

## SOLICITATION CLOSES L'INVITATION PREND FIN

at – à 14h00  
on – le 29 September 2016

Time Zone: - Fuseau horaire :  
Eastern Daylight Savings Time (EDT)

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

### Proposal To: Department of National Defence

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

### Proposition aux: Ministère de la Défense nationale (MDN)

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

### Comments – Commentaires

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT

### Issuing Office – Bureau de distribution

Director Services Contracting (D Svcs C 4)  
Direction des contrats de service (DC Svc 4)

### Title – Sujet

RFP – Systems Engineering (SE) Fundamentals Course, and Requirements and Statement of Work (SOW) Development for a System Course

### Solicitation No. – N° de l'invitation

DND-15/0071173

### Date

18 September 2016

## RETURN BIDS TO: RETOURNER LES SOUMISSIONS À :

By mail to: – par la poste à :

Bid Receiving – PSPC / Réception des soumissions - SPAC  
11 Laurier St. / 11, rue Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
Gatineau, QC  
K1A 0S5  
**Attention: Anna Maria Mangone, D Svcs C 4-3-4**

DND Reference Number: DND-15/0071173  
Closing Date: 29 September 2016

### Address Enquiries to:

### Adresser toutes questions à :

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N° de téléphone

819-939-8485

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[Anna-Maria.Mangone@forces.gc.ca](mailto:Anna-Maria.Mangone@forces.gc.ca)

### FOB – FAB

See Herein – Voir ci-inclus

### Destination

See Herein – Voir ci-inclus

### Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

Name and title of person authorized to sign on behalf of Vendor/Firm  
(type or print)

Nom et titre de la personne autorisée à signer au nom du fournisseur/  
de l'entrepreneur (taper ou écrire en caractères d'imprimerie)

Signature

Date

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>4</b>
1.1 SECURITY REQUIREMENTS .....	4
1.2 STATEMENT OF WORK .....	4
1.3 DEBRIEFINGS .....	4
1.4 TRADE AGREEMENTS .....	4
<b>PART 2 - BIDDER INSTRUCTIONS.....</b>	<b>5</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	5
2.2 SUBMISSION OF BIDS.....	5
2.3 FORMER PUBLIC SERVANT .....	5
2.4 ENQUIRIES - BID SOLICITATION .....	7
2.5 APPLICABLE LAWS.....	7
<b>PART 3 - BID PREPARATION INSTRUCTIONS .....</b>	<b>8</b>
3.1 BID PREPARATION INSTRUCTIONS .....	8
<b>ATTACHMENT 1 TO PART 3, PRICING SCHEDULE .....</b>	<b>10</b>
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>14</b>
4.1 EVALUATION PROCEDURES .....	14
4.1.1 TECHNICAL EVALUATION .....	14
4.1.2 FINANCIAL EVALUATION .....	14
4.2 BASIS OF SELECTION .....	14
<b>PART 5 - CERTIFICATIONS .....</b>	<b>16</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	16
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	16
<b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>	<b>18</b>
6.1 SECURITY REQUIREMENTS .....	18
6.2 STATEMENT OF WORK.....	18
6.3 STANDARD CLAUSES AND CONDITIONS.....	18
6.4 TERM OF CONTRACT.....	19
6.5 AUTHORITIES .....	19
6.6 PAYMENT.....	21
6.7 INVOICING INSTRUCTIONS.....	22
6.8 CERTIFICATIONS.....	23
6.9 APPLICABLE LAWS.....	23
6.10 NO RESPONSIBILITY TO PAY FOR WORK NOT PERFORMED DUE TO CLOSURE OF GOVERNMENT OFFICES .....	23
6.11 PRIORITY OF DOCUMENTS .....	23
6.12 DEFENCE CONTRACT .....	23
6.13 FOREIGN NATIONALS (CANADIAN CONTRACTOR) .....	23
6.13 FOREIGN NATIONALS (FOREIGN CONTRACTOR) .....	24
6.14 INSURANCE.....	24
<b>ANNEX "A" - STATEMENT OF WORK .....</b>	<b>25</b>
<b>APPENDIX 1 TO ANNEX "A" – EVALUATION CRITERIA .....</b>	<b>37</b>



APPENDIX 2 TO ANNEX "A" – LETTER OF UNDERSTANDING FOR INSTRUCTORS DELIVERING TRAINING AT MMTC .....	42
ANNEX "B" - BASIS OF PAYMENT .....	46
ANNEX "C" – SECURITY REQUIREMENTS CHECKLIST (SRCL) .....	53

## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

1.1.1 Before award of a contract, the following conditions must be met:

- (a) The Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
- (b) The Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses; and
- (c) The Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

### **1.2 Statement of Work**

1.2.1 The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

1.2.2 The Department of National Defence (DND) has a requirement for the development and delivery of a five-day System Engineering (SE) Fundamentals course, as well as the development and delivery of a two-day Requirements and Statement of Work (SOW) Development for a System course. It is DND's intention to award one (1) contract for a three-year period plus two (2) one-year options.

1.2.3 The content of the five-day System Engineering (SE) Fundamentals course, given to SE practitioners, will include (as a module) the content of the two-day Requirements and Statement of Work (SOW) Development for a System course. The two-day Requirements and SOW Development for a System module will also be given as a standalone course for any non-SE practitioners. It is imperative that the Requirements and Statement of Work (SOW) Development for a System material core content be the same, whether it is delivered as a standalone course or as a module.

### **1.3 Debriefings**

1.3.1 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 from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### **1.4 Trade Agreements**

1.4.1 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Agreement on Internal Trade (AIT), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Colombia Free Trade Agreement (CColFTA), and the Canada-Panama Free Trade Agreement (CPanFTA) if it is in force.



## 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) (<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 (2016-04-04), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modifications:

Section 02, **Procurement Business Number** is deleted in its entirety.

Section 05, **Submission of Bids – Subsection 4** is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) calendar days.

Subsection 1 of Section 08, **Transmission by facsimile**, is deleted in its entirety.

Section 20, **Further Information** is deleted in its entirety.

### 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 by email 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 FPS, Bidders must provide in writing before contract award for each question below, the answer and, as applicable, the information required.

If the Contracting Authority has not received the answer to the question and, as applicable, the information required by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the answer and, as applicable, the information required. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will 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 FPS in receipt of a pension, as applicable:

- (a) name of former public servant; and
- (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; and
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.



For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

#### **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than ten (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.

## **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: four (4) hard copies or one (1) soft copy on CD

Section II, Financial Bid: one (1) hard copy or one (1) soft copy on CD

Section III, Certifications Not Included in the Technical Bid: one (1) hard copy or one (1) soft copy on CD

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

**Format 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](#).

To assist Canada in reaching its objectives, bidders should:

1. use paper containing fiber 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 color printing, printing double sided/duplex, using staples or clips instead of cerlox, duo tangs 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 in a thorough, concise and clear manner for carrying out the work.

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

Part 4, Evaluation Procedures and Basis of Selection, contains additional instructions that Bidders should consider when preparing their technical bid.

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

Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.





- 3.1.1 SACC Manual clause C3011T (2013-11-06) Exchange Rate Fluctuation apply to and form part of the Contract.
- 3.1.2 Bidders must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- 3.1.3 When preparing their financial bid, bidders should review:
  - (a) The basis of payment in Annex "B"; and
  - (b) Clause 4.1.2, Financial Evaluation, of Part 4;
- 3.1.5 All rates included in the pricing schedule detailed in Attachment 1 to Part 3 exclude travel and living expenses.
- 3.1.6 Bidders should include the following information in their financial bid:
  - (a) Their legal name;
  - (b) Their Procurement Business Number (PBN); and
  - (c) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to:
    - (i) their bid; and
    - (ii) any contract that may result from their bid.

### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.



### ATTACHMENT 1 to PART 3, PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below its quoted all-inclusive rate (in Can \$).

The inclusion of volumetric data in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

The rate included in this pricing schedule includes the total estimated cost of any travel and living expenses that may need to be incurred for:

The Work described in Part 6 of the bid solicitation required to be done, delivered or performed:

- a) inside the National Capital Region (NCR) defined in the [National Capital Act \(R.S.C., 1985, c. N-4\)](http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont), available on the Justice Website (<http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont>);
- b) any travel required between the successful Bidder's place of business and the NCR; and
- c) any relocation of resources required to satisfy the terms of any resulting contract.

**PERIOD OF THE CONTRACT: FROM THE DATE OF CONTRACT AWARD TO THREE (3) YEARS AFTER THE COMMENCEMENT OF COURSE DELIVERY ESTIMATED TO BE ON 12 JUNE 2017**  
**[DATE TO BE SPECIFIED IN THE RESULTING CONTRACT]**

#### Course Development and Updates Price Table:

Milestone No.	Deliverables	Firm Price
<b>Preliminary Course Package:</b>		
01	Preliminary Systems Engineering (SE) Fundamentals Course Package – <b>English version</b>	\$
<b>Five-day Systems Engineering (SE) Fundamentals Course Package:</b>		
02A	<b>English version</b>	\$
02B	<b>French version</b>	\$
<b>Two-day Requirements and Statement of Work (SOW) Development for a System Course Package:</b>		
03A	<b>English version</b>	\$
03B	<b>French version</b>	\$
<b>Course Schedule:</b>		
04A	Five-day Systems Engineering (SE) Fundamentals Course Schedule – <b>English and French versions</b>	\$
04B	Two-day Requirements and Statement of Work (SOW) Development for a System Course Schedule – <b>English and French versions</b>	\$



Milestone No.	Deliverables	Firm Price
<b>Course Package Update:</b>		
05A	Five-day Systems Engineering (SE) Fundamentals Course Update* - <b>English version</b>  *includes any necessary Updates to the Two-day Requirements and Statement of Work (SOW) Development for a System module/course	\$
05B	Five-day Systems Engineering (SE) Fundamentals Course Update* - <b>French version</b>  *includes any necessary Updates to the Two-day Requirements and Statement of Work (SOW) Development for a System module/course	\$
<b>Total Course Development and Updates Price</b>		\$

**Course Delivery Price Table:**

Course Title	All Inclusive Firm Unit Price (A)	Estimated Number of Serials (B)	Extended Price per Course (A x B)
Five-day Systems Engineering (SE) Fundamentals - <b>English</b>	\$	9	\$
Five-day Systems Engineering (SE) Fundamentals - <b>French</b>	\$	3	\$
Two-day Requirements and Statement of Work (SOW) Development for a System - <b>English</b>	\$	15	\$
Two-day Requirements and Statement of Work (SOW) Development for a System - <b>French</b>	\$	3	\$
<b>Total Course Delivery Price</b>			\$

**Contract Period Totals Table:**

	<b>Total Price</b>
Total Course Development and Updates Price	\$
Total Course Delivery Price	\$
<b>Total Contract Period Price (excluding Applicable Taxes)</b>	\$



**OPTION PERIOD 1: FROM END OF THE PERIOD OF THE CONTRACT TO ONE (1) YEAR LATER**  
**[DATE TO BE SPECIFIED IN THE RESULTING CONTRACT]**

**Course Delivery Price Table:**

Course Title	All Inclusive Firm Unit Price (A)	Estimated Number of Serials (B)	Extended Price per Course (A x B)
Five-day Systems Engineering (SE) Fundamentals - <b>English</b>	\$	3	\$
Five-day Systems Engineering (SE) Fundamentals - <b>French</b>	\$	1	\$
Two-day Requirements and Statement of Work (SOW) Development for a System - <b>English</b>	\$	5	\$
Two-day Requirements and Statement of Work (SOW) Development for a System - <b>French</b>	\$	1	\$
<b>Total Course Delivery Price</b>			\$

**Course Package Update Table:**

Milestone No.	Deliverables	Firm Price
<b>Course Package Update:</b>		
01A	Five-day Systems Engineering (SE) Fundamentals Course Update* - <b>English</b>  *includes any necessary Updates to the Two-day Requirements and Statement of Work (SOW) Development for a System module/course	\$
01B	Five-day Systems Engineering (SE) Fundamentals Course Update* - <b>French</b>  *includes any necessary Updates to the Two-day Requirements and Statement of Work (SOW) Development for a System module/course	\$
<b>Total Course Package Update Price</b>		\$

**Option Period 1: Totals Table:**

	<b>Total Price</b>
Total Course Delivery Price	\$
Total Course Package Update Price	\$
<b>Total Option Period 1 Price (excluding Applicable Taxes)</b>	\$



**OPTION PERIOD 2: FROM END OF OPTION PERIOD 1 TO ONE (1) YEAR LATER [DATE TO BE SPECIFIED IN THE RESULTING CONTRACT]**

**Course Delivery Price Table:**

Course Title	All Inclusive Firm Unit Price (A)	Estimated Number of Serials (B)	Extended Price per Course (A x B)
Five-day Systems Engineering (SE) Fundamentals - <b>English</b>	\$	3	\$
Five-day Systems Engineering (SE) Fundamentals - <b>French</b>	\$	1	\$
Two-day Requirements and Statement of Work (SOW) Development for a System - <b>English</b>	\$	5	\$
Two-day Requirements and Statement of Work (SOW) Development for a System - <b>French</b>	\$	1	\$
<b>Total Course Delivery Price</b>			<b>\$</b>

**Option Period 2: Totals Table:**

	Total Price
Total Course Delivery Price	\$
<b>Total Option Period 2 Price (excluding Applicable Taxes)</b>	<b>\$</b>

**Total Evaluated Price Table (for evaluation purposes only):**

	Total Price
Total Contract Period Price	\$
Total Option Period 1 Price	\$
Total Option Period 2 Price	\$
<b>Total Evaluated Price (excluding Applicable Taxes)</b>	<b>\$</b>

**NOTE TO BIDDERS: IF REQUIRED, DND WILL REDUCE THE ESTIMATED LEVEL OF COURSES OF ANY RESULTING CONTRACT TO ENSURE THAT THE TOTAL POTENTIAL VALUE OF THE CONTRACT DOES NOT EXCEED \$2,000,000.00 (INCLUDING APPLICABLE TAXES).**

## **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 evaluation and financial criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria – refer to Appendix 1 to Annex “A” – Evaluation Criteria**

##### **4.1.1.2 Point Rated Technical Criteria – refer to Appendix 1 to Annex “A” – Evaluation Criteria**

Bids which meet all the Mandatory technical criteria will be evaluated and scored as specified in the tables inserted in Appendix 1 to Annex “A” – Evaluation Criteria.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

#### **4.1.2 Financial Evaluation**

The volumetric data included in the pricing schedule detailed in Attachment 1 to Part 3 are provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

### **4.2 Basis of Selection**

#### **4.2.1 Highest Combined Rating of Technical Merit and Price**

SACC Manual clause A0027T (2012-07-16), Basis of Selection – Highest Combined Rating of Technical Merit and Price

##### **4.2.1.1 To be declared responsive, a bid must:**

- a) comply with all the requirements of the bid solicitation;
- b) meet all Mandatory technical evaluation criteria; and
- c) obtain the required minimum of 35 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 73 points.

##### **4.2.1.2 Bids not meeting a) or (b) or (c) will be declared non-responsive.**

##### **4.2.1.3 The selection will be based on the highest responsive combined rating of technical merit and price. The weighting ratio will be 70% for the technical merit and 30% for the price.**

##### **4.2.1.4 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by 70.**

- 4.2.1.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and multiplied by 30.
- 4.2.1.6 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 4.2.1.7 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.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).

**Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)**

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating		84.18	73.15	77.70
Overall rating		1 <sup>st</sup>	3 <sup>rd</sup>	2 <sup>nd</sup>

## PART 5 - CERTIFICATIONS

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. Unless specified otherwise, 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 Integrity Provisions - Declaration of Convicted Offences

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

### 5.2 Certifications 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 provided will render the bid non-responsive.

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 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" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?_ga=1.229006812.1158694905.1413548969) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?_ga=1.229006812.1158694905.1413548969)).

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.

#### 5.2.3 Additional Certifications Precedent to Contract Award

##### 5.2.3.1 Status and Availability of Resources

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



#### **5.2.2.2 Education and Experience**

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

## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

- 6.1.1 The Contractor/ Offeror must, at all times during the performance of the Contract/ Standing Offer, hold a valid *Designated Organization Screening* (DOS), issued by the Canadian Industrial Security Directorate (CISD), **Public Services and Procurement Canada** (PSPC).
- 6.1.2 The Contractor/ Offeror personnel requiring access to *sensitive work site(s)* must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by the CISD/ PSPC.
- 6.1.3 Subcontracts, which contain security requirements, are **NOT** to be awarded without the prior written permission of the CISD/ PSPC.
- 6.1.4 The Contractor/ Offeror must comply with the provisions of the:
  - a) *Security Requirements Check List* and Security Guide (if applicable), attached at Annex "C";
  - b) *Industrial Security Manual* (Latest Edition).

### 6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in Annex "A".

### 6.3 Standard Clauses and Conditions

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

#### 6.3.1 General Conditions

The [2010B](#) (2016-04-04) General Conditions – Professional Services (Medium Complexity), apply to and form part of the Contract, with the following modifications:

- a. Definition of Minister is modified as follows:

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

#### 6.3.2 Supplemental General Conditions

SACC *Manual* clause 4006 (2010-08-16) Contractor to Own Intellectual Property Rights in Foreground Information apply to and form part of the Contract, with the following modifications:

- 6.3.2.1 Add the following paragraphs to section 4 – Licenses to Intellectual Property Rights in Foreground and Background Information, sub-section 3c:



**6.3.2.2** This includes but is not limited to the right to reproduce, modify, or improve the Student Manual, or parts thereof.

**6.3.2.3** All course material created or developed by the Contractor as part of the Work under the Contract must include the copyright symbol and either of the following notices, as appropriate: © (insert year) (Insert name of owner), licensed to Her Majesty the Queen in right of Canada under contract number (insert contract number) or © (insérer l'année) (insérer le nom du titulaire), sous licence à Sa Majesté la Reine du chef du Canada, numéro du contrat (insérer le numéro de contrat).

**6.3.2.4** DND specific context provided to the Contractor must not be copyrighted by the Contractor.

## **6.4 Term of Contract**

### **6.4.1 Period of the Contract**

The period of the Contract is from the date of Contract Award to three (3) years after the commencement of course delivery estimated to be on 12 June 2017 [date to be specified in the resulting Contract].

### **6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year periods 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 thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## **6.5 Authorities**

[Details on the authorities to be specified in the resulting Contract]

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: National Defence Headquarters  
Attention: [insert designation]  
101 Colonel By Drive  
Ottawa, Ontario  
K1A 0K2  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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.



### 6.5.2 Technical Authority

The Technical Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: National Defence Headquarters  
Attention: **insert designation**  
101 Colonel By Drive  
Ottawa, Ontario  
K1A 0K2  
  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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.

### 6.5.3 Project Authority/Course Administrator

The Project Authority/Course Administrator for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: National Defence Headquarters  
Attention: **insert designation**  
101 Colonel By Drive  
Ottawa, Ontario  
K1A 0K2  
  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority/Course Administrator 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 facilitation of the Work under the Contract. The Project Authority/Course Administrator 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.



#### 6.5.4 Procurement Authority

The Procurement Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: National Defence Headquarters  
Attention: **[insert designation]**  
101 Colonel By Drive  
Ottawa, Ontario  
K1A 0K2  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Procurement Authority is responsible for all matters concerning the day-to-day management of the Contract. Any proposed changes to the scope of the Work are to be discussed with the Procurement Authority and Technical Authority, but any resulting change can only be confirmed by a contract amendment issued by the Contracting Authority.

#### 6.5.5 Contractor's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### 6.6 Payment

#### 6.6.1 Basis of Payment

#### 6.6.2 Limitation of Expenditure

For the Work described in applicable sections of the Statement of Work in Annex A:

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$**[amount to be specified in the resulting Contract]**. Customs duty are included and Applicable Taxes are extra.

#### 6.6.3 Method of Payment

##### 6.6.3.1 Milestone Payments: Course Development and Updates

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in Annex "B" – Basis of Payment and the payment provisions of the Contract if:

- a. An invoice has been submitted in accordance with the invoicing instructions provided in the Contract; and
- b. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.



#### **6.6.3.2 Monthly Payments: Course Delivery**

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; and
- c. the Work performed has been accepted by Canada.

#### **6.6.4 Discretionary Audit**

C0705C (2010-01-11), Discretionary Audit

#### **6.7 Invoicing Instructions**

**6.7.1** Invoices are to be submitted no more than once per month and detail the Work performed as per the Contract.

**6.7.2** The Contractor must submit invoices on its own form which must include:

- a. Date;
- b. Contractor's name and address;
- c. Name and address of the DND organization to which the invoice is submitted (see Section 6.5.4);
- d. Contract Number;
- e. Financial codes;
- f. GST or HST (as applicable) registration number;
- g. Milestone number and Deliverable as per the Schedule of Milestones in Annex "B" – Basis of Payment (as applicable); and
- h. Amount invoiced (exclusive of the GST or HST as appropriate) and the amount of GST or HST, as appropriate, shown separately.

**6.7.3** The Contractor must not submit an invoice prior to performance or delivery.

**6.7.4** Any invoices where groups of items cannot be easily identified will be sent back to the Contractor for clarification with no interest or late payment charges applicable to Canada.

**6.7.5** If Canada disputes an invoice for any reason, Canada agrees to pay the Contractor the portion of the invoice that is not disputed provided that items or services not in dispute form separate line items of the invoice and are otherwise due and payable under the Contract.

**6.7.6** The Contractor must submit a high resolution .pdf copy of the original invoice along with all required supporting documentation to the Procurement Authority by means of an email with the contract number, description and invoice number in its subject line. By doing so the Contractor certifies that the .pdf copy of each invoice will be treated as an original invoice. Any and all original receipts for Travel must be received by the Procurement Authority prior to processing of the invoice, in compliance with Treasury Board regulations.

**6.7.7** The Contractor must provide a copy of all invoices to the Contracting Authority.



## **6.8 Certifications**

### **6.8.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated 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 associated 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.

## **6.9 Applicable Laws**

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

## **6.10 No Responsibility to Pay for Work not performed due to Closure of Government Offices**

Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

## **6.11 Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the list below, 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 supplemental General Conditions 4006 (2010-08-16)
- (c) the General Conditions [2010B](#) (2016-04-04);
- (d) Annex "A" – Statement of Work;
- (e) Annex "B" – Basis of Payment;
- (f) Annex "C" – Security Requirements Checklist; and
- (g) the Contractor's bid dated \_\_\_\_\_.

## **6.12 Defence Contract**

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

**NOTE TO BIDDERS:** One (1) of the following two (2) options will be specified as clause 13 in the resulting Contract.

### **OPTION 1**

## **6.13 Foreign Nationals (Canadian Contractor)**

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



**OPTION 2**

**6.13 Foreign Nationals (Foreign Contractor)**

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

**6.14 Insurance**

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





## ANNEX "A" - STATEMENT OF WORK

### TABLE OF CONTENTS:

- 1.0 TITLE
- 2.0 OBJECTIVE
- 3.0 BACKGROUND
- 4.0 SCOPE
- 5.0 APPLICABLE DOCUMENTS
- 6.0 TASKS
- 7.0 DELIVERABLES (applies to both courses)
- 8.0 TIMEFRAME AND DELIVERY DATES (applies to both courses)
- 9.0 LANGUAGE REQUIREMENT (applies to both courses)
- 10.0 CONSTRAINTS

### 1.0 TITLE

- 1.1 Systems Engineering Fundamentals Course & Requirements and Statement of Work Development for a System Course.

### 2.0 OBJECTIVE

- 2.1 The Contractor must develop and deliver a five-day Systems Engineering (SE) Fundamentals course, which includes the development and delivery of a two-day Requirements and Statement of Work (SOW) Development for a System course/module.
- 2.2 The two-day Requirements and SOW Development for a System module will also be given as a standalone course for non-SE practitioners. It is imperative that the Requirements and SOW Development for a System material core content be the same, whether it is delivered as a standalone course or as a module.

### 3.0 BACKGROUND

- 3.1 The Materiel Group of the Department of National Defence (DND) has a Systems Engineering (SE) Learning Strategy composed of four (4) levels of Learning:
  - a) Level 1 – Awareness: SE Awareness (course already being delivered);
  - b) Level 2 – Practitioners: encompassing Fundamentals and Application courses (both to be developed);
  - c) Level 3 – Managerial or Technical Leader: Systems Engineering Management (SEM) – SE Management course to be developed; and
  - d) Level 4 – Expert: a panel of experts who would meet once per year.
- 3.2 DMPP 5-2 was given the mandate to develop and deliver a five-day Systems Engineering (SE) Fundamentals course for SE practitioners – Level 2, in addition to a two-day course/module on Requirements and SOW Development for a System for engineers and non-engineers.
- 3.3 The five-day Systems Engineering Fundamentals course will be given to systems engineers and the stand-alone two-day Requirements and SOW Development for a System course/module will be given to other engineers, and non-engineers.
- 3.4 The following courses should be the pre-requisites for anyone to attend the Systems Engineering Fundamentals course:
  - a) Two-day Systems Engineering Awareness course being delivered by DND;



- b) One-day Performance Based Contracting (PBC) Awareness course being delivered by DND; and
- c) Two-day SOW Development course (M711) being delivered by the Canadian School of Public Service (CSPS) or experience in preparing a SOW.

**3.5** The following courses should be pre-requisites for anyone to attend the Requirements and SOW Development for a System course/module:

- a) One-day Performance Based Contracting (PBC) Awareness course being delivered by DND; and
- b) Two-day SOW Development course (M711) being delivered by the Canadian School of Public Service (CSPS) or experience in preparing a SOW.

#### **4.0 SCOPE**

**4.1** The scope of work associated with the **Systems Engineering Fundamentals course** is comprised of the following:

- 4.1.1 The Contractor must develop the English and French versions of the course package that must address all of the Learning Objectives for the Systems Engineering Fundamentals course as described in Appendix 1 to Annex "A" – MT4 and RT3 and which also addresses all of the knowledge areas described in Appendix 1 to Annex "A" – RT2.
- 4.1.2 The Contractor must add DND context to the course package. The DND context material will be gathered as part of a DND Context Workshop with the input of CAF/DND subject matter experts.
- 4.1.3 The Contractor must deliver SE Fundamentals Course Serials. Each five-day Course Serial will be pre-scheduled on a Course Schedule (see section 7.5 on Course Schedule) to be prepared by the Project Authority/Course Administrator, and agreed to by the Contractor. It is anticipated that three (3) Course Serials in English will be delivered per year over the period of the contract, with up to two (2) additional English Course Serials delivered per year should there be a demand. It is also anticipated that one (1) Course Serial in French will be delivered per year over the period of the contract. However, should there be insufficient demand for the Course Serial in French, it may be replaced by a Course Serial in English.

**4.2** The scope of work associated with the stand-alone two-day **Requirements and SOW Development for a System course/module** is comprised of the following:

- 4.2.1 The Contractor must develop the English and French versions of the course package that must address all Learning Objectives specific to the Requirements and SOW Development for a System course/module or herein called **Requirements and SOW Development for a System course/module**.
- 4.2.2 The content of the **Requirements and SOW Development for a System module** will be an integral part of the Systems Engineering (SE) Fundamentals course, i.e., derived from the same five (5) Mandatory Learning Objectives captured in MT4 (see Appendix 1 to Annex "A" – Evaluation Criteria).
- 4.2.3 The Contractor must deliver Requirements and SOW Development for a System Course Serials. Each two-day Course Serial will be pre-scheduled on a Course Schedule (see section 7.5 on Course Schedule) to be prepared by the Project Authority/Course Administrator, and agreed to by the Contractor. It is anticipated that five (5) Course Serials in English and one (1) Course Serial in French will be delivered per year over the period of the contract, with up to one (1) additional English Course Serial delivered per year should there be a demand. However, should there be insufficient demand for the Course Serial in French, it may be replaced by a Course Serial in English.



**4.3** The Contractor must update the course materials/packages approximately every two (2) years to incorporate the latest changes in the areas of knowledge in new versions of the Systems Engineering Body of Knowledge (SEBoK), International Council on Systems Engineering (INCOSE) Handbook, ISO 15288 – Systems and software engineering – System life cycle processes, and other Systems Engineering references, as well as any requests by the Technical Authority. After course delivery, the Contractor must correct any errors in the Course Package at no cost to DND.

**4.4** All Course Serials must be delivered in a classroom setting at government provided training facilities in the National Capital Region (NCR). On occasion, DND may request that a Course be delivered at another location in Canada however, DND will arrange to provide suitable training facilities.

## **5.0 APPLICABLE DOCUMENTS**

**5.1** The latest versions of following documents form part of this SOW to the extent specified herein. In the event of conflicts between the documents referenced herein and the contents of this SOW, the SOW shall take precedence.

### **5.1.1 List of Documents:**

- SEBoK – Systems Engineering Body of Knowledge, v.1.6 or the latest edition  
[http://sebokwiki.org/wiki/Guide\\_to\\_the\\_Systems\\_Engineering\\_Body\\_of\\_Knowledge\\_\(SEBoK\)](http://sebokwiki.org/wiki/Guide_to_the_Systems_Engineering_Body_of_Knowledge_(SEBoK))
- ISO/IEC 15288:2015 - System life cycle processes
- INCOSE Systems Engineering Handbook version 4 – a guide for system life cycle processes and activities
- NATO AAP-20 – NATO Programme Management Framework (NATO Life Cycle Model) – Edition C version 1 (October 2015), or the latest version. For the list of current NATO standards see: <http://nso.nato.int/nso/nsdd/listpromulg.html> , <http://nso.nato.int/nso/>
- NATO AAP-48, NATO System Life Cycle Processes – Edition B version 1 (March 2013).
- 1220-2005 – IEEE Standard for Application and Management of the Systems Engineering Process
- EIA 632 – Processes for Engineering a System

## **6.0. TASKS**

### **6.1 Task 1 – Develop Preliminary Systems Engineering Fundamentals Course Package:**

**6.1.1** The intent of this Task is to:

- a) Confirm that the content for the course satisfies the requirements for the Course Package as specified in Table 1 – Preliminary SE Fundamentals Course Package; and
- b) Provide a base for the addition of DND context to the Course Package.

**6.1.2** The Contractor must develop a Preliminary Course Package – English Version for the course, and submit to the Technical Authority for review and acceptance (see Table 1 – Deliverables).

**6.1.3** The Preliminary Course Package – English Version must satisfy the requirements of Item 1 – Preliminary Course Package in Table 1 – Deliverables, which includes meeting all the requirements stated in section 4.1 and 7.3 of this Statement of Work.

**6.1.4** The Course package must be designed and delivered in a modular fashion to enable students to meet the learning objective(s), and supporting enabling objectives. Every module must have

clearly identified learning objective(s) and associated enabling objectives which are broken down into manageable and logical units.

- 6.1.5 The course design must include knowledge checks (e.g., quiz, exercise, case study) to confirm the student's progress for each module.

**6.2 Task 2 – Add DND Context to the Preliminary Systems Engineering Fundamentals Course Package:**

- 6.2.1 Although DND is in the process of adopting the SEBoK (Systems Engineering Body of Knowledge), INCOSE (International Council on SE) Systems Engineering Handbook, and ISO 15288 for its framework for establishing Systems Engineering processes & activities, there are several DND specific areas of knowledge which are not reflected in these references. Consequently, there is a requirement in adding DND context into the training material that is directed at DND Systems Engineering practitioners.
- 6.2.2 The intent of adding DND context to the course package may require slight modifications to the structure and core content of the course material.
- 6.2.3 The Contractor must add DND context by:
- a) Inserting teaching points and references as additional information at appropriate points in the course presentation material (such as links, handouts and other minor additions); and
  - b) Creating or modifying case studies or scenarios that may be used in group work such that they are relevant to the DND environment.
- 6.2.4 Based on a review of the Preliminary Course Package, the Technical Authority will identify opportunities for adding DND context:
- 6.2.5 During the review, the Technical Authority will ensure that the knowledge required for the students to meet all of the Learning Objectives and knowledge areas as described in section 4.1.1 of the Statement of Work is included in the course package.
- 6.2.6 The Contractor must facilitate and participate in a DND Context Workshop that will be held at DND facilities in the NCR for up to five days. During the DND Context Workshop the Contractor and the Technical Authority will jointly define changes to the Preliminary Course Package to add DND context. The text associated with all changes must be finalized by the Contractor following the conclusion of the workshop, with specific input provided by the Technical Authority.
- 6.3 Task 3 – Finalize Systems Engineering Fundamentals Course Package:**
- 6.3.1 The Contractor must finalize the Course Package based on:
- a) Deficiencies identified by the Technical Authority in the Preliminary Course Package; and
  - b) Additions of DND context to the Course Package in accordance with sections 7.4.5 and 7.4.6 of this Statement of Work.
- 6.3.2 The Contractor must prepare a Course Package – English Version for the course and submit to the Technical Authority for review and acceptance.
- 6.3.3 The Course Package – English Version must satisfy the requirements of Item 2 – Course Package – English Version Table 1 – Deliverables.



6.3.4 The Contractor must prepare a Course Package – French Version for the course and submit to the Technical Authority for review and acceptance.

6.3.5 The Course Package – French Version must satisfy the requirements of Item 3 – Course Package – French Version Table 1 – Deliverables.

**6.4 Task 4 – Create Requirements and SOW Development for a System Course Package:**

6.4.1 The Contractor must provide the Requirements and SOW Development for a System Course Package in accordance the requirements stated in section 4.2 of the Statement of Work. The Contractor must be able to develop the content of the two-day **Requirements and SOW Development for a System Module** separately from the finalized Systems Engineering (SE) Fundamentals Course Package (Task 3) to create the Requirements and SOW Development for a System Course Package.

6.4.2 It is imperative that the same core content be applied to both (i.e. the two-day module of the five-day Systems Engineering (SE) Fundamentals Course and the two-day standalone Requirements and SOW Development for a System Course).

**6.5 Task 5 – Finalize Requirements and SOW Development Course for a System Package:**

6.5.1 The Contractor must prepare a Course Package – English Version for the course and submit to the Technical Authority for review and acceptance in accordance with Section 7.4.5 and 7.4.6 of this Statement of Work.

6.5.2 The Course Package – English Version must satisfy the requirements of Item 2 – Course Package – English Version Table 1 – Deliverables.

6.5.3 The Contractor must prepare a Course Package – French Version for the course and submit to the Technical Authority for review and acceptance.

6.5.4 The Course Package – French Version must satisfy the requirements of Item 3 – Course Package – French Version Table 1 – Deliverables.

**6.6 Task 6 – Develop and Maintain Course Schedule (applies to both courses):**

6.6.1 The Project Authority/Course Administrator will develop and maintain the Course Schedule for delivery in the NCR and any other possible location across Canada.

6.6.2 The Project Authority/Course Administrator reserves the right to replace a Course Serial in French by a Course Serial in English should there be insufficient demand for the Course Serial in French. The project Authority/Course Administrator will do so by email a minimum of twenty (20) business days prior to the start of the affected course serial, at no cost to DND.

6.6.3 The Project Authority/Course Administrator reserves the right to cancel a scheduled Course Serial, by providing written direction to the Contractor by email a minimum of twenty (20) business days prior to the start of the affected course serial, at no cost to the DND.

6.6.4 The Project Authority/Course Administrator may request the scheduling of additional Course Serials by email when a sufficient pool of candidates is identified by DND. Specific dates, the requested language of instruction, and location of instruction will be requested by the Project Authority/Course Administrator in the email, and acceptance by the Contractor must be confirmed by email.

6.6.5 The Course Schedule must satisfy the requirements of Item 4 – Course Schedule of Table 1 – Deliverables and the requirements listed in section 7.5 of this SOW.



## **6.7 Task 7 – Deliver Scheduled Course Serials (applies to both courses):**

### **6.7.1 Pre-Course Administration**

6.7.1.1 The Project Authority/Course Administrator will manage the loading of students on each course scheduled in the Course Schedule. The Project Authority/Course Administrator will target course loading for twenty-two (22) students per course in French and twenty-four (24) in English, with a minimum of twelve (12) for French and fifteen (15) in English and a maximum of twenty-six (26) students.

### **6.7.2 Course Delivery**

6.7.2.1 The Contractor must deliver Course Serials as scheduled in the Course Schedule (Section 7.5).

6.7.2.2 The Contractor must provide an Instructor(s) with the qualifications specified in the RFP (see Appendix 1 to Annex "A" – Evaluation Criteria – MT3) to instruct each Course Serial. Replacement of the Instructor(s) is subject to the same Technical Evaluation Criteria of the RFP and General Conditions of the Contract.

6.7.2.3 The Contractor may use more than one instructor to deliver a Course Serial as long as all instructors meet the requirements of the RFP (see Appendix 1 to Annex "A" – Evaluation Criteria – MT3) and there are no additional costs to Canada. The Contractor may choose to assign multiple instructors to the delivery of a Course Serial to take advantage of the strengths and experience of each instructor

6.7.2.4 The Contractor must deliver the Course Serial over a period of:

- a) Systems Engineering (SE) Fundamentals Course: five (5) days, with 6.5 hours of classroom time per day, for a total of 32.5 hours of classroom time.
- b) Requirements and SOW Development for a System Course: two (2) days, with 6.5 hours of classroom time per day, for a total of 13.0 hours of classroom time.

6.7.2.5 The Contractor must schedule each day of instruction of the Course Serial between 8:00 and 15:30 and make provision for a lunch break and health breaks using 1 hour of non-classroom time per day.

6.7.2.6 The Contractor must abide by all the requirements contained within Appendix 2 to Annex "A" – Letter of Understanding for Instructors Delivering Training at MMTC, including signing a copy of Appendix 2 to Annex "A" prior to the start of the course".

6.7.2.7 The first delivery of a course must be considered by the Contractor as a pilot course. As such, the Contractor must update the course material prior to delivering the course for the second time to correct any errors and to address comments from the Technical Authority and the Project Authority/Course Administrator, with a view to facilitate learning by the students. This will be done at no cost to DND. In addition, the Contractor must update the course material as errors are identified. This will be done at no cost to DND.

6.7.2.8 For each English Course Serial, the Contractor must provide an English version of the Student Manual for the student's retention after course completion.

6.7.2.9 For each English Course Serial, the Contractor must make available ten (10) copies of the Student Manual in French for the student's retention after course completion.

6.7.2.10 The English version of the Student Manual must satisfy the requirements of Item 7 – Student Manual – English Version in Table 1 – Deliverables.

6.7.2.11 For each French Course Serial, the Contractor must provide a French version of the Student Manual for the student's retention after course completion.

6.7.2.12 For each French Course Serial, the Contractor must make available ten (10) copies of the Student Manual in English for the student's retention after course completion.

6.7.2.13 The French version of the Student Manual must satisfy the requirements of Item 8 – Student Manual – French Version in Table 1 – Deliverables.

6.7.2.14 Each Course Serial must satisfy the requirements of Item 10 – Course Serials – In Table 1 – Deliverables.

### **6.7.3 Course Critiques**

6.7.3.1 A Materiel Management Training Centre (MMTC) staff member will distribute a course critique to all participants on the first day of class and designate a class volunteer to collect and submit them to the MMTC office. Instructors must provide time for their completion (See Section on Course Critiques in Appendix 2 to Annex "A" – Letter of Understanding for Instructors Delivering Training at MMTC).

### **6.7.4 Instructor's Feedback Questionnaire**

6.7.4.1 The Contractor must prepare and submit to Project Authority/Course Administrator an "Instructor's Feedback Questionnaire" Report after the completion of each Course Serial.

6.7.4.2 The Instructor's Feedback Questionnaire Course Report must satisfy the requirements of Item 9 – Instructor's Feedback Questionnaire in Table 1 – Deliverables and the Section on Instructor's Feedback Questionnaire in Appendix 2 to Annex "A" – Letter of Understanding for Instructors Delivering Training at MMTC.

## **6.8 Task 8 – Update Course Packages (applies to both courses)**

6.8.1 The Contractor must prepare an Updated Course Package (English version) two (2) years after the initial acceptance by the Technical Authority of the Course Packages and submit to the Technical Authority for review and acceptance. The Contractor must include any new material contained in the revised versions of the SEBoK, INCOSE Systems Engineering Handbook, ISO 15288, and other SE references, as well as any requests by the Technical Authority.

6.8.2 The Updated Course Package – English Version must satisfy the requirements of Item 5 – Updated Course Package (English Version) in Table 1 – Deliverables and section 7.4.2 of this SOW.

6.8.3 The Contractor must prepare Updated Course Package (French version) following acceptance by the Technical Authority of the updated course package (English version), and submit to the Technical Authority for review and acceptance.

6.8.4 The Updated Course Package (French Version) must satisfy the requirements of Item 6 – Updated Course Package (French Version) in Table 1 – Deliverables and section 7.4.2 of this SOW.

6.8.5 It is imperative that the Requirements and SOW Development for a System material core content be the same, whether as a standalone two-day course or as a two-day module within the five-day Systems Engineering (SE) Fundamentals course.

6.8.6 If Option Period 1 is exercised by Canada, the Contractor must prepare an Updated Course Package no later than 6 months after the start of Option Period 1 and submit to the Technical Authority for review and acceptance.

## 7.0 DELIVERABLES (applies to both courses)

### 7.1 Tables 1 – Deliverables

Item	Description	Requirements	Delivery Dates	Media
<b>Documentation Deliverables – Training Development</b>				
1	Preliminary Course Package– English Version	Preliminary Course Package	To Technical Authority (TA), 8 weeks after Contract Award (CA)	2 Hard copy (bound) 2 Soft copy (DVD), pdf and PowerPoint formats
2	Course Package – English Version	Course Packages (Systems Engineering (SE) Fundamentals and Requirements and SOW Development for a System)	To TA, 16 weeks after CA	2 Hard copy (bound) 2 Soft copy (DVD), pdf and PowerPoint formats
3	Course Package – French Version	Course Packages (Systems Engineering (SE) Fundamentals and Requirements and SOW Development for a System)	To TA, 6 weeks after Technical Authority's acceptance of the Course Package – English Version	2 Hard copy (bound) 2 Soft copy (DVD), pdf and PowerPoint formats
4	Acceptance of Course Schedule	Course Schedule (Systems Engineering (SE) Fundamentals and Requirements and SOW Development for a System)	To Project Authority/Course Administrator, 8 weeks after CA; 2 weeks after the execution of an Option to the Contract; 2 days after any agreed change to the schedule	By email
5	Updated Course Package – English Version	Course Packages (Systems Engineering (SE) Fundamentals and Requirements and SOW Development for a System)	To TA, two years after the initial acceptance of the Course Packages in English by the TA	2 Hard copy (bound) 2 Soft copy (DVD), pdf and PowerPoint formats
6	Updated Course Package – French Version	Course Packages (Systems Engineering (SE) Fundamentals and Requirements and SOW Development for a System)	To TA, 4 weeks after Technical Authority's acceptance of the Updated Course Package – English Version	2 Hard copy (bound) 2 Soft copy (DVD), pdf and PowerPoint formats

Item	Description	Requirements	Delivery	Media
<b>Documentation Deliverables – In Support of Delivery of a Course Serial</b>				
7	Student Manual – English Version	Student Manual	To students attending the course, at start of each Course Serial	Hardcopy, bound 1 per student attending a Course Serial delivered in English 10 spares available for a Course Serial delivered in French, provided at student request



8	Student Manual – French Version	Student Manual	To students attending the course, at start of each Course Serial	Hardcopy, bound 1 per student attending a Course Serial delivered in French 10 spares available for a Course Serial delivered in English, provided at student request.
9	Instructor's Feedback Questionnaire	Instructor's Feedback Questionnaire	To Project Authority/Course Administrator, 5 days after the completion of the Course Serial	Email

Item	Description	Requirements	Delivery	Media
<b>Service Deliverables – Training Delivery</b>				
10	Course Serials	Task 7 – Deliver Scheduled Course Serials	To students attending the course, in accordance with approved Course Schedule. First serial estimated to be delivered In <b>Summer 2017</b> .	

## 7.2 Acceptance of Deliverables

- 7.2.1 Documentation Deliverables related to training development will be reviewed by the Technical Authority for compliance with the specified requirements. Results of the review will be provided to the Contractor within 3 (three) weeks after receipt of a documentation deliverable.
- 7.2.2 The delivery of Course Serials may be subject to audits by the Technical Authority for compliance with the specified requirements.

## 7.3 Preliminary Systems Engineering (SE) Fundamentals Course Package

- 7.3.1 The Preliminary Course Package must satisfy the requirements of the Course Package specified in Section 7.4.1 - Course Package Components.
- 7.3.2 The content of the Preliminary Course Package must include the knowledge required for the students to be able to meet all the Mandatory Learning Objectives MT4 (described in Appendix 1 to Annex "A" – Evaluation Criteria), and all of the Rated Learning Objectives RT3 (described in Appendix 1 to Annex "A" – Evaluation Criteria). It must also address all the knowledge areas described in Appendix 1 to Annex "A" – Evaluation Criteria – RT2.
- 7.3.3. The Contractor must provide a clear cross reference from each Mandatory Learning Objective and from each Rated Learning Objective, as well as from each SEBoK knowledge area (RT2) held accountable to the specific chapter/part of the course material included in the Preliminary course package.

## 7.4 Course Package (applies to both courses)

### 7.4.1 Course Package Components

- 7.4.1.1 The Course Package must include the following components:

- Course Outline in accordance with section 7.6 of this Statement of Work; and
- Student Manual in accordance with section 7.7 of this Statement of Work.

#### 7.4.2 Updated Course Package Components

- 7.4.2.1 When the Course Package is updated approximately every two (2) years as per **Task 8 – Update Course Packages**, the Course Package must include updates to the components specified in the section on Course Package Components, as well as a list of all the changes. Each change on the list must be linked to the applicable component of the course package, and the section of the reference that triggered the change.

#### 7.4.3 Learning Objectives

- 7.4.3.1 The **Systems Engineering (SE) Fundamentals course** must provide the students the sufficient knowledge to be able to meet the Mandatory Learning Objectives listed in MT4 (see Appendix 1 to Annex “A” – Evaluation Criteria), the rated Learning Objectives RT3 and knowledge areas RT2 (as described in Appendix 1 to Annex “A” – Evaluation Criteria), as well as the ones resulting from the DND Context workshop (see Task 2 of the SOW.)
- 7.4.3.2 The **Requirements and SOW Development for a System course/module** must provide the students the sufficient knowledge to be able to meet Learning Objectives 4 to 8 as listed in MT4 in Appendix 1 to Annex “A” – Evaluation Criteria, the affiliated rated Learning Objectives covered in the Contractor’s proposal (as described in Appendix 1 to Annex “A” – Evaluation Criteria), as well as the affiliated ones resulting from the DND Context workshop (see Task 2 of the SOW).
- 7.4.3.3 The course must include practical experience, gained through participation in exercises and group learning activities such as guided discussion, role play, case study, and group work using SE scenarios in the context of DND environment where applicable.

#### 7.4.4 Student Demographics

- 7.4.4.1 Courses content must be suitable for a diverse student population. The student population will comprise members of the Canadian Armed Forces (CAF) and public servants within the Department of National Defence (DND). Most of the students taking the course will have experience in the CAF/DND environment.
- 7.4.4.2 Most of the students taking the **Systems Engineering (SE) Fundamentals course** will possess technical (college or/and engineering degree) education, and will come from the engineering occupation.
- 7.4.4.3 Most of the students taking the **Requirements and SOW Development course** or **Requirements and SOW Development module** will generally possess post-secondary education, and will come from many different occupations, including DND operations, administration, technical, procurement, and finance.

#### 7.4.5 Basis of Course Content

- 7.4.5.1 Course content must be based on the applicable finalized course package described in Task 3 - Finalize Systems Engineering (SE) Fundamentals course package, or Task 5 - Finalize the Requirements and SOW Development for a System course package, in addition to any updated course package as described in Task 8 – Update Course Packages.

#### 7.4.6 DND Content to Systems Engineering Fundamentals Course

- 7.4.6.1 Course content will include material specific to the context of systems engineering applied to the entire system life cycle stages (from pre-concept to retirement) in DND.

**7.4.7 Teaching Methods and Verification of Achievement of Learning Objectives (applies to both courses)**

- 7.4.7.1 Instructional time must include interactive teaching methods such as guided discussion, role-play, case study, and group work.
- 7.4.7.2 The course content must include various means of verifying that the Learning Objectives of the course have been achieved for each student. For example, each teaching point, case study, exercise or scenario must be aligned to the applicable Learning Objective(s).
- 7.4.7.3 The means of verification must include a knowledge check at the end of each module.

**7.4.8 Language of Course Package (applies to both courses)**

- 7.4.8.1 The course package must have an English version and a French version, where the content of the course package of each language version is equivalent.

**7.5 Course Schedule (applies to both courses)**

- 7.5.1 The Course Schedule will be prepared by the Project Authority/Course Administrator. It will cover the period for which the contract has been awarded and for which contract options have been exercised.
- 7.5.2 The Course Schedule will identify, for each Course Serial scheduled:
- Course Title;
  - A unique identifier for the Course Serial;
  - Course dates; and
  - Location.
- 7.5.3 The Course Schedule will identify:
- Systems Engineering (SE) Fundamentals Course: three (3) Course Serials per year in English and one (1) Course Serial per year in French.
  - Requirements and SOW Development for a System Course: five (5) Course Serials per year in English and one (1) Course Serial per year in French.
- 7.5.4 The Course Schedule will include all approved additions, deletions, or change in the language of delivery of Course Serials.
- 7.5.4 The Contractor must signify acceptance of the Course Schedule to the Project Authority/Course Administrator by email.
- 7.6 Course Outline (applies to both courses)**
- 7.6.1 The Contractor must develop a Course Outline. The Course Outline must be included in Student Manual. The Course Outline must break the hours of classroom time for a Course Serial into discreet instructional and administrative activities.
- 7.6.2 For each activity, the Course Outline must provide:
- Schedule of the activity, for example Day 1, 08:00 – 10:00; and
  - Title of the activity.

**7.7 Student Manual (applies to both courses)**

7.7.1 The Contractor must develop the Student Manual. The Student Manual must contain:

- Course Outline;
- List of Course Objectives;
- All presentation material used in the delivery of the course;
- All handouts and other material used in support of interactive teaching methods such as case studies and group work;
- All knowledge checks; and
- All exercises or assignments.

7.7.2 The Student Manual must include space for students to annotate the presentation material. Hard copies of the Student Manual must be bound.

**8.0 TIMEFRAME AND DELIVERY DATES (applies to both courses)**

8.1 Delivery dates are specified in Table 1 – Deliverables.

**9.0 LANGUAGE REQUIREMENT**

9.1 The Instructor must be fluent in the language of instruction of the Course Serial they are instructing. Fluent means that the Instructor must be able to communicate orally and in writing without any assistance and with minimal errors.

**10.0 CONSTRAINTS**

10.1 The Contractor must ensure that they and their personnel do not use Government of Canada or the Client Department designations, logos or insignia on any business cards, cubicle/office signs or written/electronic correspondence that in any manner lead others to perceive Contractor personnel as being an employee of Canada.



## APPENDIX 1 to ANNEX "A" – EVALUATION CRITERIA

#	MANDATORY TECHNICAL CRITERION (MT)	BID PREPARATION INSTRUCTIONS
<b>MT1</b>	<p>The Bidder must demonstrate that they have delivered a technical course (in the domain of Systems Engineering) with a minimum duration of three (3) working days within the past 36 months as of bid closing using a minimum of three (3) of the following adult education techniques:</p> <ul style="list-style-type: none"><li>• Lecture;</li><li>• Questioning Techniques;</li><li>• Discussion Groups;</li><li>• Case Study;</li><li>• Group Work;</li><li>• Role-playing;</li><li>• Simulations and Games;</li><li>• Independent Learning Packages;</li><li>• Job Aids; and</li><li>• Self-directed Learning Techniques.</li></ul>	<p>The Bidder must provide evidence of an established capability to deliver a technical course in the domain of Systems Engineering. Evidence may include a current course catalogue or courseware from previously delivered courses (such as student manuals, case studies, exercises).</p> <p>The Bidder must provide a list of each adult education technique employed in the course and provide a cross-reference list demonstrating how at least three (3) of the techniques are covered.</p>
<b>MT2</b>	<p>The Bidder must demonstrate that they have an established capability to develop and deliver a technical training course in the domain of Systems Engineering in English or French with a minimum duration of three (3) working days.</p>	<p>The Bidder must provide evidence of an established capability to develop and deliver technical training in English or French. Evidence may include a current course catalogue. The information must include, as a minimum, the following:</p> <ul style="list-style-type: none"><li>• Course title;</li><li>• Date(s) of delivery;</li><li>• Course length;</li><li>• Course outline; and</li><li>• Language of instruction.</li></ul>
<b>MT3</b>	<p>The Bidder must provide:</p> <ul style="list-style-type: none"><li>- One (1) bilingual Instructor (English and French); or</li><li>- One (1) English Instructor and one (1) French Instructor.</li></ul> <p>With the following qualifications (for each Instructor):</p> <ol style="list-style-type: none"><li>1) Have taught a minimum of two (2) Course serials in English and/or French of a technical course , within the past four (4) years; and</li><li>2) Have a minimum of ten (10) years' experience** in the domain of System-Engineering (SE).</li></ol> <p>** Experience is based on the SE Learning</p>	<p>The Bidder should submit a detailed résumé(s) for the proposed Instructor(s), providing complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained.</p>



#	MANDATORY TECHNICAL CRITERION (MT)	BID PREPARATION INSTRUCTIONS
	Objectives of MT4. The Instructor(s) must (each) have experience with at least 10 out of 20 Learning Objectives.	
<b>MT4</b>	<p>The Bidder must demonstrate that they have delivered within the past 36 months as of bid closing, a course or combination of courses in English or French, which jointly cover at a detailed level, at least 10 of the following Mandatory Learning Objectives:</p> <ol style="list-style-type: none"><li>1) Use of Systems Engineering Standards and guidelines: ISO/IEC 15288;</li><li>2) Apply the ISO/IEC 15288 system life cycle model with its stages and processes;</li><li>3) Apply System thinking to the solution development (including sustainment);</li><li>4) **Define what are requirements and their characteristics (e.g., achievable, testable).</li><li>5) **Capture and analyze Requirements;</li><li>6) **Perform trade-off studies;</li><li>7) **Develop a system Performance/Technical Requirements Specification;</li><li>8) **Develop a Statement of Work (SOW) for the acquisition of a system;</li><li>9) Identify, analyze, manage technical risks;</li><li>10) Recognize the importance of logical (functional) and physical architecture design as part of the development stage for a system, and the use of associated models;</li><li>11) Perform system integration;</li><li>12) Verify and validate throughout the entire life cycle of the system;</li><li>13) Use requirements traceability tools;</li><li>14) Use test/verification traceability tools;</li><li>15) Develop a typical Systems Engineering Management Plan (SEMP);</li><li>16) Develop a typical Test and Evaluation Management Plan (TEMP);</li><li>17) Develop a Requirements Verification Matrix (RVM);</li><li>18) Describe the fundamental Requirements Management activities;</li><li>19) Describe the fundamental Configuration Management activities; and</li><li>20) Describe the types of configuration baselines.</li></ol> <p>**These Learning Objectives are specific to the Requirement and SOW Development for a System Course.</p>	<p>For each Learning Objective listed in the column to the left, the Bidder must:</p> <ul style="list-style-type: none"><li>• Identify the course(s) that covered the content associated with the Learning Objective;</li><li>• Provide evidence that the content was covered in the course(s);</li><li>• Provide a clear cross reference from the Learning Objective to the specific evidence provided.</li></ul> <p>Evidence may include:</p> <ul style="list-style-type: none"><li>• Courseware from previously delivered courses (such as student manuals, case studies, exercises); and</li><li>• Testimonials or course evaluations (such as course critiques, letters of appreciation, questionnaires/surveys).</li></ul> <p>For each delivered course referenced, the Bidder must provide, as a minimum, the following details:</p> <ul style="list-style-type: none"><li>• Course title;</li><li>• Course duration in days</li><li>• Date(s) of delivery; and</li><li>• Language of instruction.</li></ul>



Point Rated Technical Criteria (RT)			
Number	Point Rated Technical Criterion	Bid Preparation Instructions	Weighting (Points)
<b>Experience</b>			
<b>RT1</b>	The Bidder's proposed Instructor(s) should be certified as a Certified Systems Engineering Professional (CSEP) or Expert Systems Engineering Professional (ESEP) by INCOSE (International Council of Systems Engineering).	The Bidder should submit a copy of the proposed resource(s) CSEP certification or ESEP certification by INCOSE with the bid.	<p>0 points = The Instructor(s) have no CSEP certification or ESEP certification by INCOSE</p> <p>3 points = either (but not both) the English or French Instructor has a CSEP certification by INCOSE</p> <p>5 points = either (but not both) the English or French Instructor has a ESEP certification by INCOSE</p> <p>6 points = the Bilingual Instructor or both the English and French Instructors have a CSEP certification by INCOSE</p> <p>8 points = one of the unilingual Instructor has a CSEP certification by INCOSE and the other unilingual Instructor has an ESEP certification by INCOSE</p> <p>10 points = if the bilingual Instructor has an ESEP certification by INCOSE or if both unilingual Instructors have an ESEP certification by INCOSE</p> <p>*Max amount of points for <b>RT1</b> = 10 points</p>
<b>RT2</b>	The Bidder should have delivered within the past 36 months, a course or combination of courses which jointly cover, at a detailed level,	For each Knowledge Area listed, the Bidder should: <ul style="list-style-type: none"><li>Identify the course(s) that</li></ul>	For each Knowledge Area, points will be allocated as follows:



### Point Rated Technical Criteria (RT)

Number	Point Rated Technical Criterion	Bid Preparation Instructions	Weighting (Points)
	<p>content found in the current Systems Engineering Body of Knowledge (SEBoK version 1.4, or the latest version see: <a href="http://www.sebokwiki.org">www.sebokwiki.org</a>) that comprise the Knowledge Areas listed below:</p> <ol style="list-style-type: none"> <li>1) Systems Fundamentals;</li> <li>2) Systems Thinking;</li> <li>3) Life Cycle Processes &amp; Models;</li> <li>4) Concept &amp; System Definition;</li> <li>5) System Realization, Deployment and Use; and</li> <li>6) Systems Engineering Management; and</li> <li>7) Systems Engineering Standards (ex: ISO 15288, IEEE 1220, EIA-632, etc.).</li> </ol>	<p>covered the content associated with the Knowledge Area;</p> <ul style="list-style-type: none"> <li>• Provide evidence that the content was covered in the course(s);</li> <li>• Provide a clear cross reference from the Knowledge Area to the specific evidence provided; and</li> <li>• Provide testimonials or course evaluations with regards to the quality and/or relevancy of the material provided.</li> </ul>	<p>0 points = if evidence is not provided</p> <p>2 points = if evidence is provided in the form of Courseware (example: student manuals, case studies, exercises) and with <u>less than</u> three (3) testimonials or course evaluations (example: course critiques, letters of appreciation, questionnaires or surveys).</p> <p>3 points = if evidence is provided in the form of Courseware (example: student manuals, case studies, exercises) and with <u>three (3) or more</u> testimonials or course evaluations (example: course critiques, letters of appreciation, questionnaires or surveys).</p> <p>*Max amount of points for <b>RT2</b> = 21 points</p>
<b>RT3</b>	<p>The Bidder should have delivered within the past 36 months, a course or combination of courses which jointly cover, at a detailed level, content described as the following Learning Objectives:</p> <ol style="list-style-type: none"> <li>1) Contribute to the definition of the user "problem space";</li> <li>2) Contribute to the development of Operational (users) Requirements;</li> <li>3) Develop a system logical/functional solution;</li> <li>4) Develop a system physical solution;</li> <li>5) Use systems modelling artefacts such as Model-Based Systems Engineering (MBSE), Systems Modeling Language</li> </ol>	<p>For each Learning Objective listed, the Bidder should:</p> <ul style="list-style-type: none"> <li>• Identify the course(s) that covered the content associated with the Learning Objective;</li> <li>• Provide evidence that the content was covered in the course(s);</li> <li>• Provide a clear cross reference from the Learning Objective to the specific evidence provided; and</li> <li>• Provide testimonials or course evaluations with regards to the quality and/or relevancy of the material provided.</li> </ul>	<p>For <u>each</u> Learning Objective, points will be allocated as follows:</p> <p>0 points = if evidence is not provided</p> <p>2 points = if evidence is provided in the form of Courseware (example: student manuals, case studies, exercises) and with <u>less than</u> three (3) testimonials or course evaluations (example: course critiques, letters of appreciation, questionnaires or surveys).</p>





**Point Rated Technical Criteria (RT)**

Number	Point Rated Technical Criterion	Bid Preparation Instructions	Weighting (Points)
	(SysML), and Unified Modeling Language (UML); 6) Develop Technical Performance Measures (TPMs), and Key Performance Parameters (KPPs); 7) Contribute to the development and validation of a Quality Management Plan; 8) Contribute to the development and validation of a Modelling & Simulation, and Prototyping Plan, as well as identifying the benefits and pit falls of each; 9) Contribute to the development of a Risk Management (RM) Plan by providing technical risks; 10) Contribute to the development of the Configuration, Integrated Logistic Support, Interface and Data Management Plans; 11) Perform a configuration audit; 12) Contribute to the Engineering Change Proposals (ECPs), and Change Control processes (includes assessment and technical reviews); 13) Perform sustainment analysis; 14) Integrate engineering specialities (such as: Software Engineering, Electrical Engineering, Mechanical Engineering, Environmental Engineering, Human Systems Integration, System Security Engineering, Resilience Engineering, Safety Engineering, and Affordability).		3 points = if evidence is provided in the form of Courseware (example: student manuals, case studies, exercises) and with <u>three (3) or more</u> testimonials or course evaluations (example: course critiques, letters of appreciation, questionnaires or surveys).  *Max amount of points for <b>RT3</b> = 42 points
<b>Minimum Points Required:</b>			<b>35</b>
<b>Total Points Available:</b>			<b>73</b>



## **APPENDIX 2 to ANNEX "A" – LETTER OF UNDERSTANDING FOR INSTRUCTORS DELIVERING TRAINING AT MMTC**

We would like to provide those delivering training at the Materiel Management Training Centre (MMTC) with important information on administrative and safety standards as well as policies and procedures to be followed. Please note that all instructors assigned to teach at MMTC are required to provide the MMTC office with a signed copy of this letter before being allowed access to facilities.

### **MMTC Hours of Operation**

MMTC is open between 07:30 and 16:00. Instructors are permitted earlier entry to their assigned classrooms at 07:10 on scheduled course dates. They may also have access to the facilities 1 (one) or 2 (two) business days before their scheduled course if the classroom is free at the time. Please contact the MMTC office in advance to request prior access.

To ensure compliance with security and administrative requirements, all instructors and participants must leave the facilities before 16:00. It is recommended that instructors complete their training no later than 15:45 daily. On the last day of the course, training should be completed no later than 15:30 to allow time to complete all Classroom Shut Down activities on the attached checklist. Before departure, instructors must ensure that all participants have left the classroom and that MMTC staff is informed of their departure.

### **Administrative and Safety Procedures**

An MMTC staff member will brief all participants on Administrative and Safety Procedures on day one (1) before training begins. Instructors must be knowledgeable about the contents of the presentation as they may be required to deliver this presentation if, due to unforeseen circumstances, no MMTC staff member is available for the task. A copy of the presentation is located on the instructor's classroom computer. Note: in the event of an emergency, instructors are responsible for keeping track of participants in their course. In the event of an evacuation, everyone at MMTC must exit the Asticou building and meet in parking lot P4 where instructors are to take attendance of their class participants and follow the instructions of authority.

### **Additional Support**

If you require additional assistance or special accommodations, please contact MMTC staff three (3) weeks prior to the course start date

### **Nominal Roll & Attendance List**

The instructor will receive a nominal roll on the first day of class and is responsible for ensuring that each student verifies, corrects (if necessary), and initials the information pertaining to him/her. The sheet must be returned to the MMTC office by 09:00 on the first day of the course.

The instructor will also receive an attendance list and is responsible for ensuring that all participants sign the attendance sheet upon arrival in the morning and afternoon on each day of the course. The sheet is to be submitted to MMTC staff on the last day of the course. It must be kept current and accurate at all times for safety reasons in case of an evacuation.

Instructors must also advise the MMTC office of participant absences.



## Course Critiques

An MMTC staff member will distribute a course critique to all participants on the first day of class and designate a class volunteer to collect and submit them to the MMTC office. Instructors are to provide time for their completion.

## Instructor's Feedback Questionnaire

All instructors must complete the *Instructor's Feedback Questionnaire* provided by MMTC. Please submit the questionnaire to the MMTC office within 5 business days of course completion.

## MMTC IT / Computers

IT security and training policy does not allow insertion of external devices or memory sticks on any DND computer at MMTC. Instructors with courseware on a memory stick must have the external memory stick "scrubbed" and transferred to an MMTC provided DND memory stick which will be tracked for auditing purposes. In order to avoid delays on the first day of the course, we encourage the Instructors to schedule an appointment with the MMTC office one (1) or two (2) days in advance of the course.

In regards to MMTC computer labs, IT security and training policy requires that all instructors and learners be assigned login IDs and passwords. Use of normal personal working logins is not allowed at any time. At no time shall the instructor attempt any form of trouble-shooting on the IT/AV support equipment nor should they disconnect cables. Should difficulties be experienced in the use of MMTC furnished equipment, it is imperative that MMTC staff be immediately informed. All corrective measures will be initiated through the MMTC office.

## Classroom Set Up /Shut Down

The instructor is responsible for setting up the classroom in preparation for the course. Tables and chairs and other objects in the classroom and assigned syndicate rooms can be arranged as desired for the duration of the course. However, the instructor must ensure the rooms are in their original state (see classroom diagram) before leaving on the final day of the course. The instructor must also ensure that all activities on the attached checklist are completed.

## Other Policies

Food or drink is not permitted in the classroom.

The use of MMTC office (2708) space and equipment is reserved exclusively for MMTC staff members. Please ask an MMTC staff member for permission to use of any of their office equipment.

DND prohibits the distribution of non-governmental business cards or pamphlets during training sessions.

I have read and understood my responsibilities as contained in this document and I agree to abide by all policies and procedures listed above.

---

Instructor (Print Name)

---

Signature



\_\_\_\_\_  
Company Name/Government Department

\_\_\_\_\_  
Date

***Please return this document to the MMTC office no later than on the first morning of training.***

---

### MMTC Contact Information

Block 2700, Asticou Centre  
241 Boulevard de la Cité-des-Jeunes  
Gatineau, QC J8Y 6L2

Tel: (819) 997-2065 or (819) 994-8940  
Email: [MAS\\_Training-Formation\\_en\\_ASM@forces.gc.ca](mailto:MAS_Training-Formation_en_ASM@forces.gc.ca)

**Free Parking:** Available in lot P4, located next to the entrance of block 2700 of the facility. If lot P4 is full, lot P3 can be used. You are requested not to use lot P5.



## CHECKLIST

### Before Training

- ☐ Contact MMTC for any special accommodations or support 3 weeks prior to training start date.
- ☐ Contact MMTC to schedule appointment to access classroom and “scrub” USB key 1-2 days before course.

### Administration

- ☐ Ensure that USB key to be inserted in instructor’s computer was scrubbed and provided by MMTC.
- ☐ Ensure that Administration & Safety Brief is delivered before training begins.
- ☐ Ensure that nominal roll is verified (corrected if necessary), initialed by each participant and submitted to MMTC office by 9:00 am on the first day of training.
- ☐ Take attendance every morning and afternoon of training and report all absences to MMTC office.
- ☐ Allow time for participants to complete course critiques.
- ☐ Complete and return *Instructor’s Feedback Questionnaire* no later than 5 business days after course completion.

### Classroom Shut Down - Daily

- ☐ Computers are in “log off” position.
- ☐ Overhead projector is off.
- ☐ Projector screen is raised to the top (fire regulation).
- ☐ Blinds are drawn.
- ☐ Lights are off.
- ☐ Participants have left the classroom.
- ☐ MMTC staff has been informed of your departure for the day.

### Classroom Shut Down - End-of-Course

- ☐ Whiteboards are clean.
- ☐ Used flip chart paper is disposed of.
- ☐ All rooms assigned are arranged in their original order (see diagram in room).
- ☐ Instructor/Participant’s workspaces are clear.
- ☐ MMTC staff has been informed of your departure for the day/session.
- ☐ Attendance sheet has been submitted to the MMTC office.



## ANNEX "B" - BASIS OF PAYMENT

**1.0 PERIOD OF THE CONTRACT: FROM THE DATE OF CONTRACT AWARD TO THREE (3) YEARS AFTER THE COMMENCEMENT OF COURSE DELIVERY ESTIMATED TO BE ON 12 JUNE 2017 [DATE TO BE SPECIFIED IN THE RESULTING CONTRACT]**

During the period of the Contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

### 1.1.1 Labour

The Contractor will be paid an all-inclusive firm fixed price as follows (Applicable Taxes extra):

Milestone No.	Deliverables	Firm Price	Delivery Date
<b>Preliminary Course Package:</b>			
01	Preliminary Systems Engineering (SE) Fundamentals Course Package – <b>English version</b>	\$	To Technical Authority (TA) eight (8) Weeks after Contract Award (CA)
<b>Five-day Systems Engineering (SE) Fundamentals Course Package:</b>			
02A	<b>English version</b>	\$	To TA sixteen (16) weeks after CA
02B	<b>French version</b>	\$	To TA six (6) weeks after TA's acceptance of the Course Package – English Version
<b>Two-day Requirements and Statement of Work (SOW) Development for a System Course Package:</b>			
03A	<b>English version</b>	\$	To TA sixteen (16) weeks after CA
03B	<b>French version</b>	\$	To TA six (6) weeks after TA's acceptance of the Course Package – English Version
<b>Course Schedule:</b>			
04A	Five-day Systems Engineering (SE) Fundamentals Course Schedule – <b>English and French versions</b>	\$	To Project Authority/Course Administrator: <ul style="list-style-type: none"><li>• Eight (8) weeks after CA; and</li><li>• Two (2) days</li></ul>



Milestone No.	Deliverables	Firm Price	Delivery Date
			after any agreed change to the schedule
04B	Two-day Requirements and Statement of Work (SOW) Development for a System Course Schedule – <b>English and French versions</b>	\$	To Project Authority/Course Administrator: <ul style="list-style-type: none"><li>• Eight (8) weeks after CA;</li><li>• Two (2) days after any agreed change to the schedule</li></ul>
<b>Course Package Update:</b>			
05A	Five-day Systems Engineering (SE) Fundamentals Course Update* - <b>English version</b>  *includes any necessary Updates to the Two-day Requirements and Statement of Work (SOW) Development for a System module/course	\$	To TA two (2) years after the TA's acceptance of the Course Package – English
05B	Five-day Systems Engineering (SE) Fundamentals Course Update* - <b>French version</b>  *includes any necessary Updates to the Two-day Requirements and Statement of Work (SOW) Development for a System module/course	\$	To TA six (6) weeks after TA's acceptance of the updated Course Package – English
<b>Total Course Development and Updates Price</b>		\$	

**Course Delivery Price Table:**

Course Title	All Inclusive Firm Unit Price (A)	Estimated Number of Serials (B)	Extended Price per Course (A x B)	Delivery date
Five-day Systems Engineering (SE) Fundamentals - <b>English</b>	\$	9	\$	Approximately once every four (4) months (first course start date estimated summer 2017)
Five-day Systems Engineering (SE) Fundamentals - <b>French</b>	\$	3	\$	Approximately once a year (first course start date estimated in 2017)



Two-day Requirements and Statement of Work (SOW) Development for a System - <b>English</b>	\$	15	\$	Approximately five (5) times per year (first course start date estimated late summer 2017)
Two-day Requirements and Statement of Work (SOW) Development for a System - <b>French</b>	\$	3	\$	Approximately once a year (first course start date estimated in 2017)
<b>Total Course Delivery Price</b>			\$	

**Contract Period Totals Table:**

	<b>Total Price</b>
Total Course Development and Updates Price	\$
Total Course Delivery Price	\$
<b>Total Contract Period Price (excluding Applicable Taxes)</b>	\$

**2.0 Cost Reimbursable Expenses for the Contract (including Option Periods)**

**2.1 Authorized Travel and Living expenses for Work**

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

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Concerning the requirements to travel described in the Statement of Work in Annex A, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed outside the National Capital Region (NCR) defined in the *National Capital Act (R.S.C., 1985, c. N-4)*, available on the Justice Website (<http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont>), at cost, without any allowance for profit and administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the *National Joint Council Travel Directive*; and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

**Total Estimated Cost of Authorized Travel and Living Expenses**

**Initial Contract Period: \$30,000.00**

**Extended Contract Period 1 (If Option is exercised): \$10,000.00**

**Extended Contract Period 2 (If Option is exercised): \$10,000.00**

**Total Estimated Cost (Travel and Living Expenses): \$50,000.00**





### 3.0 OPTION TO EXTEND THE TERM OF THE CONTRACT

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

### 3.1 OPTION PERIOD 1: FROM END OF THE PERIOD OF THE CONTRACT TO ONE (1) YEAR LATER **[DATE TO BE SPECIFIED IN THE RESULTING CONTRACT]**

#### 3.1.1 Labour

The Contractor will be paid an all-inclusive firm fixed price as follows (Applicable Taxes extra):

Milestone No.	Deliverables	Firm Amount (to be completed at Contract Award)	Delivery Date
<b>Course Package Update:</b>			
01A	Five-day Systems Engineering (SE) Fundamentals Course Update* - <b>English version</b>  *includes any necessary Updates to the Two-day Requirements and Statement of Work (SOW) Development for a System module/course	\$	To TA no later than six (6) months after the start of Option Period 1
01B	Five-day Systems Engineering (SE) Fundamentals Course Update* - <b>French version</b>  *includes any necessary Updates to the Two-day Requirements and Statement of Work (SOW) Development for a System module/course	\$	To TA four (4) weeks after the TA's acceptance of the Updated Course Package – <b>English</b>
<b>Course Schedule:</b>			
02A	Five-day Systems Engineering (SE) Fundamentals Course Schedule – <b>English and French versions</b>	\$	<ul style="list-style-type: none"><li>Two (2) weeks after execution of Option Period 1; and</li><li>Two (2) days after any agreed change to the schedule</li></ul>
02B	Two-day Requirements and Statement of Work (SOW) Development for a System Course Schedule – <b>English and French</b>	\$	<ul style="list-style-type: none"><li>Two (2) weeks after execution of Option Period 1; and</li></ul>



Milestone No.	Deliverables	Firm Amount (to be completed at Contract Award)	Delivery Date
	versions		<ul style="list-style-type: none"><li>Two (2) days after any agreed change to the schedule</li></ul>
Total Course Updates and Schedules Price		\$	

Course Delivery Price Table:

Course Title	All Inclusive Firm Unit Price (A)	Estimated Number of Serials (B)	Extended Price per Course (A x B)	Delivery date
Five-day Systems Engineering (SE) Fundamentals - <b>English</b>	\$	3	\$	Approximately once every four (4) months
Five-day Systems Engineering (SE) Fundamentals - <b>French</b>	\$	1	\$	Approximately once a year
Two-day Requirements and Statement of Work (SOW) Development for a System - <b>English</b>	\$	5	\$	Approximately five (5) times per year
Two-day Requirements and Statement of Work (SOW) Development for a System - <b>French</b>	\$	1	\$	Approximately once a year
Total Course Delivery Price			\$	

Option Period 1: Totals Table:

	Total Price
Total Course Updates and Schedules Price	\$
Total Course Delivery Price	\$
Total Option Period 1 Price (excluding Applicable Taxes)	\$



3.2 **OPTION PERIOD 2: FROM END OF OPTION PERIOD 1 TO ONE (1) YEAR LATER [DATE TO BE SPECIFIED IN THE RESULTING CONTRACT]**

3.2.1 **Labour**

The Contractor will be paid an all-inclusive firm fixed price as follows (Applicable Taxes extra):

**Course Schedules Table:**

<b>Course Schedule:</b>			
01A	Five-day Systems Engineering (SE) Fundamentals Course Schedule – <b>English and French versions</b>	\$	<ul style="list-style-type: none"><li>Two (2) weeks after execution of Option Period 2; and</li><li>Two (2) days after any agreed change to the schedule</li></ul>
01B	Two-day Requirements and Statement of Work (SOW) Development for a System Course Schedule – <b>English and French versions</b>	\$	<ul style="list-style-type: none"><li>Two (2) weeks after execution of Option Period 2; and</li><li>Two (2) days after any agreed change to the schedule</li></ul>
<b>Total Course Schedules Price</b>		\$	

**Course Delivery Price Table:**

<b>Course Title</b>	<b>All Inclusive Firm Unit Price (A)</b>	<b>Estimated Number of Serials (B)</b>	<b>Extended Price per Course (A x B)</b>	<b>Delivery date</b>
Five-day Systems Engineering (SE) Fundamentals - <b>English</b>	\$	3	\$	Approximately once every four (4) months
Five-day Systems Engineering (SE) Fundamentals - <b>French</b>	\$	1	\$	Approximately once a year
Two-day Requirements and Statement of Work (SOW) Development for a System - <b>English</b>	\$	5	\$	Approximately five (5) times per year
Two-day Requirements and Statement of Work (SOW) Development for a System - <b>French</b>	\$	1	\$	Approximately once a year
<b>Total Course Delivery Price</b>			\$	




**Option Period 2: Totals Table:**

	<b>Total Price</b>
Total Course Schedule Price	\$
Total Course Delivery Price	\$
<b>Total Option Period 2 Price (excluding Applicable Taxes)</b>	<b>\$</b>



## ANNEX "C" – SECURITY REQUIREMENTS CHECKLIST (SRCL)

 Government of Canada / Gouvernement du Canada		<div>RECEIVED MAR 31 2016 CISD</div>	Contract Number / Numéro du contrat DND-15/0071173
			Security Classification / Classification de sécurité Unclassified
<b>SECURITY REQUIREMENTS CHECK LIST (SRCL)</b> <b>LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)</b> <span style="float: right;">16-391</span>			
<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Department of National Defence		2. Branch or Directorate / Direction générale ou Direction Directorate Materiel Policy & Procedures	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail The Department of National Defence (DND) has a requirement for the development and delivery of a five-day System Engineering (SE) Fundamentals course, as well as the development and delivery of a two-day System Requirements and SOW Development course/module.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>		Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	
7. c) Level of information / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>	
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
Unclassified

Canada





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

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work? ☒ No ☐ Yes  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ Non ☐ Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes  
☒ Non ☐ Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



(SRCL signature page (page 4) to be inserted here in the resulting contract)