepts and scenarios. This may include, but is not limited to, any combination and extent of the following:

- a. Apply a variety of research methods (e.g. literature review, interviews) to determine strategic-level direction relevant to a given domain;
- b. Create and/or develop defence and security concepts based on strategic-level direction, as the first step of capability development;
- c. Apply a variety of research methods (e.g. literature review, interviews) to support defence and security concept development;
- d. Refine defence and security concepts based on consultation, feedback, or other forms of evaluation;
- e. Use quantitative and qualitative techniques (e.g. focus groups, surveys, spreadsheet analysis, modeling and simulation) to assess, evaluate and validate defence and security concepts for the purpose of further development or experimentation;
- f. Derive implications for force development, force generation, or force employment based on new concepts;
- g. Present defence and security concepts to DRDC stakeholders; and
- h. Supervise a team of concept developers in any of the above (senior concept development professionals only).

5.3 Experiment and Exercise Design Professional

The Contractor must provide a range of experiment and exercise design services involving the creation and development of future defence and security concepts and scenarios. This may include, but is not limited to, any combination and extent of the following:

- a. Review and / or analyze proposed defence and security concepts to determine experiment or exercise objectives and scenario data;
- b. Liaise with defence and security stakeholders to refine experiment or exercise parameters;
- c. Design an experiment or exercise to rigorously test proposed concepts;
- d. Design an experiment or exercise to accomplish defined goals within defined parameters;
- e. Create exercise scenarios that are realistic and accomplish exercise goals;
- f. Develop detailed experiment or exercise plans for review, revision and final acceptance by stakeholders;
- g. Develop a Master Events List for an experiment or exercise;
- h. Assess experiment or exercise requirements with respect to necessary human and financial resources, facilities, and networks;
- i. Develop detailed supporting documentation for exercises or experiments to detail plans and requirements for approval;

- j. Refine exercise or experiment designs based on consultation, feedback, or other forms of evaluation;
- k. Develop training materials based on previously designed experiments or exercises; administer training to experiment or exercise participants as required;
- l. Monitor and troubleshoot exercises and experiments during their conduct to address issues that arise;
- m. Facilitate post-event reviews to elucidate exercise or experiment results, and gather feedback on how to improve future exercises or experiments;
- n. Use quantitative and qualitative techniques (e.g. survey analysis, focus group summaries, schools of thought analysis, production of descriptive statistics) to analyze the results of an experiment or exercise;
- o. Use experiment or exercise analyses to derive implications related to experiment or exercise goals, and make recommendations to sponsors vis-à-vis these goals;
- p. Use quantitative and qualitative techniques (e.g. survey analysis, focus group summaries, schools of thought analysis, production of descriptive statistics) to evaluate the success of an experiment or exercise in and of itself, derive implications, and make recommendations for improvements to future exercises or experiments;
- q. Present experiment designs to DRDC stakeholders; and
- r. Supervise a team of concept developers in any of the above (senior experiment design professionals only).

5.4 Data Collection Technician

- a. Use quantitative and qualitative techniques (e.g. surveys, questionnaires, physical measurement) to collect exercise or experiment data (note: this work is limited to the junior data collection labour category);
- b. Use electronic software or hardware to collect exercise or experiment;
- c. Compile and format exercise or experiment data for later review and ; and
- d. Use quantitative or qualitative techniques (e.g. survey analysis, focus group summaries, schools of thought analysis, production of descriptive statistics) to analyze the results of an experiment or exercise.

5.5 Experiment and Exercise Conduct Professional

The Contractor must provide a range of experiment and exercise conduct services involving the creation and development of future defence and security concepts and scenarios. This may include, but is not limited to, any combination and extent of the following:

- a. Develop training materials for experiment or exercise participants, and administer training to those groups as required;
- b. Execute an experiment or exercise;
- c. Referee an experiment or exercise;

- d. Use a Master Events List to execute an experiment or exercise; perform real-time updates / amendments to the Master Events List as an experiment or exercise unfolds and changes are required;
- e. Monitor and troubleshoot exercises and experiments during their conduct to address issues that arise;
- f. Facilitate post-event reviews to elucidate exercise or experiment results and to gather feedback on how to improve future exercises or experiments;
- g. Collect data during and after an experiment or exercise, for example through electronic data collection or the conduct of surveys and interviews;
- h. Use quantitative and qualitative techniques (e.g. survey analysis, focus group summaries, schools of thought analysis, production of descriptive statistics) to evaluate the success of an experiment or exercise in and of itself, derive implications, and make recommendations for improvements to future exercises or experiments;
- i. Supervise a team of experiment exercise facilitators in any of the above (senior experiment facilitators only);
- j. Present exercise or experiment results to DRDC stakeholders;

5.6 Modeling and Simulation (M&S) Professional

The Contractor must provide a range of services involving modeling and simulation. This may include, but is not limited to, any combination and extent of the following:

- a. Perform research (e.g. literature review, interviews) to determine strategic-level direction relevant to a given M&S problem;
- b. Integrate strategic-level direction to develop M&S objectives and requirements;
- c. Develop detailed M&S plans for review and revision by stakeholders;
- d. Liaise with defence and security stakeholders to refine M&S plans;
- e. Refine M&S designs based on consultation, feedback, or other forms of evaluation;
- f. Assess resource requirements (e.g. time, level of effort, subject matter expertise, financial) for required M&S development;
- g. Create and develop defence and security models and simulations to accomplish defined goals within defined parameters;
- h. Develop detailed supporting documentation (e.g. user manuals) for models and simulations;
- i. Develop training materials for M&S users, and administer training to them as required;
- j. Perform validation, verification, and accreditation (VV&A) of M&S to ensure that the models are performing as required and delivered required results;
- k. Use quantitative and qualitative techniques to analyze M&S results;
- l. Use M&S analyses to derive implications related to M&S goals, and make recommendations to sponsors vis-à-vis these goals;

- m. Use quantitative and qualitative techniques (e.g. survey analysis, focus group summaries, schools of thought analysis, production of descriptive statistics) to evaluate the success of a given model or simulation in and of itself, derive implications, and make recommendations for improvements to future M&S;
- n. Perform ongoing maintenance of established M&S to ensure that routines and databases are kept up-to-date with current processes and technologies;
- o. Present M&S results to DRDC stakeholders; and
- p. Supervise a team of M&S Specialists in any of the above (senior M&S professionals only).

5.7 Operational Research and Analysis Professional

The Contractor must provide a range of involving operational research and analysis services. This may include, but is not limited to, any combination and extent of the following:

- a. Perform data gathering (e.g. literature review, interviews) to determine strategic-level direction relevant to a given operational research problem;
- b. Integrate strategic-level direction to perform problem definition, and develop operational research objectives and requirements;
- c. Conceive and develop detailed operational research plans for review, revision and final acceptance by stakeholders;
- d. Liaise with defence and security stakeholders to refine operational research plans;
- e. Refine operational research plans based on consultation, feedback, or other forms of evaluation;
- f. Assess resource requirements (e.g. time, level of effort, subject matter expertise, financials) for required operational research;
- g. Perform data gathering (e.g. literature review, interviews) to support the execution of operational research;
- h. Execute operational research (e.g. options analysis, optimization, risk analysis) according to approved plans to accomplish defined goals within defined parameters;
- i. Analyze operational research results and use analyses to derive implications related to operational research goals, and make recommendations to sponsors vis-à-vis these goals;
- j. Present operational research results to DRDC stakeholders; and
- k. Supervise a team of operational research and analysis professionals in any of the above (senior operational research and analysis professional only).

5.8 Other Subject Matter Expertise

At the request of the Technical Authority, the Contractor may be required to provide additional Subject Matter Expertise (SME) on an “as and when requested” basis. This additional Subject Matter Expertise is only for those I work requirements which exceed the scope of the service streams identified above.

Due to the evolving nature of these requirements, it is impossible to provide in advance a detailed description of the nature and duration of the Work to be performed. It is anticipated that this work may include, but will not be limited to, any combination and extent of the following:

- a. Software development expertise;
- b. Military expertise (air, naval, land, cyber, space, human);
- c. Develop concepts, methodologies for the use of military force by the CAF/DND; and
- d. Develop methodologies for CAF force generation, forced development, force employment, and force sustainment.

6.0 REFERENCE AND ADMINISTRATION

6.1 Contract Administration

The Contractor must establish and maintain a management capability for the operation and maintenance of the Contract. The Contractor must provide effective and efficient organization, control systems, quality assurance and reporting procedures in order to:

- a. Manage risks and issues;
- b. Meet performance, cost and schedule requirements;
- c. Provide data, financial management, and contract administration; and
- d. Report on the progress of the requirements of the Contract and on Tasks that have been authorized as follow:

6.1.1 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis period to the Contracting Authority.

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;

- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

7.0 MEETINGS

Meetings between Canada and the Contractor may be required under an Authorized Task and will be chargeable to that Task. Some meetings will be held at DND facilities, others will be held outside of DND. Meetings must be conducted in accordance with the requirements of the Task. The Contractor may be required to attend Task-related meetings upon seventy-two (72) hours notice, including where such meetings are held at DND facilities.

8.0 CLIENT SUPPORT

DRDC will provide information and equipment to the Contractor, as specified on each individual Task Authorization. This may include, but is not limited to:

- a. Data sets, data bases;
- b. Research papers;
- c. Guidance on Government and DND requirements and practices; and
- d. Access to the Defence Wide Area Network (DWAN);
- e. Access to any applicable documentation required for the successful completion of each Task; and
- f. Access to DND facilities.

The Contractor must return all documentation and / or equipment provided by the Technical Authority upon the completion of a Task.

9.0 SOFTWARE APPLICATIONS

Standard Commercial off-the-shelf software which is required to perform routine Tasks must be provided by the Contractor at its own expense. This includes the most up-to-date versions of Microsoft Office Suite products, MS Project, and Adobe Acrobat.

10.0 LOCATION OF WORK

Work performed under the "Experiment and Exercise Conduct" service stream will require that the Contractor have its resources working on-site at DRDC Ottawa premises. Unless otherwise specified, the remainder of the Work must be performed at the Contractor's premises.

For work performed on-site at a DRDC or DND facility, Canada will supply a workspace, personal computer, and telephone for each of the Contractor's personnel specified in the Task Authorization, during standard work hours at DRDC. Access during off-peak hours (Mon-Fri, 6am-6pm) must be pre-arranged and must receive prior written authorization from the Technical Authority.

11.0 WORK SITE ACCESS

The Technical Authority or any other authorized representative of Canada may require access to the Contractor's facilities where the Work is to be performed.

12.0 HOURS OF WORK

The Contractor's resources may be required to frequently work outside peak hours (Monday - Friday, 6 am-6 pm). Due to joint experimentation with other nations, experiments are frequently done based on international standard office hours. Work occurring outside of standard work hours must receive prior written authorization from the Technical Authority.

13.0 DELIVERABLES

13.1 General

The Technical Authority will identify specific deliverables in each Task Authorization provided to the Contractor. The Contractor must document activities and deliverables by Task for review and acceptance by Canada.

The Contractor must ensure that work is timely, comprehensive, and of a high standard such that all stakeholders comprehend the messages, themes, and intent of the communications. Oral and written communications must be presented clearly, concisely, and appropriately to support all Task Authorization Requirements. In fulfilling the demands of this work, the requirements of DRDC are paramount.

13.2 Format of Deliverables

Unless otherwise specified in the Task Authorization, documentation deliverables delivered must be in the Contractor's format.

On completion of a Task Authorization, all deliverables for that specific Task Authorization must be submitted to the Technical Authority for approval. All deliverables completed in response to the Tasking will be evaluated within a time frame indicated in the Tasking, on the basis of suitability, quality and adherence to established schedule and standards. All documentation, reports and working papers are to be legible, properly indexed and cross-referenced, and in the format requested by the Technical Authority.

The Contractor is required to work with the Microsoft (MS) Office Suite of software applications, including MS Word, Excel and PowerPoint. Deliverables must be in paper or electronic format, as designated by the Technical Authority.

13.3 Language of Work and Deliverables

Unless otherwise specified in an approved Task Authorization, all deliverables must be delivered in English.

ANNEX B

BASIS OF PAYMENT

1. LABOUR:

The Contractor will be paid firm all-inclusive hourly rates, inclusive of overhead and profit, as follows, for work performed in accordance with the Contract. Customs duties are included and Applicable taxes are extra, if applicable.

The services provided by the Account Manager are considered, for pricing purposes, a part of “Overhead and Profit,” and the Contractor is not permitted to charge separately, nor is there a labour rate, for the services of the Account Manager.

Labour Category	Contract Period			Option Period 1	Option Period 2
	Year 1	Year 2	Year 3	Year 4	Year 5
	Firm All Inclusive Hourly Rates				
Account Manager	Not chargeable	Not chargeable	Not chargeable	Not chargeable	Not chargeable
Junior Concept Development Professional	\$	\$	\$	\$	\$
Senior Concept Development Professional	\$	\$	\$	\$	\$
Junior Experiment and Exercise Design Professional	\$	\$	\$	\$	\$
Senior Experiment and Exercise Design Professional	\$	\$	\$	\$	\$
Junior Data Collection Technician	\$	\$	\$	\$	\$
Junior Experiment and Exercise Conduct Professional	\$	\$	\$	\$	\$
Senior Experiment and Exercise Conduct Professional	\$	\$	\$	\$	\$
Junior Modeling and Simulation Professional	\$	\$	\$	\$	\$
Intermediate Modeling and Simulation Professional	\$	\$	\$	\$	\$
Senior Modeling and Simulation Professional	\$	\$	\$	\$	\$
Junior Operational Research and Analysis Professional	\$	\$	\$	\$	\$
Senior Operational Research and Analysis Professional	\$	\$	\$	\$	\$

TOTAL ESTIMATED LABOUR: \$ _____
(Applicable taxes extra)

2. TRAVEL AND LIVING EXPENSES:

- (a) Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:
 - (i) services provided within the National Capital Region (NCR). The National Capital Region (NCR) is defined in the *National Capital Act*, R.S.C. 1985, c.N-4, S.2. The *National Capital Act* is available on the Justice Website: <http://laws.justice.gc.ca/eng/N-4/20100210/> and
 - (ii) any travel between the Contractor's place of business and the NCR.
- (b) For services to be provided outside the NCR, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive (<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". The Treasury Board Secretariat's Special Travel Authorities, http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/statb-eng.asp, also apply.
- (c) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
- (d) All travel must have prior authorization of the Technical Authority. All payments are subject to government audit.

Est.: \$ _____
 (Applicable taxes extra)

3. SUBCONTRACTS: at actual cost without markup

Est.: \$ _____
 (Applicable taxes extra)

Labour Category	Firm all-inclusive Hourly Rates
Junior Subject Matter Expert (1-5 years experience)	\$ TBD on a task by task basis
Intermediate Subject Matter Expert (5-10 years experience)	\$ TBD on a task by task basis
Senior Subject Matter Expert (10 + years experience)	\$ TBD on a task by task basis

4. OTHER DIRECT CHARGES: at actual cost without markup

Est.: \$ _____
 (Applicable taxes extra)

ESTIMATED COST TO A LIMITATION OF EXPENDITURE
CUMULATIVE TOTAL OF ALL TASK AUTHORIZATIONS: \$ _____
 (Applicable Taxes extra)

With the exception of the firm rate(s) and price(s), the amounts shown in the various items specified above are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Technical Authority, and provided that the estimated cost does not exceed the aforementioned Limitation of Expenditure.

ANNEX C

SECURITY REQUIREMENTS CHECK LIST

The Security Requirements Check List (SRCL) (Annex C) appended to the bid solicitation package is to be inserted at this point and forms part of this document.

ANNEX D

DND 626, TASK AUTHORIZATION FORM

The DND 626, Task Authorization form (Annex D) appended to the bid solicitation package is to be inserted at this point and forms part of this document.

ANNEX E

NON-DISCLOSURE AGREEMENT

I, _____, recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No: W7714-156105/001/SV between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and the Minister of National Defence, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I 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 in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No: W7714-156105/001/SV.

Signature

Date

ANNEX F

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
 - A2. The Bidder certifies being a public sector employer.
 - A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
 - A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
- A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)