



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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
**11 Laurier St. / 11, rue Laurier**  
**Place du Portage , Phase III**  
**Core 0B2 / Noyau 0B2**  
**Gatineau, Québec K1A 0S5**  
**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Business Management and Consulting Services Division /  
Division des services de gestion des affaires et de  
consultation  
11 Laurier St. / 11, rue Laurier  
10C1, Place du Portage  
Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> TRAINING CAPABILITY DEVELOPMENT	
<b>Solicitation No. - N° de l'invitation</b> W8486-163226/D	<b>Date</b> 2017-10-06
<b>Client Reference No. - N° de référence du client</b> W8486-163226	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZG-402-31860	
<b>File No. - N° de dossier</b> 402zg.W8486-163226	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-11-20</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Lalonde, Martin	<b>Buyer Id - Id de l'acheteur</b> 402zg
<b>Telephone No. - N° de téléphone</b> (873) 469-3955 ( )	<b>FAX No. - N° de FAX</b> (819) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE KINGSTON KINGSTON Ontario K7K 7B4 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## **TRAINING AND CAPABILITY DEVELOPMENT SUPPORT SERVICES FOR CANADIAN ARMED FORCES LAND OPERATIONS**

Bid solicitation # W8486-163226/D for the provision of the following professional services: Training and Capability Development support services for Canadian Armed Forces Land Operations.

### **PART 1 – GENERAL INFORMATION**

#### **1.1 Introduction**

The bid solicitation is divided into seven parts plus Attachments and Annexes, as follows:

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

The Attachments include Pricing Schedule, Technical Criteria, Additional Certifications Required at Bid Closing Date.

The Annexes include the Statement of Work, Basis of Payment, Security Requirements Check List, Insurance Requirements, DND 626, Task Authorization Form, Sample MS Office Excel Spreadsheet for Period Usage Reports – Contracts with Task Authorizations.

#### **1.2 Summary**

- 1.2.1 The Department of Public Works and Government Services Canada (PWGSC), on behalf of the Department of the National Defence is seeking to establish a contract for the provision of professional services of Training and Capability Development Support Services as defined in Annex "A", Statement of Work. The period of the resulting contract will be from contract award to March 31, 2024, with an irrevocable option to extend the period of the contract by two (2) additional two (2) year periods under the same terms and conditions. In order to ensure continuity, a transition period of up to twelve (12) months may be required under the same terms and conditions.

The DND commanders and their staff train in the planning and execution of complex combat operations in a cost-effective and environmentally sound synthetic environment using a variety of Canada-owned computer simulation systems at various simulation centres and sites across Canada and from time to time, internationally. These same simulations are used in experiments that provide statistically valid data to Army senior management, which can be used in determining future Army structures and related equipment requirements.

The Contractor will be required to provide an integrated resource team to conduct planning, design, training and experimentation activities as well as the operation and maintenance of various Canada-owned computer simulations and networks used in support of these activities.

The nature of the services will require two types of Contractor Resources:

- 1- Core Resources: The Contractor will be required to provide a team of 76 full time Core Resources on a continuing basis and Specific Activity Support Resources. Core Resources provide the expertise for the planning and conducting of the training and experimentation activities as well as organizational and technical support. They also arrange for and administer the services of the Non-Core Resources.
- 2- Non-Core Resources: The Contractor will be required to provide Non-Core Resources on an "as and when required" basis through the issuance of DND 626 Task Authorizations (TAs). The total number of Non-Core Resources required to support all possible simultaneous specific activities will vary. The Contractor should expect to maintain a pool of approximately four hundred and fifty (450) Non-Core Resources to fulfill training requirements.

The work location for the majority of the Core Resources will be at the Canadian Army Simulation Centre (CASC ) site located at Canadian Forces Base (CFB) Kingston, Ontario. However, some of the Core Resources will be located at the Division Simulation Centres (DSCs) located at CFB Edmonton, Alberta; CFB Gagetown, New Brunswick; CFB Petawawa, Ontario; CFB Valcartier, Quebec; and the Canadian Army Command and Staff College (CACSC) in Kingston, Ontario. Occasionally Core Resources will be required in remote areas of Canada, and in foreign countries.

- 1.2.2 The national security exemption and Canadian Eyes Only restriction provided for in the trade agreements have been invoked; therefore, this procurement is excluded from all of the obligations of all the trade agreements. Competition will be restricted to Canadian companies who satisfy the security requirements described in this bid solicitation. "Canadian companies" refers to Canada-based companies, operating in Canada, and incorporated, registered, or recognized as such, under federal or provincial legislation and which carry out activities in Canada.
- 1.2.3 The resulting contract will not include deliveries of services within locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirements for deliveries of services within locations within, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to CLCAs will have to be treated as a separate procurement not forming part of the bid solicitation.

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#### **1.4 Phased Bid Compliance Process - Debriefings**

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.

#### **1.5 Conflict of Interest**

Without limiting Canada's rights under article 18 of Standard Instructions 2003 – Goods or Services – Competitive Requirements the following private sector company was engaged in the preparation of the bid solicitation:

KPMG LLP

## 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 (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days

Insert: 245 calendar days.

#### 2.1.1 SACC Manual Clauses

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

### 2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation. Bids transmitted to PWGSC by electronic mail will not be accepted.

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

### 2.3 Former Public Servant

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



"fee abatement formula" means the formula applied in the determination of the maximum fee payable during the one-year fee abatement period when the successful bidder is a former public servant in receipt of a pension paid under the [Public Service Superannuation Act](#).

"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](#).

A contract awarded to a FPS who has been retired for less than one year and who is in receipt of a pension as defined above is subject to the fee abatement formula, as required by Treasury Board Policy.

#### **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 Inquiries - Bid Solicitation

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

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

## 2.5 Applicable Laws

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

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

## 2.6 Basis for Canada's Ownership of Intellectual Property

The DND has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#).

- national security;
- statutes, regulations or prior obligations of Canada to a third party or parties preclude Contractor ownership of the Intellectual Property Rights in Foreground Information; and
- the Intellectual Property in Foreground Information consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

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## **2.7 Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favor a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 15 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## 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 [ 4 hard copies and 2 soft copies on CD or DVD];  
Section II: Financial Bid [ 2 hard copies and 1 soft copy on CD or DVD];  
Section III: Certifications [ 2 hard copies]; and  
Section IV: Additional Information [2 hard copies].

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

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

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

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

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

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 and describe their approach 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, contains additional instructions that bidders should consider when preparing their technical bid.

#### Section II: Financial Bid

- A.** 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.

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- B.** Bidders must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- C.** When preparing their financial bid, Bidders should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 7.6, Payment, of Part 7 of the bid solicitation.

**D. Electronic Payment of Invoices - Bid**

Canada requests that bidders:

1. select Option 1 or, as applicable, Option 2 below; and
2. include the selected option in Section II of their bid, after having completed it.

The Bidder is not obligated to accept payment by Electronic Payment Instruments. Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

Option 1:

Electronic Payment Instruments will be accepted for payment of invoices. The following Electronic Payment Instrument(s) are accepted:

- ☐ VISA Acquisition Card
- ☐ MasterCard Acquisition Card
- ☐ Direct Deposit (Domestic and International)
- ☐ Electronic Data Interchange (EDI)
- ☐ Wire Transfer (International Only)
- ☐ Large Value Transfer System (LVTS) (Over \$25M)

Option 2:

- ☐ Electronic Payment Instruments will not be accepted for payment of invoices.

**Section III: Certifications**

In Section III of their bid, bidders should provide the certifications required under Part 5 and, as applicable, any associated additional information.

**Section IV: Additional Information**

In Section IV of their bid, bidders should provide:

1. their legal name;
2. their Procurement Business Number (PBN);
3. the name of the contact person (provide also 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 their bid, and any contract that may result from their bid;
4. for Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information;
5. for Part 6, article 6.1, Security Requirement, of the bid solicitation:
  - a) for each individual who will require access to classified or protected information, assets or sensitive work sites:
    - i. the name of the individual;
    - ii. the date of birth of the individual; and
    - iii. if available, information confirming the individual meets the security requirement as indicated in Part 7 - Resulting Contract Clauses;

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## ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

The Bidder must 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 fixed hourly rate (in Can \$) for each Core and Non-Core Resource Position Title identified in Table 1.

The volumetric data included in this pricing schedule is provided for bid evaluation purposes only. This data is not to be considered as a contractual guarantee. Its inclusion in this pricing schedule does not represent a commitment by Canada or that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

The rates included in this pricing schedule exclude the total estimated cost of the authorized travel and living expenses described in clause 7.7.1.4 of Part 7 of the bid solicitation.

The Table 1, "Pricing Schedule, Core Resources and Non-Core Resources, For Period – contract award to 31 March 2024", must be completed as follow:

- a) complete Column A of Table 1 with proposed fixed hourly rates, inclusive of overhead and profit, for the first 5 fiscal years, for each Position Serial in the table;
- b) complete Column C by multiplying each rate proposed in Column A by the corresponding hours shown in Column B;
- c) complete Column C by calculating all Sub Total and Evaluated prices;

**\*\* A Historic Usage of Non-Core Resources table is included at the end of this Attachment. The information is provided in the Table is for illustrative purposes only. \*\***

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**Table 1 - PRICING SCHEDULE**  
**Core Resources and Non-Core Resources**  
**For Period – Contract award to March 31, 2024**

Position Serial	Position Title	QUOTED FIRM ALL-INCLUSIVE HOURLY RATE (in Cdn \$) Contract award to March 31, 2024	Annual Level of Effort In Hours (for evaluation puposes only)	Total (in Cdn \$)
		Column A	Column B (see note 1)	Column C = A x B
<b>Core Resources</b>				
<b>Kingston Core Resources</b>				
K-001	Contract Wide Coordinator		1,930	
K-002	Assistant CWC		1,930	
K-003	Operations Officer		1,930	
K-004	Administrative Assistant		1,930	
K-005	Senior Activity Leader		2,115	
K-006	Activity Leader – Land Operations		2,115	
K-007	Activity Leader– Land Operations		2,115	
K-008	Activity Leader– Land Operations		2,115	
K-009	Activity Leader– Land Operations		2,115	
K-010	Activity Leader– Land Operations		2,115	
K-011	Activity Leader – Logistics/ Electrical Mechanical Engineer		2,115	
K-012	Activity Leader – Air Land Operations		2,115	
K-013	Activity Leader– Air Land Operations		2,115	
K-014	Activity Leader - Intelligence		2,115	
K-015	Activity Leader - Intelligence		2,115	
K-016	Technical Services Supervisor		2,115	
K-017	Senior SE Technical Integrator (SSET)		1,965	
K-018	SE Tech Integrator (SETI)		1,965	
K-019	SE Tech Integrator		1,965	
K-020	SE Tech Integrator		1,965	
K-021	Digital Information Archivist		1,965	
K-022	Software Scripting Coordinator		1,965	
K-023	Senior Systems Engineering Technician		1,965	
K-024	Systems Engineering Technican		1,965	
K-025	Systems Engineering Technican		1,965	
K-026	Systems Engineering Technican		1,965	

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K-027	Systems Engineering Technican		1,965	
K-028	Joint Conflict and Tactical Simulation (JCATS) Expert		1,965	
K-029	Conflicts and Tactical Simulation (CAST) Expert		1,965	
K-030	CAST Expert		1965	
K-031	One Semi Automated Forces (OneSAF) Expert		1,965	
K-032	Virtual Simulation Expert		1,965	
K-033	Terrain Expert		1,965	
K-034	Terrain Expert		1,965	
K-035	3D Models Expert		1,965	
K-036	3D Models Expert		1,965	
K-037	Senior C2IS Expert		1,965	
K-038	Command and Control Information Systems (C2IS) Expert		1,965	
K-039	C2IS Expert		1,965	
K-040	C2IS Expert		1,965	
K-041	C2IS Expert		1,965	
K-042	C2IS Expert		1,965	
K-043	C2IS Expert		1,965	
K-044	C2IS Expert		1,965	
K-045	C2IS Expert		1,965	
<b>Edmonton Core Resources</b>				
E-001	Contract Site Leader		1,930	
E-002	Activity Leader/ Simulation Specialist		2,115	
E-003	Activity Leader/ Simulation Specialis		2,115	
E-004	SSET		1,965	
E-005	SET		1,965	
E-006	SET		1,965	
E-007	C2IS Expert		1,965	
E-008	C2IS Expert		1,965	
<b>Petawawa Core Resources</b>				
P-001	Contract Site Leader		1,930	
P-002	Activity Leader/ Simulation Specialist		2,115	
P-003	Activity Leader/ Simulation Specialist		2,115	
P-004	SSET		1,965	
P-005	SET		1,965	
P-006	C2IS Expert		1,965	
P-007	C2IS Expert		1,965	
<b>Valcartier Core Resources</b>				
V-001	Contract Site Leader		1,930	
V-002	Activity Leader/ Simulation Specialist		2,115	
V-003	Activity Leader/ Simulation Specialist		2,115	
V-004	SSET		1,965	
V-005	SET		1,965	
V-006	C2IS Expert		1,965	
V-007	C2IS Expert		1,965	



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<b>Gagetown Core Resources</b>				
G-001	Contract Site Leader		1,930	
G-002	Activity Leader/ Simulation Specialist		2,115	
G-003	Activity Leader/ Simulation Specialist		2,115	
G-004	Activity Leader/ Simulation Specialist		2,115	
G-005	SSET		1,965	
G-006	SET		1,965	
G-007	Toolset Expert (Virtual Simulation)		1,965	
G-008	C2IS Expert		1,965	
G-009	C2IS Expert		1,965	
<b>Non-Core Resources (as and when requested via Task Authorization)</b>				
<b>Position Number</b>	<b>Position Titles</b>	<b>QUOTED FIRM ALL-INCLUSIVE HOURLY RATE (in Cdn \$) Contract award to March 31, 2024</b>	<b>Annual Level of Effort In Hours (For evaluation purposes only)</b>	<b>Total (in Cdn \$)</b>
		<b>Column A</b>	<b>Column B (see note 1)</b>	<b>Column C = A x B</b>
NC-001	Activity Leader		3,998	
NC-002	Subject Matter Expert (SME) Level 1		225	
NC-003	SME Level 2		1,875	
NC-004	SME Level 3		150	
NC-005	Senior Writer/ Developer		11,265	
NC-006	Junior Writer/ Developer		5,970	
NC-007	Operations Supervisor		1,238	
NC-008	Cell Supervisor		3,683	
NC-009	Role Player (General)		1,312	
NC-010	Role Player (Specialist)		1,035	
NC-011	Simulation Operator (Independent)		75	
NC-012	Simulation Operator		2,230	
NC-013	General Labourer		615	
NC-014	Senior Staff Co-coordinator		1,875	
NC-015	Operations Officer		3,330	
NC-016	Assistant Operations Officer		1,875	
NC-017	Administrative Assistant		1,875	
NC-018	Senior Activity Leader		4,830	
NC-019	Intelligence Activity Leader		1,875	
NC-020	Senior SE Tech Integrator		1,875	
NC-021	SE Tech Integrator		1,875	
NC-022	Technical Services Supervisor (TSS)		1,875	
NC-023	Software Scripting Coordinator		1,875	
NC-024	Senior SET		1,822	
NC-025	SET		1,875	
NC-026	JCATS Expert		1,995	
NC-027	CAST Expert		158	

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NC-028	OneSAF Expert		705	
NC- 029	Virtual Simulation Expert		1,875	
NC-030	Terrain Expert		53	
NC-031	3D Models Expert		3,465	
NC-032	Senior C2IS Expert		840	
NC-033	C2IS Expert		1,875	
NC-034	Junior Administrative Assistant		4,882	
NC-035	Digital Information Archivist		2,070	
Sub Total price per year proposed for the period from contract award to March 31, 2024 (Core and Non Core Resources)				
Sub Total – Year 1 – Contract award to 31 March 2020 (see note 2)				
Sub Total – Year 2 - 01 April 2020 to 31 March 2021 (see note 3)				
Sub Total – Year 3 - 01 April 2021 to 31 March 2022 (see note 3)				
Sub Total – Year 4 - 01 April 2022 to 31 March 2023 (see note 3)				
Sub Total – Year 5 - 01 April 2023 to 31 March 2024 (see note 3)				
Option period 1 - factor for year 6 (see note 4)	2%	Option period 1 Sub Total - 01 April 2024 to 31 March 2025 (see note 6)		
Option period 1 - factor for year 7 (see note 4)	2%	Option period 1 Sub Total - 01 April 2025 to 31 March 2026 (see note 7)		
Option period 2 - factor for year 8 (see note 5)	2%	Option period 2 Sub Total - - 01 April 2026 to 31 March 2027 (see note 8)		
Option period 2 - factor for year 9 (see note 5)	2%	Option period 2 Sub Total - 01 April 2027 to 31 March 2028 (see note 9)		
Option - Transition period (see note 10)	Not Applicable	Option - Transition period		Not applicable
EVALUATED PRICE (GST/HST excluded) (Total period of the Contract including Optional periods; For Period – contract award to March 31, 2028):				

**Note 1)** The hours provided in column B are provided for evaluation purposes only. Canada makes no representation that these hours reflect, in any way, the actual hours that will be needed or used in any resulting contract.

**Note 2)** As Proposed rates are fixed for the first 5 years the Sub Total for Year 1 must be the same as the Sub Total price per year proposed for the period from contract award to March 31, 2024, multiplied by 0.25 (correspond to 3 months duration).

**Note 3)** As Proposed rates are fixed for the first 5 years the Sub Total for Years 2, 3, 4 and 5 must be the same as the Sub Total price per year proposed for the period from contract award to March 31, 2024.

**Note 4)** If Canada chooses to invoke the first option period, the rates for each of the two years of the first option period (Years 6 and 7) will be determined by using the rates in effect on the Contract at that date adjusted by the annual average percentage change of Indexes v41690973 of table 326-0020, of the CPI index Catalogue no.62-001-XWE, for the previous year. For evaluation purposes, a factor of 2.0% per year will be assumed for determining the price for the first option period.

**Note 5)** If Canada chooses to invoke the second option period, the rates for each of the two years of the second option period (Years 8 and 9) will be determined by using the rates in effect on the Contract at that date adjusted by the annual average percentage change of Indexes v41690973 of table 326-0020, of the CPI index Catalogue no.62-

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001-XWE, for the previous year. For evaluation purposes, a factor of 2.0% per year will be assumed for determining the price for the second option period.

**Note 6)** The Sub Total – Year 6 - 01 April 2024 to 31 March 2025 must be equal to 2% multiplied by Sub Total - Year 5.

**Note 7)** The Sub Total - Year 7 - 01 April 2025 to 31 March 2026 must be equal to 2% multiplied by Sub Total - Year 6.

**Note 8)** The Sub Total - Year 8 - 01 April 2026 to 31 March 2027 must be equal to 2% multiplied by Sub Total - Year 7.

**Note 9)** The Sub Total - Year 9 - 01 April 2027 to 31 March 2028 must be equal to 2% multiplied by Sub Total - Year 8.

**Note 10)** If a transition period is required, the rates for the transition period will be the same as the rates in effect on the Contract at the time of the transition period notice issuance.

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### Historic Usage of Non-Core Resources - (For information Only to be deleted after contract award)

Based on historical information, a pool of approximately 450 Non-Core Resources was established to carry out the previous activity requirements. Previous Non-Core resource requirements have been identified based on taskings conducted from January to December 2016 as follows:

MONTH	LOCATION	RESOURCE TYPE (POSITION)	Number	ESTIMATED DURATION (DAYS)
JANUARY	KINGSTON	EX UNIFIED RESOLVE		
		NC-027 CAST Expert	1	21
		NC-005 Senior Writer Developer	6	21
		NC-006 Junior Writer Developer	4	21
		NC-008 Cell Supervisor	5	21
		NC-009 Role Player (General)	20	21
		NC-010 Role Player (Specialist)	20	21
		NC-015 Senior Staff Coordinator	5	21
		NC-007 Operations Supervisor	20	21
		<b>Decisive Action Training Scenario Development</b>		
		NC-005 Senior Writer Developer	16	30
		NC-015 Senior Staff Coordinator	2	30
		NC-006 Junior Writer Developer	2	30
		NC-001 Activity Leader	2	30
		<b>CANUS Inter-operability Training – Media Support</b>		
		NC-001 Activity Leader	1	10
		NC-015 Senior Staff Coordinator	1	10
		NC-006 Junior Writer Developer	1	10
		NC-007 Operations Supervisor	1	10
		NC-015 Senior Staff Coordinator	1	10

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MONTH	LOCATION	RESOURCE TYPE (POSITION)	Number	ESTIMATED DURATION (DAYS)
		<b>EX DETERMINED DRAGON (Development)</b>		
		NC-007 Operations Supervisor	11	10
		NC-006 Junior Writer Developer	1	10
		NC-015 Senior Staff Coordinator	1	10
		<b>EX RED DEVIL (Development)</b>		
	<b>GAGETOWN</b>	NC-009 Role Player (General)	1	5
		<b>Convoy Operations Training</b>		
		NC-012 Simulation Operator	12	3
		<b>8 CH Recce Tp Training</b>		
		NC-012 Simulation Operator	1	2
		NC-012 General Labourer	8	2
		<b>Armoured School ATW Trg Sp</b>		
		NC-012 Simulation Operator	5	3
		<b>Recce Troop Training</b>		
		NC-012 Simulation Operator	2	6
	<b>EDMONTON</b>	<b>Infantry Company Training</b>		
		NC-011 Simulation Operator	21	5
		<b>Convoy Training</b>		
		NC-012 Simulation Operator	1	1
		<b>Trg Support Coord</b>		
	<b>PETAWAWA</b>	NC-013 General Labourer	1	46
		<b>Brigade Training</b>		
		NC-012 Simulation Operator	24	3
		<b>Light Infantry Training</b>		
		NC-012 Simulation Operator	24	4

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MONTH	LOCATION	RESOURCE TYPE (POSITION)	Number	ESTIMATED DURATION (DAYS)
	VALCARTIER	<b>C2IS Support</b>		
		NC-034 C2IS Support	1	65
		<b>35 CBG CAX</b>		
		NC-005 Senior Writer Developer	1	3
		NC-006 Junior Writer Developer	1	3
		NC-008 Cell Supervisor	1	3
		NC-009 Role Player (General)	3	3
		<b>Simulation Training</b>		
		NC-012 Simulation Operator	5	5
FEBRUARY	KINGSTON	<b>RCAF/Adv Tactical Aviation Course</b>		
		NC-008 Cell Supervisor	1	25
		NC-034 C2IS Support	1	25
		NC-010 Role Player (Specialist)	1	25
		NC-009 Role Player (General)	4	25
		NC-015 Senior Staff Coordinator	1	25
		NC-005 Senior Writer Developer	1	25
		NC-007 Operations Supervisor	5	25
		<b>EX UNIFIED RESOLVE 16</b>		
		NC-028 CAST Expert	1	25
		NC-005 Senior Writer Developer	6	25
		NC-006 Junior Writer Developer	4	25
		NC-008 Cell Supervisor	5	25
		NC-009 Role Player (General)	20	25
		NC-010 Role Player (Specialist)	20	25

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MONTH	LOCATION	RESOURCE TYPE (POSITION)	Number	ESTIMATED DURATION (DAYS)
		NC-015 Senior Staff Coordinator	5	25
		NC-007 Operations Supervisor	20	25
	<b>GAGETOWN</b>	<b>Army Tac Ops Course 1601 &amp; 1602</b>		
		NC-001 Activity Leader	3	3
		NC-012 Simulation Operator (Ex 1)	42	1
		NC-012 Simulation Operator (Ex 2)	42	1
		NC-012 Simulation Operator (Ex 3)	54	1
		NC-012 Simulation Operator (Ex 4)	16	1
		NC-012 Simulation Operator (Prep)	2	2
		NC-012 Simulation Operator (Prep)	1	2
		<b>Training Development Sp</b>		
		NC-013 General Labourer	2	7
		NC-008 Cell Supervisor	1	6
		<b>Basic Engr Offr Crse DP 1.1 Trg Sp</b>		
		NC-001 Activity Leader	2	3
		NC-008 Cell Supervisor	1	3
		NC-012 Simulation Operator	42	3
		<b>Arty School FOO Crse</b>		
		NC-012 Simulation Operator	31	2
		NC-012 Simulation Operator	1	2
		NC-012 Simulation Operator	4	1
		NC-012 Simulation Operator	2	2
		<b>Arty School STA Tech Sp</b>		
		NC-012 Simulation Operator	3	7
		<b>2 RCR BG CAX</b>		

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MONTH	LOCATION	RESOURCE TYPE (POSITION)	Number	ESTIMATED DURATION (DAYS)
		NC-012 Simulation Operator	24	3
		NC-012 Simulation Operator	1	3
		NC-012 Simulation Operator	2	2
	EDMONTON	<b>Recce Troop CAX</b>		
		NC-012 Simulation Operator	2	2
	PETAWAWA	<b>RCD VBS Troop Exercise</b>		
		NC-012 Simulation Operator	2	5
	VALCARTIER	<b>62 RCA Regt CAX</b>		
		NC-008 Cell Supervisor	2	2
		NC-012 Simulation Operator	4	2
		<b>12 RBC Lvl 5 CAX</b>		
		NC-008 Cell Supervisor	2	2
		NC-012 Simulation Operator	3	2
		<b>EX REACTION ROYALE</b>		
		NC-008 Cell Supervisor	1	5
		NC-009 Role Player (General)	1	5
MARCH	KINGSTON	<b>MRTT Trg Support</b>		
		NC-026 SET	3	266
		<b>Decisive Action Training Scenario Development</b>		
		NC-001 Activity Leader	2	10
		NC-005 Senior Writer Developer	5	10
		NC-006 Junior Writer Developer	5	10
		NC-015 Senior Staff Coordinator	5	10
		NC-031 Terrain Expert	1	10



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MONTH	LOCATION	RESOURCE TYPE (POSITION)	Number	ESTIMATED DURATION (DAYS)
		NC-034 C2IS Support	2	10
		Ex PACIFIC QUAKE		
		NC-001 Activity Leader	1	5
		Ex STAUNCH MAPLE Development		
		NC-005 Senior Writer Developer	5	7
		NC-006 Junior Writer Developer	1	7
		NC-015 Senior Staff Coordinator	1	7
		Simulation Training		
		NC-008 Cell Supervisor	1	5
		NC-013 General Labourer	13	5
		Training Coord/Liaison – HQ CJOC		
		NC-001 Activity Leader	1	160
		DRDC Exercise Planner		
		NC-005 Senior Writer Developer	1	226
		CACSC C2IS Trg Support		
		NC-034 C2IS Support	1	114
		DRDC Terrain Development		
		NC-031 Terrain Expert	1	240
		RCAF Helicopter Training		
		NC-034 C2IS Support	1	4
		CACSC C2IS Trg Support		
		NC-006 Junior Writer Developer	6	10
GAGETOWN		Army Tac Ops Course 1603		
		NC-001 Activity Leader	2	3
		NC-012 Simulation Operator (Ex 1)	21	1

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MONTH	LOCATION	RESOURCE TYPE (POSITION)	Number	ESTIMATED DURATION (DAYS)
		NC-012 Simulation Operator (Ex 2)	21	1
		NC-012 Simulation Operator (Ex 3)	27	1
		NC-012 Simulation Operator (Ex 4)	8	1
		NC-012 Simulation Operator (Prep)	2	2
		NC-012 Simulation Operator (Prep)	1	2
		<b>Arty DP 1.2 Trg Support</b>		
		NC-012 Simulation Operator (Ex 1)	8	1
		NC-012 Simulation Operator (Ex 2)	7	1
		NC-012 Simulation Operator (Ex 3)	3	2
		<b>Decisive Action Training Scenario Development</b>		
		NC-001 Activity Leader	1	14
		NC-005 Senior Writer Developer	2	14
		<b>Logistics Convoy Trg</b>		
	<b>EDMONTON</b>	NC-012 Simulation Operator	2	5
		<b>Recce Troop Training</b>		
		NC-012 Simulation Operator	4	4
		<b>Bde Exercise Writing Board</b>		
		NC-001 Activity Leader	1	10
		NC-005 Senior Writer Developer	4	10
		<b>Bde CAX</b>		
		NC-012 Simulation Operator	15	5
		NC-011 Simulation Operator	2	5
		<b>RCD Sqn VBS/JCATS Exercise</b>		
	<b>PETAWAWA</b>	NC-012 Simulation Operator	12	1
		<b>RCD Sqn VBS/JCATS Exercise</b>		

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MONTH	LOCATION	RESOURCE TYPE (POSITION)	Number	ESTIMATED DURATION (DAYS)
		NC-012 Simulation Operator	4	1
		<b>32 CBG HQ CAX</b>		
		NC-012 Simulation Operator	16	5
		<b>2 Svc Bn CAX</b>		
		NC-012 Simulation Operator	3	1
	VALCARTIER	<b>Signals Exercise</b>		
		NC-005 Senior Writer Developer	1	11
		<b>12 RBC Lvl 6 CAX</b>		
		NC-005 Senior Writer Developer	1	12
		NC-006 Junior Writer Developer	1	12
		NC-008 Cell Supervisor	2	5
		NC-009 Role Player (General)	6	5
		<b>EX INTENDANT TACTIQUE #1</b>		
		NC-005 Senior Writer Developer	1	23
		NC-006 Junior Writer Developer	1	23
		NC-008 Cell Supervisor	1	10
		NC-009 Role Player (General)	6	10
		<b>VBS Simulation Trg</b>		
		NC-012 Simulation Operator	2	3
<b>APRIL</b>	<b>KINGSTON</b>	<b>Trg Scenario Development</b>		
		NC-001 Activity Leader	1	100
		<b>CACSC BG CAX</b>		
		NC-007 Operations Supervisor	6	6
		NC-008 Cell Supervisor	1	5

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MONTH	LOCATION	RESOURCE TYPE (POSITION)	Number	ESTIMATED DURATION (DAYS)
		NC-009 Role Player (General)	54	5
		NC-010 Role Player (Specialist)	8	6
		NC-013 General Labourer	14	1
		<b>DRDC Trg Support</b>		
		NC-005 Senior Writer Developer	1	190
		<b>CACSC Trg Development Sp</b>		
		NC-005 Senior Writer Developer	1	31
		<b>Ex PACIFIC QUAKE</b>		
		NC-001 Activity Leader	1	31
		<b>CFINTCOM</b>		
		NC-005 Senior Writer Developer	1	2
		<b>Air Def Tech Supervisor Crse</b>		
		NC-001 Activity Leader	1	3
		NC-001 Activity Leader	1	1
	<b>GAGETOWN</b>	NC-012 Simulation Operator	14	1
		NC-001 Activity Leader	1	5
		NC-012 Simulation Operator	14	5
		<b>Infantry School DP3 Crse</b>		
		NC-001 Activity Leader	3	3
		NC-008 Cell Supervisor	3	3
		NC-012 Simulation Operator	50	3
		<b>Army Tac Ops Course 1604</b>		
		NC-001 Activity Leader	2	3
		NC-012 Simulation Operator (Ex 1)	41	1
		NC-012 Simulation Operator (Ex 2)	49	1

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MONTH	LOCATION	RESOURCE TYPE (POSITION)	Number	ESTIMATED DURATION (DAYS)
		NC-012 Simulation Operator (Ex 3)	41	1
		NC-012 Simulation Operator (Ex 4)	8	1
		NC-012 Simulation Operator (Prep)	2	2
		NC-012 Simulation Operator (Prep)	1	2
		<b>HQ CTC Training Support &amp; Development</b>		
		NC-018 Administrative Assistant	1	236
		NC-015 Senior Staff Coordinator	3	236
		NC-008 Cell Supervisor	1	236
		NC-034 C2IS Support	1	236
		NC-035 Junior Administrative Asst	1	13
		NC-035 Junior Administrative Asst	1	53
		<b>VBS Demonstration</b>		
		NC-012 Simulation Operator	1	1
	<b>EDMONTON</b>	<b>Reserve Logistics Bn CAX</b>		
		NC-012 Simulation Operator	4	4
		<b>Exercise Scenario Development</b>		
		NC-001 Activity Leader	1	5
		<b>NIL Non-Core Resources Required</b>		
		<b>EX INTENDANT TACTIQUE #2</b>		
		NC-005 Senior Writer Developer	1	23
		NC-006 Junior Writer Developer	1	23
		NC-008 Cell Supervisor	1	10
		NC-009 Role Player (General)	6	10
	<b>PETAWAWA</b>	<b>EX FUSILIER RECIPROQUE</b>		
		NC-008 Cell Supervisor	1	2
	<b>VALCARTIER</b>			

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MONTH	LOCATION	RESOURCE TYPE (POSITION)	Number	ESTIMATED DURATION (DAYS)
		NC-012 Simulation Operator	8	2
		EX VBS Regiment de la Chaudiere		
		NC-012 Simulation Operator	4	3
MAY	KINGSTON	CACSC BDE CAX (#1)		
		NC-007 Operations Supervisor	15	4
		NC-010 Role Player (Specialist)	12	4
		CACSC BDE CAX (#2)		
		NC-005 Senior Writer Developer	4	4
		NC-010 Role Player (Specialist)	15	4
		NC-009 Role Player (General)	33	4
		Ex MAPLE RESOLVE		
		NC-005 Senior Writer Developer	13	22
		NC-028 CAST Expert	1	22
		NC-009 Role Player (General)	10	22
		NC-008 Cell Supervisor	1	22
		NC-010 Role Player (Specialist)	1	22
		Armoured School ATW Crse		
		NC-012 Simulation Operator	1	1
NC-012 Simulation Operator	8	1		
NC-012 Simulation Operator	1	2		
NC-012 Simulation Operator	8	2		
Army Tac Ops Course 1605				
NC-001 Activity Leader	2	3		
NC-012 Simulation Operator (Ex 1)	41	1		

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MONTH	LOCATION	RESOURCE TYPE (POSITION)	Number	ESTIMATED DURATION (DAYS)
		NC-012 Simulation Operator (Ex 2)	49	1
		NC-012 Simulation Operator (Ex 3)	41	1
		NC-012 Simulation Operator (Ex 4)	8	1
		NC-012 Simulation Operator (Prep)	2	2
		NC-012 Simulation Operator (Prep)	1	2
		HQ CTC Training /Support Development		
		NC-018 Administrative Assistant	1	204
		NC-005 Senior Writer Developer	2	204
		NC-006 Junior Writer Developer	1	204
		NC-035 Junior Administrative Asst	1	6
		5 CDTC Basic Recce Crse Trg Sp		
		NC-012 Simulation Operator	4	1
		Arty School PRes Ops Crse Ex #1		
		NC-001 Activity Leader	1	5
		NC-008 Cell Supervisor	1	1
		NC-012 Simulation Operator	2	1
		Arty School PRes Ops Crse Ex #2		
		NC-001 Activity Leader	1	5
		NC-008 Cell Supervisor	1	5
		NC-012 Simulation Operator	14	5
	Infantry School DP 1.1 Trg Sp			
NC-012 Simulation Operator (Prep)	9	2		
Simulation (JCATS) Supervisor				
NC-008 Cell Supervisor	1	8		
Simulation Operator Course				

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MONTH	LOCATION	RESOURCE TYPE (POSITION)	Number	ESTIMATED DURATION (DAYS)
		NC-013 General Labourer	20	5
		<b>Trg Scenario Development</b>		
		NC-005 Senior Writer Developer	2	5
	<b>PETAWAWA</b>	<b>2 CMBG HQ Lvl 7 CAX</b>		
		NC-012 Simulation Operator	31	5
		<b>RHF of C VBS 7 CAX</b>		
		NC-012 Simulation Operator	3	3
	<b>VALCARTIER</b>	<b>NIL – No Non-Core Per required</b>		
<b>JUN</b>	<b>KINGSTON</b>	<b>Ex RED DEVIL</b>		
		NC-009 Role Player	1	4
		<b>CACSC BDE CAX (#3)</b>		
		NC-007 Operations Supervisor	1	3
		NC-005 Senior Writer Developer	13	3
		<b>CACSC BDE CAX (#4)</b>		
		NC-007 Operations Supervisor	4	10
		NC-005 Senior Writer Developer	1	10
		NC-006 Junior Writer Developer	3	10
		NC-010 Role Player (Specialist)	22	5
		NC-009 Role Player (General)	43	5
		NC-015 Senior Staff Coordinator	8	10
		<b>Ex STAUNCH MAPLE</b>		
		NC-001 Activity Leader	5	27
		NC-005 Senior Writer Developer	1	15
		NC-006 Junior Writer Developer	1	15



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MONTH	LOCATION	RESOURCE TYPE (POSITION)	Number	ESTIMATED DURATION (DAYS)	
		NC-015 Senior Staff Coordinator	1	15	
		<b>Trg System Development</b>			
		NC-024 Software Scripting Coord	1	187	
		<b>DRDC Terrain Development</b>			
		NC-031 Terrain Expert	1	187	
		<b>Simulation Training</b>			
		NC-008 Cell Supervisor	1	7	
		NC-013 General Labourer	15	5	
		<b>DRDC Trg Support</b>			
		NC-005 Senior Writer Developer	2	150	
	<b>GAGETOWN</b>	<b>Infantry School DP 1.1 Trg Support</b>			
		NC-012 Simulation Operator	14	1	
		<b>Infantry School DP 1.2 Trg Support</b>			
		NC-012 Simulation Operator	14	1	
		<b>Army Tac Ops Course 1606</b>			
		NC-001 Activity Leader	2	3	
		NC-012 Simulation Operator (Ex 1)	41	1	
		NC-012 Simulation Operator (Ex 2)	49	1	
		NC-012 Simulation Operator (Ex 3)	41	1	
		NC-012 Simulation Operator (Ex 4)	8	1	
NC-012 Simulation Operator (Prep)	2	2			
NC-012 Simulation Operator (Prep)	1	2			
<b>Arty School DP4 BSM Crse</b>					
NC-001 Activity Leader	2	2			
NC-012 Simulation Operator	30	1			

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MONTH	LOCATION	RESOURCE TYPE (POSITION)	Number	ESTIMATED DURATION (DAYS)
		NC-012 Simulation Operator	5	1
		<b>Arty School DP1.2 Trg Sp</b>		
		NC-012 Simulation Operator	9	1
		NC-012 Simulation Operator	9	2
		NC-012 Simulation Operator	4	2
		<b>Arty School MUAS Det Comd Crse</b>		
		NC-008 Cell Supervisor	1	1
		NC-012 Simulation Operator	6	1
		<b>CA Training Scenario Trg Sp</b>		
		NC-005 Senior Writer Developer	1	10
JULY	KINGSTON	<b>NIL Non-Core Resources Required</b>		
		<b>DATE Trg Scenario Development</b>		
		NC-006 Junior Writer Developer	1	4
		<b>CACSC Reserve Army Ops Crse</b>		
		NC-007 Operations Supervisor	4	4
		NC-015 Senior Staff Coordinator	4	7
		NC-006 Junior Writer Developer	6	7
		NC-010 Role Player (Specialist)	16	7
		NC-009 Role Player (General)	36	4
		NC-030 Virtual Sim Expert	1	7
		<b>DMTC Guatemala JOPP Trg</b>		
		NC-001 Activity Leader	2	38
		NC-005 Senior Writer Developer	2	38
		<b>DMTC Indonesia PSO Trg</b>		

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MONTH	LOCATION	RESOURCE TYPE (POSITION)	Number	ESTIMATED DURATION (DAYS)
	GAGETOWN	NC-004 SME Level 3	3	20
		<b>RCAF Training Support</b>		
		NC-034 C2IS Support	1	3
		<b>Arty School STA TSM Crse Trg Sp</b>		
		NC-12 Simulation Operator	3	1
		<b>Arty School STA TSM Crse Trg Sp</b>		
		NC-12 Simulation Operator	26	3
		<b>Arty School STA TSM Crse Trg Sp</b>		
		NC-12 Simulation Operator	26	3
		<b>4<sup>th</sup> GS Regt (RCA) Trg Sp</b>		
		NC-001 Activity Leader	1	4
		NC-008 Cell Supervisor	1	4
		NC-012 Simulation Operator	17	4
		<b>1 Fd Amb VBS Trg Sp</b>		
		NC-012 Simulation Operator	2	2
AUGUST	PETAWAWA	<b>NIL Non-Core Resources Required</b>		
	VALCARTIER	<b>NIL Non-Core Resources Required</b>		
	KINGSTON	<b>RCAF Air Power Ops Crse Writing Board</b>		
		NC-005 Senior Writer Developer	8	5
		<b>Simulation Trg - UK</b>		
		NC-028 CAST Expert	1	11
		<b>Op NANOOK 16 Delivery</b>		
		NC-007 Operations Supervisor	3	14
		<b>DMTC CIMIC Crse - Serbia</b>		

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MONTH	LOCATION	RESOURCE TYPE (POSITION)	Number	ESTIMATED DURATION (DAYS)
	GAGETOWN	NC-002 SME Level 1	1	30
		<b>Arty School Air Def Crse #1</b>		
		NC-001 Activity Leader	1	3
		NC-008 Cell Supervisor	1	1
		<b>Arty School Air Def Crse #2</b>		
		NC-001 Activity Leader	1	1
		NC-008 Cell Supervisor	1	1
		NC-012 Simulation Operator	14	1
		<b>Arty School Air Def Crse #3</b>		
		NC-001 Activity Leader	1	5
		NC-008 Cell Supervisor	1	5
		NC-012 Simulation Operator	14	5
		<b>Arty School Air Def Crse #4</b>		
		NC-012 Simulation Operator	5	1
		<b>4<sup>th</sup> GS Regt (RCA) Trg Sp</b>		
		NC-001 Activity Leader	1	5
		NC-008 Cell Supervisor	1	1
		NC-012 Simulation Operator	14	1
		<b>4<sup>th</sup> GS Regt (RCA) Trg Sp</b>		
		NC-001 Activity Leader	1	5
		NC-008 Cell Supervisor	1	5
		NC-012 Simulation Operator	14	5
	EDMONTON	<b>NIL Non-Core Resources Required</b>		
	PETAWAWA	<b>NIL Non-Core Resources Required</b>		
	VALCARTIER	<b>B Sqn 12 RBC VBS Ex</b>		

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MONTH	LOCATION	RESOURCE TYPE (POSITION)	Number	ESTIMATED DURATION (DAYS)
		NC-008 Cell Supervisor	1	3
		NC-012 Simulation Operator	2	3
SEPTEMBER	KINGSTON	Ex DETERMINED DRAGON 17 Development		
		NC-005 Senior Writer Developer	15	10
		RCAF Air Power Ops Crse Development		
		NC-005 Senior Writer Developer	1	75
		NC-006 Junior Writer Developer	1	75
		CACSC C2IS Support		
		NC-006 Junior Writer Developer	6	10
		DRDC Trg Support		
		NC-005 Senior Writer Developer	1	11
		NC-008 Junior Writer Developer	1	11
		NC-032 Models Expert	2	112
		CACSC BG CAX		
		NC-007 Operations Supervisor	6	6
		NC-008 Cell Supervisor	1	5
NC-009 Role Player (General)	54	5		
NC-010 Role Player (Specialist)	8	6		
GAGETOWN		Infantry School DP 1.2 Trg Sp		
		NC-001 Activity Leader	3	3
		NC-008 Cell Supervisor	4	3
		NC-012 Simulation Operator	40	3
		Infantry School DP 1.1 Trg Sp		

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		NC-012 Simulation Operator	2	3
		Arty School DP1.2 Trg Sp		
		NC-012 Simulation Operator	9	2
		Arty School MUAS Det Comd Crse		
		NC-008 Cell Supervisor	1	1
		NC-012 Simulation Operator	5	1
	EDMONTON	1 Fd Amb VBS Exercise		
		NC-012 Simulation Operator	1	3
		Reserve Logistics Bn CAX		
		NC-012 Simulation Operator	2	2
	PETAWAWA	2 Svc Bn IST Trg		
		NC-012 Simulation Operator	2	5
		Simulation Conversion Training		
		NC-012	16	3
	VALCARTIER	DATE Trg Scenario Development		
		NC-006 Junior Writer Developer	1	10
OCTOBER	KINGSTON	Ex UNIFIED RESOLVE exercise development		
		NC-005 Senior Writer Developer	10	10
		NC-006 Junior Writer Developer	10	10
		NC-007 Operations Supervisor	5	10
		NC-008 Cell Supervisor	5	10
		NC-015 Senior Staff Coordinator	5	10
		NC-034 C2IS Support	1	10

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		Ex STAUNCH MAPLE 17 Development		
		NC-005 Senior Writer Developer	3	5
		Simulation Training		
		NC-028 CAST Expert	1	6
		NC-008 Cell Supervisor	1	6
		NC-013 General Labourer	9	5
		CCSB Social Media TTX		
		NC-005 Senior Writer Developer	1	5
		CACSC BDE CAX (#1)		
		NC-007 Operations Supervisor	15	4
		NC-010 Role Player (Specialist)	12	4
		CACSC BDE CAX (#2)		
		NC-005 Senior Writer Developer	4	4
		NC-010 Role Player (Specialist)	15	4
		NC-009 Role Player (General)	33	4
CACSC BDE CAX (#3)				
NC-007 Operations Supervisor	1	3		
NC-005 Senior Writer Developer	13	3		
	GAGETOWN	Arty School AIG Crse Sp		
		NC-012 Simulation Operator	2	5
		Armoured Sch DP4 SSM Crse		
		NC-001 Activity Leader	1	5
		NC-008 Cell Supervisor	1	5
		NC-012 Simulation Operator	30	4

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MONTH	LOCATION	RESOURCE TYPE (POSITION)	Number	ESTIMATED DURATION (DAYS)
		<b>Army Tactical Operations Crse (Part 1)</b>		
		NC-001 Activity Leader	1	1
		NC-008 Cell Supervisor	1	1
		NC-012 Simulation Operator	51	1
		<b>Army Tactical Operations Crse (Part 2)</b>		
		NC-001 Activity Leader	1	2
		NC-008 Cell Supervisor	1	2
		NC-012 Simulation Operator	51	2
		<b>Army Tactical Operations Crse (Part 3)</b>		
		NC-001 Activity Leader	1	1
		NC-008 Cell Supervisor	1	1
		NC-012 Simulation Operator	60	1
		<b>Army Tactical Operations Crse (Part 4)</b>		
		NC-001 Activity Leader	1	3
		NC-008 Cell Supervisor	1	3
		NC-012 Simulation Operator	60	3
		<b>Army Tactical Operations Crse (Part 5)</b>		
		NC-001 Activity Leader	1	3
		NC-012 Simulation Operator	22	3
		<b>Arty School Crse Support #1</b>		
		NC-012 Simulation Operator	5	1
		<b>Arty School Crse Support #2</b>		
		NC-008 Cell Supervisor	2	1



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MONTH	LOCATION	RESOURCE TYPE (POSITION)	Number	ESTIMATED DURATION (DAYS)
		NC-012 Simulation Operator	43	1
		<b>Arty School Crse Support #3</b>		
		NC-008 Cell Supervisor	2	1
		NC-012 Simulation Operator	43	1
		<b>Arty School Crse Support #4</b>		
		NC-008 Cell Supervisor	2	1
		NC-012 Simulation Operator	43	1
		<b>Arty School Crse Support #5</b>		
		NC-008 Cell Supervisor	2	1
		NC-012 Simulation Operator	43	1
		<b>Arty School Crse Support #6</b>		
		NC-008 Cell Supervisor	2	1
		NC-012 Simulation Operator	43	1
		<b>Infantry School DP 1.1 Trg Support</b>		
		NC-001 Activity Leader	1	1
		NC-008 Cell Supervisor	2	1
		NC-012 Simulation Operator	40	1
		<b>Infantry School DP 1.1 Trg Support</b>		
		NC-001 Activity Leader	1	1
		NC-008 Cell Supervisor	2	1
		NC-012 Simulation Operator	40	1
		<b>Artillery DP 1.2 Trg Sp</b>		
		NC-012 Simulation Operator	11	1
		<b>Artillery Air Def WO Crse Trg Sp</b>		
		NC-001 Activity Leader	2	3

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MONTH	LOCATION	RESOURCE TYPE (POSITION)	Number	ESTIMATED DURATION (DAYS)	
		NC-008 Cell Supervisor	2	1	
		NC-012 Simulation Operator	14	1	
		Artillery Air Def WO Crse Trg Sp			
		NC-001 Activity Leader	1	5	
		NC-008 Cell Supervisor	1	5	
		NC-012 Simulation Operator	14	5	
	EDMONTON	Logistics Bn CAX			
	VALCARTIER	NC-012 Simulation Operator	1	11	
		EX INTENDANT COMMUNICATEUR			
		NC-005 Senior Writer Developer	1	13	
		NC-006 Junior Writer Developer	1	19	
		NC-008 Cell Supervisor	1	5	
		NC-009 Role Player (General)	4	5	
		NC-012 Simulation Operator	2	5	
		EX INTENDANT COMMUNICATEUR			
		NC-005 Senior Writer Developer	1	15	
		NC-006 Junior Writer Developer	1	15	
NC-009 Role Player (General)		2	3		
NC-012 Simulation Operator	5	3			
5 RGC VBS Exercise					
NC-008 Cell Supervisor	2	4			
NOVEMBER	KINGSTON	RCAF Helicopter Sim Development			
		NC-024 Software Scripting Coord	1	56	
		NC-034 C2IS Support	1	150	

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MONTH	LOCATION	RESOURCE TYPE (POSITION)	Number	ESTIMATED DURATION (DAYS)
		<b>JOINTEX 17 Development</b>		
		NC-005 Senior Writer Developer	20	8
		NC-006 Junior Writer Developer	20	8
		NC-015 Senior Staff Coordinator	20	8
		<b>CACSC BDE CAX (#4)</b>		
		NC-007 Operations Supervisor	4	10
		NC-005 Senior Writer Developer	1	10
		NC-006 Junior Writer Developer	3	10
		NC-010 Role Player (Specialist)	22	5
		NC-009 Role Player (General)	43	5
		NC-015 Senior Staff Coordinator	8	10
		<b>2 RCR Battalion CAX</b>		
		NC-012 Simulation Operator	19	4
		<b>Training Scenario Development</b>		
		NC-018 Administrative Assistant	1	204
		NC-005 Senior Writer Developer	2	204
		NC-006 Junior Writer Developer	1	204
		NC-035 Junior Administrative Asst	1	204
		<b>NIL Non-Core Resources Required</b>		
		<b>EDMONTON</b>		
		<b>PETAWAWA</b>		
		<b>Simulation Training</b>		
		NC-013 General Labourer	7	8
		<b>RCD CAX Part 1</b>		
		NC-012 Simulation Operator	17	2
		<b>2 CMBG CAX</b>		
		NC-012 Simulation Operator	40	6

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MONTH	LOCATION	RESOURCE TYPE (POSITION)	Number	ESTIMATED DURATION (DAYS)
		NC-012 Simulation Operator	15	2
		RCD CAX Part 2		
		NC-012 Simulation Operator	17	2
	VALCARTIER	NIL Non-Core Resources Required		
DECEMBER	KINGSTON	Simulation Trg Support		
		NC-028 CAST Expert	1	30
		NC-031 Terrain Expert	1	25
		NC-034 C2IS Support	1	34
	GAGETOWN	NIL Taskings for NC Resources		
	EDMONTON	NIL Taskings for NC Resources		
	PETAWAWA	NIL Taskings for NC Resources		
	VALCARTIER	NIL Taskings for NC Resources		

## PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

An evaluation team composed of representatives of Canada will evaluate the bids.

Where Canada has made a final determination that a bid has failed any individual mandatory element of the RFP, including a technical evaluation pass mark, Canada reserves the right to not proceed further in the evaluation of the bid and may deem the bid non-responsive.

4.1.1 Canada has engaged KPMG LLP., as an independent third-party fairness monitor to observe the whole procurement process, including the engagement process and the evaluation process, in order to provide an impartial opinion on the fairness, openness and transparency of each activity of the procurement process. The fairness monitor will not be part of the evaluation team, but will observe the evaluation of the bids with respect to Canada's adherence to the evaluation process described in this bid solicitation.

4.1.2 In addition to any other time periods established in the bid solicitation:

- a) **Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline may result in the bid being declared non-responsive.
- b) **Requests for Further Information:** If Canada requires additional information in order to do any of the following pursuant to the Section entitled "Conduct of Evaluation" in 2003, Standard Instructions - Goods or Services - Competitive Requirements:
  - i. verify any or all information provided by the Bidder in its bid; or
  - ii. contact any or all references supplied by the Bidder (e.g., references named in the résumés of individual resources) to verify and validate any information submitted by the Bidder, the Bidder must provide the information requested by Canada within 2 working days (or a longer period if specified in writing by the Contracting Authority) of a request by the Contracting Authority.
- c) **Extension of Time:** If additional time is required by the Bidder to provide a response, the Contracting Authority may grant an extension in his or her sole discretion.

### 4.2 Reference Checks

- a) For reference checks, if necessary, Canada will conduct the reference check in writing by e-mail. Canada will send all e-mail reference check requests to contacts supplied by all the Bidders on the same day using the e-mail address provided in the bid. Canada will not award any points and/or a bidder will not meet the mandatory experience requirement (as applicable) unless the response is received within the number of working days indicated in the e-mail sent by Canada.

- b) If Canada has not received a response within the number of days specified in the e-mail notification, Canada will notify the Bidder by e-mail, to allow the Bidder to contact its reference directly to ensure that it responds to Canada within 5 working days after the notification has been sent. If the individual named by a Bidder is unavailable when required during the evaluation period, the Bidder may provide the name and e-mail address of an alternate contact person from the same customer. Bidders will only be provided with this opportunity once for each customer, and only if the originally named individual is unavailable to respond (i.e., the Bidder will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The 5 working days will not be extended to provide additional time for the new contact to respond.
- c) Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.
- d) Points will not be allocated and/or a bidder will not meet the mandatory experience requirement (as applicable) if (1) the reference customer states he or she is unable or unwilling to provide the information requested, or (2) the customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself). Nor will points be allocated or a mandatory met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder.
- e) Whether or not to conduct reference checks is discretionary. However, if PWGSC chooses to conduct reference checks for any given rated or mandatory requirement, it will check the references for that requirement for all bidders who have not, at that point, been found non-responsive.

#### **4.3. Phased Bid Compliance Process (PBCP)**

##### **4.3.1 Phase I: Compliance Assessment: Required Financial Information**

- a) After the closing date and time of the RFP, PWGSC procurement officers will:
  - i. examine all bids to ensure that they contain a financial submission and that the submission is not missing financial information;
  - ii. notify bidders of missing financial information and give them a specific time period to provide it; and
  - iii. not provide any details concerning the bidder's financial submission to any member of the evaluation team.
- b) If a bid is missing the entire financial submission, it will be considered non-compliant and will be given no further consideration.

Bids that continue to have missing financial information after the allotted time given to bidders to provide this information will be considered non-compliant and will not be given further consideration.

##### **4.3.2 Phase II: Compliance Assessment: All Eligible Mandatory Requirements**

- a) The evaluation team will assess only the bids with all required financial information as established in Phase I, to determine if they demonstrate compliance with all eligible mandatory requirements as outlined in the RFP. Upon completion of this assessment, the PWGSC procurement officer will issue a Compliance Assessment Report (CAR) to all bidders. This report will inform bidders either that PWGSC is continuing to consider their bid or identify any eligible mandatory requirement for which the bid does not as yet demonstrate compliance;
- b) Bidders whose bids do not as yet demonstrate compliance with one or more of the eligible mandatory requirements will be invited to submit additional or different information, only for the purpose of rendering the re-evaluation of the eligible mandatory requirements identified in the CAR as compliant.
- c) All bidders invited to submit additional or different information will receive the same length of time in which to respond to their CAR;
- d) An acceptable response to the CAR must:
  - i. address only the eligible mandatory criteria identified in the CAR;
  - ii. clearly identify any additional or different information, as well as the precise location in the bid where this information applies;
  - iii. subject to a. above, identify any other changes to the original bid that are necessitated by the additional or different information the bidder provides in response to the CAR; and
  - iv. otherwise follow the Bid Preparation Instructions in the RFP document.
- e) The decision to respond to the CAR is at the complete discretion of the bidder. If a bidder does not respond to the CAR within the allotted time, PWGSC will consider this to be a "no change" response.
- f) Any response to the CAR that is received after the required time and date will not be given any consideration.
- g) The evaluation team will review the additional or different information provided by the bidder to determine whether the bid now demonstrates compliance with the eligible mandatory requirements identified in the CAR. Bids that do not demonstrate compliance with all eligible mandatory requirements at the completion of Phase II will be considered non-compliant and will be given no further consideration.

#### **4.3.3. Phase III: Completion of the Evaluation Process**

In this phase, the evaluation process as set out below will continue with bids that demonstrate compliance with all eligible mandatory requirements

##### **4.3.3.1 Additional Restrictions**

Without limiting the foregoing, the Bidder must not make any changes to the Financial Bid as a result of any changes through its Technical Bid revision. Should the Bidder introduce changes to the Financial Bid through the above process, it will be given one opportunity to withdraw the financial changes. Failure to withdraw the changes will result in its bid being declared non-responsive and no longer considered by Canada.

## 4.4 Technical Evaluation

### 4.4.1 Submission of Only one Bid:

- a) A Bidder, including related entities, will be permitted to submit only one bid in response to this bid solicitation. If a Bidder or any related entities participate in more than one bid (participating means being part of the Bidder, not being a subcontractor), Canada will provide those Bidders with two (2) working days to identify the single bid to be considered by Canada. Failure to meet this deadline will result in all the affected bids being declared non-responsive.
- b) For the purposes of this Article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is a natural person, corporation, partnership, etc.), an entity will be considered to be **"related"** to a Bidder if:
- i. they are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
  - ii. they are "related persons" or "affiliated persons" according to the Canada Income Tax Act;
  - iii. the entities have now or in the two years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or
  - iv. the entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.
- c) Individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture.

### 4.4.2 Joint Venture Experience

- a) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.
- Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.
- b) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.
- Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.



- c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submit this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by A and B in joint venture, or
- Contracts signed by B and contracts signed by A and B in joint venture.

that show in total 100 billable days.

- d) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

#### **4.4.3 Mandatory Technical Criteria**

Refer to Attachment 1 to Part 4. All mandatory technical criteria will be considered eligible mandatory requirements under the Phased Bid Compliance Process.

##### **4.4.3.1 Point Rated Technical Criteria**

Refer to Attachment 1 to Part 4. Point-rated technical criteria not addressed will be given a score of zero.

#### **4.4.4 Financial Evaluation**

- 4.4.4.1 For bid evaluation and Contractor 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.

### **4.5 Basis of Selection**

#### **4.5.1 Basis of Selection – Highest Combined Rating of Technical Merit [60 %] and Price [40%]**

- 4.5.1.1 To be declared responsive, a bid must:

- a) comply with all the requirements of the bid solicitation;
- b) meet all Mandatory Technical Criteria; and
- c) obtain the required minimum pass marks specified in Attachment 1 to Part 4 for the Point-Rated Technical Criteria.

4.5.1.2 Bids not meeting 4.5.1.1 (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

4.5.1.3 The lowest evaluated price (LP) of all responsive bids will be identified and a pricing score (PS), determined as follows, will be allocated to each responsive bid (i):  $PS_i = LP / P_i \times 40$   $P_i$  is the evaluated price (P) of each responsive bid (i).

4.5.1.4 A technical merit score (TMS), determined as follows, will be allocated to each responsive bid (i):  $TMS_i = OS_i \times 60$ ,  $OS_i$  is the overall score (OS) obtained by each responsive bid (i) for all the Point Rated Technical Criteria specified in Attachment 1 to Part 4, determined as follows: total number of points obtained / maximum number of points available.

4.5.1.5 The combined rating (CR) of technical merit and price of each responsive bid (i) will be determined as follows:  $CR_i = PS_i + TMS_i$ .

4.5.1.6 The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid that obtained the highest overall score for all the point rated technical criteria detailed in Attachment 1 to Part 4 will be recommended for award of a contract.

4.5.1.7 The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of the technical merit and price, respectively.

<b>Basis of Selection - Highest Combined Rating of Technical Merit (60%) and Price (40%)</b>			
<b>Bidder</b>	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Score for All the Point Rated Technical Criteria</b>	OS1: 120/135	OS2: 98/135	OS3: 82/135
<b>Bid Evaluated Price</b>	P1: C\$60,000	P2: C\$55,000	<b>LP</b> and P3: C\$50,000
<b>Calculations</b>	<b>Technical Merit Score (OSi x 60)</b>	<b>Pricing Score (LP/Pi x 40)</b>	<b>Combined Rating</b>
<b>Bidder 1</b>	120/135 x 60 = 53.33	50/60 x 40 = 33.33	86.66
<b>Bidder 2</b>	98/135 x 60 = 43.55	50/55 x 40 = 36.36	79.91
<b>Bidder 3</b>	82/135 x 60 = 36.44	50/50 x 40 = 40.00	76.44

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## **ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA**

### **Mandatory Technical Criteria**

The bid must meet the Mandatory Technical Criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

The bidder must be able to meet the resource requirements indicated below. The bidder must provide the information and documentation required to prove compliance under each requirement as each resource will be assessed against the mandatory technical criteria related to the resources listed below.

Bids which fail to meet the Mandatory Technical Criteria will be declared non-responsive. Each Mandatory Technical Criterion should be addressed separately.

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Corporate Experience Criteria		
Mandatory Technical Criteria (MT)		Compliance / Demonstration
MT.1	<p><b><u>Recruitment</u></b></p> <p>a) The Bidder must have previous experience, as of the Bid Solicitation closing date, recruiting and retaining a minimum of 200 resources for a period of at least one (1) week in the past 5 years.</p> <p>b) This experience must be gained through a maximum of five (5) contracts, where the Bidder has supported multiple activities simultaneously in Canada.</p>	<p>To demonstrate its experience, the Bidder must provide at least the following information for each contract reference for which the experience meets the requirements of this evaluation criterion:</p> <ol style="list-style-type: none"><li>1. A detailed description of the recruitment and retaining a minimum of 200 resources throughout the duration of the contract(s) listed within MT.1 a and b and;</li><li>2. The contract period for each of the contract(s) for which the recruitment activities were provided, in a format including month, year information location and total contract value.</li></ol>

<b>MT.2</b>	<p><b><u>Training Activities</u></b></p> <ul style="list-style-type: none"><li>a) The Bidder must have previous experience, as of the bid solicitation closing date, managing the design and development of defence training and capability development activities.</li><li>b) The Bidder must have previous experience, as of bid solicitation closing date delivering and simultaneously supporting multiple defence training and capability development activities which included at least 100 resources in dispersed locations in Canada.</li><li>c) This experience must be gained through a maximum of five (5) contracts and occurred within the last 5 years.</li><li>d) Bidders must be able to show that they have the requisite experience in designing, developing and delivering defence training activities where there are multiple levels of training audiences and client organizations taking part in the training.</li></ul>	<p>To demonstrate its experience, the Bidder must provide at least the following information for each contract reference for which the experience meets the requirements of this evaluation criterion:</p> <ul style="list-style-type: none"><li>1. A detailed description of the management, design, development, delivery and support of simultaneous defence training and capability development activities provided throughout the duration of all contracts as listed in MT 2 a,b,c,d and;</li><li>2. The contract period for each of the contract(s) for which the defence training and capability development activities were provided in a format including month and year information, and total contract value.</li></ul>
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<b>MT.3</b>	<p><b><u>Resource Locations*</u></b></p> <p>The Bidder must have previous experience, as of the bid solicitation issuance date, in providing a minimum of 100 resources dedicated to training design, development and delivery spread among at least four (4) Canadian provinces or territories simultaneously, for a minimum of one (1) month in duration in the past 10 years.</p> <p>*The requirement must be met by one (1) or multiple contracts.</p>	<p>To demonstrate its experience, the Bidder must provide at least the following information for each client reference for which the experience meets the requirements of this evaluation criterion:</p> <ol style="list-style-type: none"><li>1. A detailed description of the resources and services dedicated to training design, development and delivery spread simultaneously amongst at least four (4) Canadian provinces or territories in Canada and;</li><li>2. The contract period and location for the contract for which the activities were provided, in a format including month and year.</li></ol>
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Resource Criteria			
Mandatory Technical Criteria (MT)			Compliance / Demonstration
<b>MT.1</b>	<b>Contract Wide Coordinator (CWC) – One (1) Resource</b>		
	1.1	<p>Must have obtained an AFAY qualification and an AFAZ qualification, or the equivalent qualification recognized by the CAF.</p> <p>Note 1: AFAY is the official DND code that is used on personnel records to indicate that the individual has been given the qualification for completion of Army staff training from the Canadian Army Command and Staff College.</p> <p>Note 2: AFAZ is the official DND code that is used on personnel records to indicate that the individual has been given the qualification for completion of Canadian Armed Forces joint staff training from the Canadian Forces College.</p>	<p>The Bidder must demonstrate this by including a copy of the certificates/diploma with its bid.</p>
	1.2	<p>Must have the following minimum experience:</p> <ul style="list-style-type: none"> <li>• Directing or supervising Unit or Brigade level training activities;</li> <li>• Employment as an instructor or directing staff at a Canadian Armed Forces (CAF) professional development (or NATO/ABCA equivalent) institution.</li> <li>• Employment as a member of a Headquarters organization at the Brigade, Division, or National level; and</li> <li>• Organizing and delivering military collective training at the Brigade level.</li> </ul>	<p>The Bidder must provide a detailed curriculum vitae, and demonstrate how the resource meets each of these criteria by including the following information:</p> <p>a) Name and description of client organization;</p> <p>b) Timeframe (from-to dates month/year) and;</p> <p>c) Description of the roles and responsibilities clearly identifying how they meet the requested requirements.</p>

	1.3	Must have a minimum of two (2) years of military experience directing/managing an organization of at least 100 personnel and overseeing operations, personnel management, financial management and logistics.	<p>The Bidder must provide a detailed curriculum vitae, and demonstrate how the resource meets each of these criteria by including the following information:</p> <p>a. Name and description of client organization;</p> <p>b. Timeframe (from-to dates month/year) and;</p> <p>c. Description of the roles and responsibilities clearly identifying how they meet the requested requirements.</p>
<b>MT.2</b>	<b>Assistant Contract Wide Coordinator (Asst CWC) – One (1) Resource</b>		
	2.1	Must have obtained an AFAY qualification and an AFAZ qualification, or the equivalent qualification recognized by the CAF.	The Bidder must demonstrate by including a copy of the certificate/diploma with the bid.
	2.2	<p>Must have the following minimum experience:</p> <ul style="list-style-type: none"> <li>• Directing or supervising Unit or Brigade level training activities;</li> <li>• Employment as an instructor or directing staff at a CAF professional development (or NATO/ABCA equivalent) institution.</li> <li>• Employment as a member of a Headquarters organization at the Brigade, Division, or National level; and</li> <li>• Organizing and delivering military collective training at the Brigade level.</li> </ul>	<p>The Bidder must provide a detailed curriculum vitae, and demonstrate how the resource meets each of these criteria by including the following information:</p> <p>a) Name and description of client organization;</p> <p>b) Timeframe (from-to dates month/year) and;</p> <p>c) Description of the roles and responsibilities clearly identifying how they meet the requested requirements.</p>



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	2.3	Must have a minimum of two (2) years of military experience having directed/managed an organization of at least 100 personnel and have been responsible for overseeing operations, personnel management, financial management and logistics.	<p>The Bidder must provide a detailed curriculum vitae, and demonstrate how the resource meets each of these criteria by including the following information:</p> <p>a) Name and description of client organization;</p> <p>b) Timeframe (from-to dates month/year) and;</p> <p>c) Description of the roles and responsibilities clearly identifying how they meet the requested requirements.</p>
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<b>MT.3</b>		<b>CWC or Asst CWC</b>	
	3.1	Either the CWC or Asst CWC must be fluently bilingual in English and French. Fluently bilingual means that the individual must be able to communicate orally and in writing without any assistance and with minimal errors in both languages.	The Bidder must certify in their proposal that either proposed resource meets the language requirement in order to be deemed compliant.

MT.4	Operations Officer (Ops O) – One (1) Resource		
	4.1	Must have obtained an AFAY qualification and an AFAZ qualification, or the equivalent qualification recognized by the CAF.	The Bidder must demonstrate by including a copy of the certificate/diploma with the bid.
	4.2	Must have the following minimum experience: <ul style="list-style-type: none"> <li>• Directing or supervising Unit or Brigade level training activities;</li> <li>• Employment as an instructor or directing staff at a CAF professional development (or NATO/ABCA equivalent) institution.</li> <li>• Employment as a member of a Headquarters organization at the Brigade, Division, or National level; and</li> <li>• Organizing and delivering military collective training at the Brigade level.</li> </ul>	The Bidder must provide a detailed curriculum vitae, and demonstrate how the resource meets each of these criteria by including the following information: <ul style="list-style-type: none"> <li>a) Name and description of client organization;</li> <li>b) Timeframe (from-to dates month/year) and;</li> <li>c) Description of the roles and responsibilities clearly identifying how they meet the requested requirements.</li> </ul>
	4.3	Must have a minimum of two (2) years of military experience having directed/managed an organization of at least 100 personnel and having been responsible for overseeing operations, personnel management, financial management and logistics.	The Bidder must provide a detailed curriculum vitae, and demonstrate how the resource meets each of these criteria by including the following information: <ul style="list-style-type: none"> <li>a) Name and description of client organization;</li> <li>b) Timeframe (from-to dates month/year) and;</li> <li>c) Description of the roles and responsibilities clearly identifying how they meet the requested requirements.</li> </ul>
	4.4	The Resource must be fluent in English. Fluent means that the individual must be able to communicate orally and in writing without any assistance and with minimal errors.	The Bidder must certify in their proposal that the proposed resource meets the language requirement in order to be deemed compliant.

MT.5	Senior Activity Leader – (One) 1 Resource		
	5.1	Must have obtained an AFAY qualification and an AFAZ qualification, or the equivalent qualification recognized by the CAF.	The Bidder must demonstrate by including a copy of the certificate/diploma with the bid.
	5.2	Must have the following minimum experience: <ul style="list-style-type: none"> <li>• Directing or supervising Unit or Brigade level training activities;</li> <li>• Employment as an instructor or directing staff at a CAF professional development (or NATO/ABCA equivalent) institution.</li> <li>• Employment as a member of a Headquarters organization at the Brigade, Division, or National level; and</li> <li>• Organizing and delivering military collective training at the Brigade level.</li> </ul>	The Bidder must provide a detailed curriculum vitae, and demonstrate how the resource meets each of these criteria by including the following information: <ul style="list-style-type: none"> <li>a) Name and description of client organization;</li> <li>b) Timeframe (from-to dates month/year) and;</li> <li>c) Description of the roles and responsibilities clearly identifying how they meet the requested requirements.</li> </ul>
	5.3	Must have a minimum of two (2) years of military experience having directed/managed an organization of at least 100 personnel and having been responsible for overseeing operations, personnel management, financial management and logistics.	The Bidder must provide a detailed curriculum vitae, and demonstrate how the resource meets each of these criteria by including the following information: <ul style="list-style-type: none"> <li>a) Name and description of client organization;</li> <li>b) Timeframe (from-to dates month/year) and;</li> <li>c) Description of the roles and responsibilities clearly identifying how they meet the requested requirements.</li> </ul>
	5.4	The Resource must be fluent in English. Fluent means that the individual must be able to communicate orally and in writing without any assistance and with minimal errors.	The Bidder must certify in their proposal that the proposed Resource meets the language requirement in order to be deemed compliant.

<b>MT.6</b>	<b>Technical Services Supervisor (TSS) - 1 Resource</b>		
	6.1	<p>Must have a University degree in Computer Science/Information Technology.</p> <p>OR</p> <p>Must have a diploma or equivalent certification in Computer Science/Information Technology from a recognized training or post-secondary institution and 10 years of experience working in the Information Science/Information Technology field.</p>	<p>The Bidder must demonstrate by including a copy of the certificate/diploma with the bid.</p> <p>If a combination of education and training is to be used to meet the criteria, the Bidder must provide the following additional information:</p> <p>The Bidder must provide a detailed curriculum vitae, and demonstrate how the resource meets each of these criteria by including the following information:</p> <p>a) Name and description of client organization;</p> <p>b) Timeframe (from-to dates month/year) and;</p> <p>c) Description of the roles and responsibilities clearly identifying how they meet the requested requirements.</p>
	6.2	<p>Must have a minimum of 10 years of combined experience performing network administration tasks using the following software:</p> <ul style="list-style-type: none"> <li>• Windows 7 (and/or higher);</li> <li>• Windows Server 2008R2 (and/or higher);</li> <li>• Linux Red Hat;</li> <li>• VMWare (Virtual Machine software); and</li> <li>• UNIX.</li> </ul>	<p>The Bidder must provide a detailed curriculum vitae, and demonstrate how the resource meets each of these criteria by including the following information:</p> <p>a) Name and description of client organization;</p> <p>b) Timeframe (from-to dates month/year) and;</p> <p>c) Description of the roles and responsibilities clearly identifying how they meet the requested requirements.</p>

6.3	Must have a minimum of five (5) years of experience in the last 10 years, reconfiguring networks serving at least 200 client workstations. This experience must include the use of ghosting and other techniques to ensure full functionality of all client stations on a simulation network.	<p>The Bidder must provide a detailed curriculum vitae, and demonstrate how the resource meets each of these criteria by including the following information:</p> <ul style="list-style-type: none"> <li>a) Name and description of client organization;</li> <li>b) Timeframe (from-to dates month/year) and;</li> <li>c) Description of the roles and responsibilities clearly identifying how they meet the requested requirements.</li> </ul>
6.4	Must have a minimum of 10 years of experience supervising information technology developers or programmers.	<p>The Bidder must provide a detailed curriculum vitae, and demonstrate how the resource meets each of these criteria by including the following information:</p> <ul style="list-style-type: none"> <li>a) Name and description of client organization;</li> <li>b) Timeframe (from-to dates month/year) and;</li> <li>c) Description of the roles and responsibilities clearly identifying how they meet the requested requirements.</li> </ul>
6.5	The Resource must be fluent in English. Fluent means that the individual must be able to communicate orally and in writing without any assistance and with minimal errors.	The Bidder must certify in their proposal that the proposed resource meets the language requirement in order to be deemed compliant.

MT.7	<b>Senior Command and Control Information Systems (Sr C2IS) Expert – One (1) Resource</b>		
	7.1	Must have a university degree or college diploma in any field from a recognized training or post-secondary institution.	The Bidder must demonstrate by including a copy of the certificate/diploma with the bid.
	7.2	Must have obtained an AFAY qualification or obtained an equivalent qualification through another NATO military education institute.	The Bidder must demonstrate by including a copy of the certificate/diploma with the bid.
	7.3	Must have the following minimum experience: <ul style="list-style-type: none"> <li>• Directing or supervising Unit or Brigade level training activities;</li> <li>• Employment as an instructor or directing staff at a CAF professional development (or NATO/ABCA equivalent) institution.</li> <li>• Employment as a member of a Headquarters organization at the Brigade, Division, or National level; and</li> <li>• Organizing and delivering military collective training at the Brigade level.</li> </ul>	The Bidder must provide a detailed curriculum vitae, and demonstrate how the resource meets each of these criteria by including the following information: <ul style="list-style-type: none"> <li>a) Name and description of client organization;</li> <li>b) Timeframe (from-to dates month/year) and;</li> <li>c) Description of the roles and responsibilities clearly identifying how they meet the requested requirements.</li> </ul>
	7.4	Must have a minimum of two (2) years of experience in the last three (3) years using a digital Command and Control Information System (C2IS) tool supporting a Headquarters organization at the Battalion, Brigade, or Division level.	The Bidder must provide a detailed curriculum vitae, and demonstrate how the resource meets each of these criteria by including the following information: <ul style="list-style-type: none"> <li>a) Name and description of client organization;</li> <li>b) Timeframe (from-to dates month/year) and;</li> <li>c) Description of the roles and responsibilities clearly identifying how they meet the requested requirements.</li> </ul>

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		Must have experience using a digital Command and Control Information System (C2IS) tool to support simulation training events.	The Bidder must provide a detailed curriculum vitae, and demonstrate how the resource meets each of these criteria by including the following information:  a) Name and description of client organization;  b) Timeframe (from-to dates month/year) and;  c) Description of the roles and responsibilities clearly identifying how they meet the requested requirements.
	7.5	The Resource must be fluent in English. Fluent means that the individual must be able to communicate orally and in writing without any assistance and with minimal errors.	The Bidder must certify in their proposal that the proposed resource meets the language requirement in order to be deemed compliant.



<b>MT.8</b>	<b>Contract Site Leader (CSL) (Gagetown, Petawawa, Edmonton) – Three (3) Resources</b>		
	8.1	Must have obtained an AFAY qualification and an AFAZ qualification, or the equivalent qualification recognized by the CAF.	The Bidder must demonstrate by including a copy of the certificate/diploma with the bid.
	8.2	Must have the following minimum experience: <ul style="list-style-type: none"> <li>• Directing or supervising Unit or Brigade level training activities;</li> <li>• Employment as an instructor or directing staff at a CAF professional development (or NATO/ABCA equivalent) institution.</li> <li>• Employment as a member of a Headquarters organization at the Brigade, Division, or National level; and</li> <li>• Organizing and delivering military collective training at the Brigade level.</li> </ul>	The Bidder must provide a detailed curriculum vitae, and demonstrate how the resource meets each of these criteria by including the following information: <ul style="list-style-type: none"> <li>a) Name and description of client organization;</li> <li>b) Timeframe (from-to dates month/year) and;</li> <li>c) Description of the roles and responsibilities clearly identifying how they meet the requested requirements.</li> </ul>

	8.3	Must have a minimum of two (2) years of military experience having directed/managed an organization of at least 100 personnel and having been responsible for overseeing operations, personnel management, financial management and logistics.	<p>The Bidder must provide a detailed curriculum vitae, and demonstrate how the resource meets each of these criteria by including the following information:</p> <ul style="list-style-type: none"> <li>a) Name and description of client organization;</li> <li>b) Timeframe (from-to dates month/year) and;</li> <li>c) Description of the roles and responsibilities clearly identifying how they meet the requested requirements.</li> </ul>
	8.4	The resource must be fluent in English. Fluent means that the individual must be able to communicate orally and in writing without any assistance and with minimal errors.	The Bidder must certify in their proposal that each proposed resource meets the language requirement in order to be deemed compliant.
<b>MT.9</b>	<b>Contract Site Leader (CSL) (Valcartier) – One (1) Resource</b>		
	9.1	Must have obtained an AFAY qualification and an AFAZ qualification, or the equivalent qualification recognized by the CAF.	The Bidder must demonstrate by including a copy of the certificate/diploma with the bid.

	9.2	<p>Must have the following minimum experience:</p> <ul style="list-style-type: none"> <li>• Directing or supervising Unit or Brigade level training activities;</li> <li>• Employment as an instructor or directing staff at a CAF professional development (or NATO/ABCA equivalent) institution.</li> <li>• Employment as a member of a Headquarters organization at the Brigade, Division, or National level; and</li> </ul> <p>Organizing and delivering military collective training at the Brigade level.</p>	<p>The Bidder must provide a detailed curriculum vitae, and demonstrate how the resource meets each of these criteria by including the following information:</p> <ul style="list-style-type: none"> <li>a) Name and description of client organization;</li> <li>b) Timeframe (from-to dates month/year) and;</li> <li>c) Description of the roles and responsibilities clearly identifying how they meet the requested requirements.</li> </ul>
	9.3	<p>Must have a minimum of two (2) years of military experience having directed/managed an organization of at least 100 personnel and having been responsible for overseeing operations, personnel management, financial management and logistics.</p>	<p>The Bidder must provide a detailed curriculum vitae, and demonstrate how the resource meets each of these criteria by including the following information:</p> <ul style="list-style-type: none"> <li>a) Name and description of client organization;</li> <li>b) Timeframe (from-to dates month/year) and;</li> <li>c) Description of the roles and responsibilities clearly identifying how they meet the requested requirements.</li> </ul>

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	9.4	The Resource must be fluently bilingual in both English and French. Fluently bilingual means that the individual must be able to communicate orally and in writing without any assistance and with minimal errors in both languages.	The Bidder must certify in their proposal that the proposed resource meets the language requirement in order to be deemed compliant.
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### **Point Rated Technical Criteria**

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

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.

<b>Rated Technical Criteria</b>			
<b>RT.1 BIDDER'S EXPERIENCE</b>			
<b>Maximum: 2550 points. Minimum pass mark: 1550 points</b>			
<b>RT.1.1</b>	<b><u>Recruitment</u></b> <ol style="list-style-type: none"> <li>The Bidder should have previous experience, as of the Bid Solicitation issuance date, recruiting and retaining more than 200 resources for a period of at least one (1) week in the past 5 years.</li> <li>This experience can be gained through one (1) or more Contracts, up to a maximum of five (5) contracts, supporting multiple activities simultaneously in Canada.</li> </ol>	<p>To demonstrate its experience, the Bidder must provide at least the following information for each contract reference for which the experience meets the requirements of this evaluation criterion:</p> <ol style="list-style-type: none"> <li>A detailed description of the recruitment and retaining of resources throughout the duration of the contracts in Canada listed within RT.1.1.</li> </ol>	<p>Points will be awarded for demonstrated experience that meets the requirements of this criterion as follows:</p> <p>201 to 300 resources = 150 points</p> <p>301 to 400 resources = 300 points</p> <p>401 to 500 resources = 450 points</p> <p>501 to 600 resources = 600 points</p> <p>601+ resources = 750 points</p> <p><b>Maximum Points: 750</b></p>
<b>RT.1.2</b>	<b><u>Training Activities</u></b> <ol style="list-style-type: none"> <li>The Bidder must have previous experience, as of the bid solicitation closing date, managing the design and development of defence training and capability development activities.</li> <li>The Bidder must have previous experience, as of bid solicitation closing date delivering and simultaneously supporting multiple defence</li> </ol>	<p>To demonstrate its experience, the Bidder must provide at least the following information for each contract reference for which the experience meets the requirements of this evaluation criterion:</p> <ol style="list-style-type: none"> <li>A detailed description of the defence training and capability development activities provided;</li> </ol>	<p>The criterion will be based upon previous experience, as of the bid solicitation closing date, of conducting training exercises/events utilizing constructive or virtual simulation, field training exercises, command post exercises, and table-top exercises over the past 5 years. Points will be awarded as follows for demonstrated experience in training events that meets the</p>

	<p>training and capability development activities which included more than 100 resources in dispersed locations in Canada.</p> <p>c) This experience must be gained through a maximum of five (5) contracts and occurred within the last 5 years.</p> <p>d) Bidders must be able to show that they have the requisite experience in designing, developing and delivering training activities where there are multiple levels of training audiences and client organizations taking part in the training.</p>	<p>2. The contract period and location for each of the contracts for which the training and capability development activities were provided, in a format including month and year information, and total contract value e.g. from (month/year) to (month/year) for each month; and total contract value.</p>	<p>requirements of this criterion.</p> <p>The score will be cumulative over five (5) contracts.</p> <p>101 to 200 ressources = 100 points</p> <p>201 to 300 ressources = 200 points</p> <p>301 to 400 ressources = 400 points</p> <p>401+ training activities = 600 points</p> <p><b>Maximum Points: 600</b></p>
<p><b>RT.1.3</b></p>	<p><b><u>Resource Locations*</u></b></p> <p>The Bidder should have previous experience, as of the bid solicitation issuance date, in providing a minimum of 100 resources dedicated to training design, development and delivery spread among more than four (4) Canadian provinces or territories simultaneously, for a minimum of one (1) month in duration within the last 5 years.</p> <p>*The requirement could be met by one (1) or multiple contracts.</p>	<p>To demonstrate its experience, the Bidder must provide at least the following information for each contract reference for which the experience meets the requirements of this evaluation criterion:</p> <p>1. A detailed description of the resources and services dedicated to training design, development and delivery spread simultaneously amongst more than four (4) Canadian provinces or territories;</p> <p>2. The contract period and location for the contract for which the activities were provided, in a format including month and year.</p>	<p>5 Canadian provinces or territories = 50 points</p> <p>6 Canadian provinces or territories = 100 points</p> <p>7 Canadian provinces or territories = 150 points</p> <p>8 Canadian provinces or territories = 200 points</p> <p>9 Canadian provinces or territories = 250 points</p> <p>10 Canadian provinces or territories = 300 points</p> <p>11 Canadian provinces or territories = 350 points</p> <p><b>Maximum Points: 350</b></p>

<p><b>RT.1.4</b></p>	<p><b><u>Recruitment Streams</u></b></p> <p>The Bidder should have previous experience, as of the bid solicitation issuance date, recruiting a minimum of 200 resources simultaneously supporting multiple activities, in one (1) or more of the following recruitment streams:</p> <ul style="list-style-type: none"> <li>• <u>Stream 1</u>: IT Support, Programming, Synthetic Environment Simulation; and/or</li> <li>• <u>Stream 2</u>: Exercise Delivery and Capability Development within the live, virtual and constructive environments.</li> </ul>	<p>The experience can be demonstrated using one or more contracts of services rendered.</p> <p>To demonstrate its experience, the Bidder must provide at least the following information for each contract reference for which the experience meets the requirements of evaluation for this criterion:</p> <ol style="list-style-type: none"> <li>1. A short description of the services provided to the client;</li> <li>2. The period of time over which the service was provided, in a format including month and year;</li> <li>3. The contract value for the services provided during the period mentioned in 2 above.</li> </ol>	<p>Points will be awarded as follows for demonstrated experience that meets the requirements of this criterion:</p> <p>Stream 1 <b><u>or</u></b> Stream 2 = 50 points</p> <p>Stream 1 <b><u>and</u></b> Stream 2 = 200 points</p> <p><b>Maximum Points: 200</b></p>
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## RT.2 BIDDER'S APPROACH, METHODOLOGY AND RISK ASSESSMENT

**Maximum: 1380 points, Minimum Pass Mark: 900 points**

**Rating scheme for RT.2.1 – RT.2.4:**

Percentage	Description
100%	Outstanding response; the rated area is fully met or exceeded; rigorous approach and methodology that meets all of the elements of the rated area. The Bidder receives 100% of the available points for this area.
75%	Response to the rated area is well addressed; good approach and methodology or missing minor elements. The Bidder receives 75% of the available points for this area.
50%	Response to the rated criteria is less than satisfactorily addressed; adequate approach and methodology or missing many points including some major elements. The Bidder receives 50% of the available points for this area.
25%	Unsatisfactory response; the approach and methodology are weak or missing many major elements. The Bidder receives 25% of the available points for this area.
0%	The rated area is not addressed. The Bidder receives 0% of the available points for this area.

<b>RT.2.1</b>	<p><b><u>Phase 1: Transition</u></b></p> <p>The Bidder should describe its approach, methodology and risk management assessment for meeting the requirements of Phase 1: Transition.</p> <p>The description should include the following components:</p> <ul style="list-style-type: none"> <li>a. An understanding of scope, goals and objective of the transition;</li> <li>b. The tasks to be accomplished during the Transition Phase;</li> <li>c. The resources and level of effort to accomplish each task;</li> <li>d. The roles and responsibilities of key personnel;</li> <li>e. A time schedule;</li> </ul>	<p>The Bidder should provide a sufficiently detailed description of its proposed approach to meet the requirements of criterion RT.2.1 and its understanding of the requirements as defined in the SOW.</p>	<p>Points will be awarded as follows for the detailed description of the proposed approach that meets the requirements of this criterion. For each of the elements addressed, points will be awarded in accordance with the rating scheme above and based on the following maximum number of points:</p> <p>50 points for each component to a maximum of 400 points.</p> <p><b>To pass RT.2.1 the Bidder must obtain a minimum of 300 out of the possible 400 points.</b></p>
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	<p>f. The recruiting strategy;</p> <p>g. The communication strategy; and</p> <p>h. Resource credentialing approach for verifying education, experience and security clearance.</p>		
<b>RT.2.2</b>	<p><b><u>Transition Schedule</u></b></p> <p>The Bidder should provide a draft Transition Schedule and risk management assessment, in accordance with the Transition Plan in the SOW that includes each of the following elements:</p> <ol style="list-style-type: none"> <li>A list and description of transition activities to be completed in a MS Word or Excel format which states the proposed timelines or timeframes for all activities and sub-activities related milestones;</li> <li>The Bidder's proposed senior management structure for the Contract Transition Phase including but not limited to the Bidder's proposed Transition Phase Management Team and any oversight committees or working groups proposed by the Bidder; and</li> <li>The structure must indicate where participation is required or may be requested from the Technical Authority, and what processes and procedures are recommended to ensure quick decision-making within the plan to facilitate the timely delivery of services.</li> </ol> <p>For the purpose of evaluation of this criterion, Phase 1: Transition is defined as a period of approximately five (5) months.</p>	<p>The Bidder should provide a Transition Schedule to meet the requirements of criterion RT.2.2 and demonstrate an understanding of the requirements as defined in the SOW.</p>	<p>Points will be awarded for the detailed description of the proposed Transition Schedule that meets the requirements listed within RT.2.2. For each of the elements addressed, points will be awarded in accordance with the rating scheme above and based on the following maximum number of points:</p> <p>100 points for each component to a maximum of 300 points.</p> <p><b>To pass RT.2.2 the Bidder must obtain a minimum of 200 out of the possible 300 points.</b></p>
<b>RT.2.3</b>	<p><b><u>Recruitment</u></b></p>	<p>The Bidder should provide a sufficiently</p>	<p>Points will be awarded for the detailed description of the</p>

	<p>The Bidder should describe its proposed approach and recruitment activities and risk management assessment that will be completed in order to:</p> <p>a. Recruit the initial Core Resources required at SED and the additional Core Resources required during the In-Service Phase;</p> <p>b. Meet short-term (2-4 weeks) and/or urgent (less than 2 weeks) Non-Core Resource requirements;</p> <p>c. The pro-active recruitment strategies for resource streams (as defined at RT.1.5); and</p> <p>d. The approach for replacing Core and Non-Core Resources;</p>	<p>detailed description of its proposed recruitment approach to meet the requirements of criterion RT.2.3 and demonstrate an understanding the requirements as defined in the SOW.</p>	<p>proposed recruitment approach and methodology that meets the requirements of this criterion. For each of the attributes addressed, points will be awarded in accordance with the rating scheme above, based on the following maximum number of points.</p> <table><tr><th>Attributes</th><th>Maximum Points</th></tr><tr><td>a.</td><td>100</td></tr><tr><td>b.</td><td>150</td></tr><tr><td>c.</td><td>150</td></tr><tr><td>d.</td><td>100</td></tr></table> <p><b>Maximum Points: 500</b></p>	Attributes	Maximum Points	a.	100	b.	150	c.	150	d.	100				
Attributes	Maximum Points																
a.	100																
b.	150																
c.	150																
d.	100																
<b>RT.2.4</b>	<p><b><u>Retention</u></b></p> <p>The Bidder should describe its approach and risk management assessment for the retention of its resources, and include its practices for:</p> <p>a) Its current retention practices and strategies;</p> <p>b) Innovative ways to retain resources in addition to its current practices;</p> <p>c) Continuing professional education and training;</p> <p>d) Rules and regulations;</p> <p>e) The Outgoing Phase; and</p> <p>f) Salary innovation including benefit packages.</p>	<p>The Bidder should provide a sufficiently detailed description of its proposed retention approach to meet the requirements of criterion RT.2.4 and demonstrate an understanding the requirements as defined in the SOW.</p>	<p>Points will be awarded for the detailed description of the proposed retention approach and methodology that meets the requirements of this criterion.</p> <p>For each of the attributes addressed, points will be awarded in accordance with the rating scheme above, based on the following maximum of points.</p> <table><tr><th>Attributes</th><th>Maximum Points</th></tr><tr><td>a.</td><td>30</td></tr><tr><td>b.</td><td>30</td></tr><tr><td>c.</td><td>30</td></tr><tr><td>d.</td><td>30</td></tr><tr><td>e.</td><td>30</td></tr><tr><td>f.</td><td>30</td></tr></table> <p><b>Maximum Points: 180</b></p>	Attributes	Maximum Points	a.	30	b.	30	c.	30	d.	30	e.	30	f.	30
Attributes	Maximum Points																
a.	30																
b.	30																
c.	30																
d.	30																
e.	30																
f.	30																

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. 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 and Additional Information Required with the 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) (<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.

#### 5.1.2 Additional Certifications Required with the Bid

The Bidder must provide with its bid the required additional certifications included in Attachment 1 to Part 5, Additional Certifications Required with the Bid.

### 5.2 Certifications and Information Required Precedent to Contract Award

The required certifications and additional information below should be submitted with the bid but may be submitted afterwards. If the required certifications and additional information are not submitted with the bid, the Contracting Authority will inform the Bidder of a time frame within which they must be submitted by the Bidder. Failure to provide the required certifications and additional information within the time frame specified 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) (<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 "Federal Contractors Program Limited Eligibility List" available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>)

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 "Federal Contractors Program Limited Eligibility List" at the time of contract award.

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File No. - N° du dossier  
402zg.W8486-163226

Buyer ID - Id de l'acheteur  
402ZG  
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Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "Federal Contractors Program Limited Eligibility List" during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity certification before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority before contract award with a completed Federal Contractors Program for Employment Equity certification for each member of the Joint Venture. Attachment 1 to Part 5, Additional Certifications Precedent to Contract Award, includes a copy of the certification to provide.

### **5.2.3 Additional Certifications Required Precedent to Contract Award**

The required additional certifications to provide are included in Attachment 1 to Part 5, Additional Certifications Required At Bid Closing Date .

## ATTACHMENT 1 TO PART 5, ADDITIONAL CERTIFICATIONS REQUIRED AT BID CLOSING DATE

### 1. Federal Contractors Program For Employment Equity - Certification

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

For further information on the Federal Contractors Program for Employment Equity visit the [Employment and Social Development Canada \(ESDC\) - Labour's website](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html) (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>).

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

Instructions to the Bidder: Complete both A and B.

#### A. Instructions to the Bidder: Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and / or permanent part-time employees.
- ☐ A5. The Bidder certifies having a combined workforce in Canada of 100 or more permanent full-time and/or permanent part-time employees.
- ☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

or

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

#### B. Instructions to the Bidder: Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

or

- ☐ B2. The Bidder is a Joint venture. Instructions to the Bidder: Refer to the Joint Venture section of the Standard Instructions. If the Bidder is a Joint Venture, it must provide the Contracting

Authority before contract award with a completed Federal Contractors Program for Employment Equity certification for each member of the Joint Venture.

## **2. Canadian Content**

### **2.1 Canadian Content Definition**

SACC Manual clause A3050T (2014-11-27) Canadian Content Definition

### **2.2 Canadian Content Certification**

This procurement is limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

The Bidder certifies that:

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

## **3. Status and Availability of Resources**

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

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

## **4. Education and Experience**

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

## **5. Financial Capability**

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

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Buyer ID - Id de l'acheteur  
402ZG  
CCC No./N° CCC - FMS No./N° VME

## **6. Controlled Goods Requirement**

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

## **7. Insurance Requirements**

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

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

## PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirement

6.1.1 At bid closing, the following conditions must be met:

- (a) the Bidder AND Core Resources identified in Table 1 – Initial Core Resources Team of the Statement of Work must hold a valid organization security clearance and as indicated in Part 7 – Resulting Contract Clauses and;
- (b) Resources that require training identified in Table 2 – Training Required for Core and Non-Core Resources during Transition Phase of the Statement of Work, must hold as a minimum Enhanced Reliability security clearance prior taking any specific training required during the transition period;

6.1.2 At contract award, the following conditions must be met:

- (a) 30 days prior the commencement of the Work (handover), 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 7 – Resulting Contract Clauses; and
- (b) the Bidder must provide the names of all Core and Non-Core resources who will require access to classified or protected information, assets or sensitive work sites.

If the information is not provided in or with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

6.1.3 Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

6.1.4 For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.



## PART 7 – RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

### 7.2 SACC Manual Clauses

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.

#### 7.2.1 General Conditions

2035 (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

#### 7.2.2 Supplemental General Conditions

4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information;  
4008 (2008-12-12) Personal Information; and  
A9122C (2008-05-12) Protection and Security of Data Stored in Databases.

#### 7.2.3 Basis for Canada's Ownership of Intellectual Property

The Department of National Defence has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#).

- a) national security;
- b) statutes, regulations or prior obligations of Canada to a third party or parties preclude Contractor ownership of the Intellectual Property Rights in Foreground Information; and
- c) the Intellectual Property in Foreground Information consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

#### 7.2.4 Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

### 7.2.5 Non-Disclosure Agreement

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

### 7.3 Task Authorization

- a) Work described at Annex "A", Statement of Work, with the exception of the work to be completed by Core resources, will be provided under the Contract on an "as and when requested basis";
- b) With respect to the Work mentioned under paragraph A of this clause,
1. an obligation will come into force only when the Contractor receives a Task Authorization, inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized Task Authorization;
  2. the Task Authorization Authority and limit will be determined in accordance with paragraph C of this clause;
  3. the Contractor must not commence work until a Task Authorization, inclusive of any revisions, has been authorized and issued in accordance with the Contract.
  4. the Contractor acknowledges that work performed before a Task Authorization, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor's own risk and expense;
  5. the task description, inclusive of any revisions, included in an authorized Task Authorization must fall within the scope of the Statement of Work, in Annex A; and
  6. the Task Authorization, inclusive of any revisions, will be authorized under the Contract through the use of Annex F, DND 626, Task Authorization Form duly completed and signed.
- c) Task Authorization Authority and Limit
1. The Technical Authority (TA) may authorize individual Task Authorizations inclusive of any revisions up to a limit of \$ (to be completed at award), applicable taxes included, inclusive of any amendment. Any Task Authorization to be issued in excess of that limit or any amendment to the approved Task Authorization which will increase the Task Authorization total value above that limit must be approved by the Technical Authority and Contracting Authority before issuance.
  2. The authority specified under paragraph C of this clause is granted subject to the sum specified in the Contract under clause 7.6.2 (Canada's Total Liability, Cumulative Total of all authorized Task Authorizations) not being exceeded.
- d) Task Authorization Process
- For each task or revision of a previously authorized task, the TA will provide the Contractor with a request to perform a task prepared using Annex F, DND 626, Task Authorization Form, containing as a minimum:
- the task or revised task description of the Work required, including:

- the details of the activities or revised activities to be performed;
  - a description of the deliverables or revised deliverables to be submitted; and
  - a schedule or revised schedule indicating completion dates for the major activities or submission dates for the deliverables, or both, as applicable;
  - the Contract security requirements applicable to the task or revised task;
  - the Contract basis (bases) of payment applicable to the task or revised task; and
  - the Contract method(s) of payment applicable to the task or revised task and, as applicable, the associated schedule of milestones
- e) Within 7 calendar days of its receipt of the request, the Contractor must provide the Project Authority with a signed and dated response prepared and submitted using the Task Authorization form received from the TA, containing as a minimum:
- i. the total estimated cost proposed for performing the task or, as applicable, revised task;
  - ii. a breakdown of that cost in accordance with Annex B – Basis of Payment; and
  - iii. for each resource proposed by the Contractor for the performance of the Work required:
    - the name of the proposed resource;
    - the resume of the proposed resource; and
    - a demonstration that the proposed resource meets :
      - the Contract security requirements; and
      - for each resource proposed by the Contractor for the performance of the Work required who is not identified under the Specific Person (s) clause of the Contract:
        - the name of the proposed resource;
        - the resume of the proposed resource; and
        - a demonstration that the proposed resource meets :
          - the Contract security requirements;
- f) Task Authorization Authorization
1. The Technical Authority (TA) will authorize the Task Authorization based on:
    - the request submitted to the Contractor pursuant to paragraph F of this clause;
    - the Contractor's response received, submitted pursuant to paragraph G of this clause; and
    - the agreed total estimated cost for performing the task or, as applicable, revised task
  2. The TA will authorize the Task Authorization provided each resource proposed by the Contractor for the performance of the Work required meets all the requirements specified under paragraph F.3 of this clause.
  3. The authorized Task Authorization will be issued to the Contractor by email (as an email attachment in PDF format).
- g) Periodic Usage Reports - Contracts with Task Authorizations
1. The Contractor must compile and maintain detailed and current data on its performance of Work required and requested under Task Authorizations (inclusive of any revisions) authorized and issued under the Contract.
  2. No later than 15 calendar days after the end of each of the reporting periods below, the Contractor must submit to the CA and TA a periodic usage report containing, in an electronic

spreadsheet (such as MSOffice Excel), the data elements specified in paragraphs J.3 and J.4 of this clause in the order they are presented. Where at the end of a reporting period, no changes are required to be made to the data contained in the periodic usage report submitted for the previous period, the Contractor must submit a "NIL" report to the Contracting Authority and Project Authority.

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

A sample MSOffice spreadsheet containing the data elements contained in paragraphs H.3 and H.4 of this clause is provided in Annex G.

3. For each Task Authorization authorized and issued under the Contract, the data must contain the following data elements in the order presented:
  - the Task Authorization number appearing on the TA form;
  - the date the task was authorized appearing on the TA form;
  - the total estimated cost of the task (Applicable Taxes extra) before any revisions appearing on the Task Authorization form;
  - the following information appearing on the TA form must be included for each authorized revision, starting with revision 1, then 2, etc:
    - the Task Authorization revision number;
    - the date the revision to the task was authorized;
    - the authorized increase or decrease (Applicable Taxes extra);
    - the total estimated cost of the task (Applicable Taxes extra) after authorization of the revision;
  - the total cost incurred for the task (as last revised, as applicable), Applicable Taxes extra;
  - the total cost incurred and invoiced for the task (as last revised, as applicable), Applicable Taxes extra;
  - the total amount of Applicable Taxes invoiced;
  - the total amount paid, Applicable Taxes included;
  - the start and completion date of the task (as last revised, as applicable); and
  - the active status (i.e., the percentage of the work completed) of the task (as last revised, as applicable) with an explanation (as applicable).
4. For all Task Authorizations authorized and issued under the Contract, the data must contain the following data elements in the order presented:
  - the sum (Applicable Taxes extra) specified in clause 7.7.1.3, Canada's Total Liability, Cumulative Total of all Authorized TAs, as last amended;
  - the total cost incurred for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
  - the total cost incurred and invoiced for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
  - the total amount of Applicable Taxes invoiced for all authorized tasks inclusive of any revisions; and
  - the total amount paid for all authorized tasks inclusive of any revisions, Applicable Taxes extra.

**h) Administration of the Task Authorization Process - Department of National Defence**

The administration of the Task Authorization process will be carried out by DND. This process includes: monitoring, controlling and reporting on expenditures of the Contract to the Contracting Authority apply to and form part of the Contract.

#### 7.4 Security Requirement

- 7.4.1 The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance (FSC) at the level of COSMIC TOP SECRET issued by the Canadian Industrial Security Directorate (CISD), Public Works and Services Canada (PWGSC).
- 7.4.2 This contract includes *access to controlled goods*. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada (PWGSC).
- 7.4.3 The Contractor/Offeror personnel requiring access to CLASSIFIED CANADIAN *or* FOREIGN information, assets *or sensitive work site(s)* must be *a permanent resident of Canada or* a citizen of Canada, *and* must EACH hold a valid personnel security screening at the level of COSMIC TOP SECRET *or* SECRET, *as required*, granted or approved by CISD/PWGSC.
- 7.4.4 The Contractor/Offeror personnel requiring access to PROTECTED CANADIAN *or* FOREIGN information, assets *or sensitive work site(s)* must be *a permanent resident of Canada or* a citizen of Canada *and* must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by CISD/PWGSC.
- 7.4.5 The Contractor/Offeror personnel requiring access to NATO UNCLASSIFIED information or assets do not require to hold a personnel security clearance; however, the Contractor must ensure that the NATO UNCLASSIFIED information is not releasable to third parties and that the "need to know" principle is applied to personnel accessing this information.
- 7.4.6 The Contractor personnel requiring access to NATO RESTRICTED information or assets must be citizens of a NATO member country *or* a permanent resident of Canada and EACH hold a valid RELIABILITY STATUS or its equivalent, granted or approved by the appropriate delegated NATO Security Authority.
- 7.4.7 The Contractor/Offeror personnel requiring access to NATO CLASSIFIED information, assets *or sensitive work site(s)* must be *permanent residents of Canada or* citizens of a NATO member country and EACH hold a valid personnel security screening at the level of COSMIC TOP SECRET, granted or approved by the appropriate delegated NATO Security Authority.
- 7.4.8 The Contractor/Offeror MUST NOT remove any CLASSIFIED information from the identified *work site(s)*, and the Contractor/ Offeror must ensure that its personnel are made aware of and comply with this restriction.
- 7.4.9 The Contractor / Offeror personnel requiring access to COMSEC information/assets must be Canadian citizens, hold a valid security clearance commensurate with the information/assets that will be accessed, have a need-to-know and have undergone a COMSEC briefing and signed a COMSEC Briefing Certificate. Access by foreign nationals or resident aliens must be approved by the Head of IT Security Client Services at CSEC on a case-by-case basis.

- 7.4.10 Subcontracts, which contain security requirements, are NOT to be awarded without the prior written permission of CISD/PWGSC.
- 7.4.11 The Contractor must complete and submit a *Foreign Ownership, Control and Influence* (FOCI) Questionnaire and associated documentation identified in the *FOCI Guidelines for Organizations* prior to contract award to identify whether a third party individual, firm or government can gain unauthorized access to COMSEC or CLASSIFIED NATO/FOREIGN information/assets. PWGSC will determine if the company is "*Not Under FOCI*" or "*Under FOCI*". When an organization is determined to be *Under FOCI*, PWGSC will ascertain if mitigation measures exist or must be put in place by the company so it can be deemed "*Not Under FOCI through Mitigation*".
- 7.4.12 The contractor should at all times during the performance of the contract possess a letter from PWGSC identifying the results of the FOCI assessment with a FOCI designation of *Not Under FOCI* or *Not Under FOCI through Mitigation*.
- 7.4.13 All changes to Questionnaire and associated FOCI evaluation factors must immediately be submitted to the Industrial Security Sector (ISS) to determine if the changes impact the FOCI designation.
- 7.4.14 The Contractor/Offeror must comply with the provisions of the:
- a) *Security Requirements Check List* and Security Guide (if applicable), attached at Annex
  - b) *Industrial Security Manual* (Latest Edition).

**NOTE <sup>1</sup> :** There are multiple levels of release restrictions associated with this file. In this instance, a *Security Guide* must be added to the SRCL clarifying these restrictions. The *Security Guide* is normally generated by the organization's Project Authority and/or Security Authority.

**NOTE <sup>2</sup> :** There are multiple levels of personnel security screenings associated with this file. In this instance, a *Security Classification Guide* must be added to the SRCL clarifying these screenings. The Security Classification Guide is normally generated by the organization's Project Authority and/or Security Authority.

## 7.5 Term of Contract

### 7.5.1 Period of the Contract

The period of the Contract is from date of Contract award to March 31, 2024 inclusive.

### 7.5.2 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 two (2) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the

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Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### **7.5.3 Option to Extend - Transition Period**

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of under the same conditions up to twelve (12) months ensure the required transition. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least 15 calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

#### **7.5.4 Termination on Thirty Days Notice**

Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

#### **7.5.5 Comprehensive Land Claims Agreements (CLCAs)**

The Contract does not include deliveries of services within locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirements for deliveries of services within locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to CLCAs will have to form part of a separate contract.

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## **7.6 Authorities**

### **7.6.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Martin Lalonde  
Title: Supply Team Leader  
Public Works and Government Services Canada  
Acquisitions Branch  
Business Management and Consulting Services Division  
Address: 11, Laurier Street, Gatineau, QC KA1 0S5  
Telephone:  
Facsimile:  
E-mail address: [martin.lalonde@tpsgc-pwgsc.gc.ca](mailto:martin.lalonde@tpsgc-pwgsc.gc.ca)

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

### **7.6.2 DND Procurement Authority**

The Procurement Authority for the Contract is:

Name:  
Title:  
Organisation: Department of National Defence  
Address:  
Telephone:  
Facsimile:  
E-mail address:

### **7.6.3 Technical Authority**

The Technical Authority for the Contract is:

Name:  
Title:  
Organization: Department of National Defence  
Address:  
Telephone:  
Facsimile:  
E-mail address:

In its absence, the Technical Authority is:

Name:  
Title:  
Organization:  
Address:  
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.

#### **7.6.4 Contractor's Representative**

(Fill in at time of contract award.)

### **7.7 Payment**

#### **7.7.1 Basis of Payment**

##### **7.7.1.1 Basis of Payment – Work Completed by Core Resources**

The Contractor will be reimbursed its costs reasonably and properly incurred in the performance of the Work, detailed in the Statement of Work, Annex "A", determined in accordance with the Basis of Payment in Annex "B". Customs duty is included, if applicable; and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable."

##### **7.7.1.2 Basis of Payment – Work Completed by Non-Core Resources**

The following type of basis of payment will form part of each approved Task Authorization:

#### **Task Authorization subject to a Limitation of Expenditure**

When the basis of payment specified in a Task Authorization authorized and issued under the Contract is limitation of expenditure, the Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization, as determined in accordance with the basis of payment cost elements, in Annex B – Basis of Payment, to the limitation of expenditure specified in the authorized Task Authorization.

Canada's total liability to the Contractor under the authorized Task Authorization must not exceed the limitation of expenditure specified in the authorized Task Authorization. Customs duties are included, and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized Task Authorization resulting from any design changes, modifications or interpretations of the Work specified in the authorized Task Authorization will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the TA before their incorporation into the Work specified in the authorized Task Authorization. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written authorization of the TA. The Contractor must notify the TA in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the final delivery date specified in the authorized Task Authorization, or
- (c) as soon as the Contractor considers that the authorized Task Authorization funds are inadequate for the completion of the Work specified in the authorized Task Authorization, whichever comes first.

If the notification is for inadequate authorized Task Authorization funds, the Contractor must provide to the TA, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### **7.7.1.3 Canada's Total Liability Cumulative Total of all authorized Task Authorizations**

- a) Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations, inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_ (insert amount at contract award). Customs duties are included and the Applicable Taxes are extra.
- b) No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum
- i. when it is 75 percent committed, or
  - ii. four (4) months before the Contract expiry date, or
  - iii. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required and requested in all authorized Task Authorizations, inclusive of any revisions, the applicable basis of payment of which is limitation of expenditure [contract clause 7.6.1.1, Task Authorization subject to a Limitation of Expenditure], whichever comes first.
- c) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### **7.7.1.4 Authorized travel and living expenses**

- a) Canada's total liability to the Contractor under the Contract for authorized travel and living expenses must not exceed \$ \_\_\_\_\_. Customs duties are included and the Applicable Taxes are extra.
- b) No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability for travel and living expenses being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
- i. when it is 75 percent committed, or
  - ii. four (4) months before the Contract expiry date, or
  - iii. As soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

## **7.8 Method of Payment**

### **7.8.1 Monthly Payment**

For the Work described in the Statement of Work in Annex A.

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

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

### **7.8.2 SACC Manual Clauses**

A9116C (2007-11-30) T1204- Information Reporting by Contractor;  
A9117C (2007-11-30) T1204 – Direct Request by Customer Department

### **7.8.3 Electronic Payment of Invoices - Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

### **7.8.4 Discretionary Audit**

C0100C (2010-01-11), Discretionary Audit - Commercial Goods and/or Services  
C0705C (2010-01-11), Discretionary Audit

### **7.8.5 Time Verification**

C0711C (2008-05-12), Time Verification

## **7.9 Invoicing Instructions**

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

completed.

Each invoice must be supported by:

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

2. Invoices must be distributed as follows:

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

## **7.10 Certifications and Additional Information**

### **7.10.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

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

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the Federal Contractors Program (FCP) for employment equity "Federal Contractors Program Limited Eligibility List" available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>). The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

### **7.10.3 Canadian Content Certification**

SACC Manual clause A3060C (2008-05-12), Canadian Content Certification

## **7.11 Applicable Laws**

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

#### **7.12 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 2003 (2017-04-27);
- (c) the general conditions 2035 (2016-04-04), General Conditions - Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Non-Disclosure Agreement;
- (h) Annex E, Insurance Requirements;
- (i) the signed Task Authorizations (including all of its annexes, if any); and
- (j) the Contractor's bid dated \_\_\_\_\_

#### **7.13 Defence Contract**

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

#### **7.14 Foreign Nationals**

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

#### **7.15 Insurance Requirements**

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

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

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

#### **7.16 Controlled Goods**

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

#### **7.17 Proactive Disclosure of Contracts with Former Public Servants**

If the selected Bidder provided in accordance with the article 2.3, Former Public Servant, information on its status with respect to being a Former Public Servant in receipt of a Public Service Superannuation Act

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(PSSA) pension, you must insert here the full text of Proactive Disclosure of Contracts with Former Public Servants.

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

#### **7.18 Additional Clauses**

SACC Manual Clause A9062C (2011-05-16), Canadian Forces Site Regulations.

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# **ANNEX A, STATEMENT OF WORK**

## **TRAINING AND CAPABILITY DEVELOPMENT SUPPORT SERVICES FOR CANADIAN ARMED FORCES LAND OPERATIONS**

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## Acronym and Definition Listing

AAR	After Action Review
ABACUS	Advanced Battlefield Computer Simulation
ABCA	Organization of the Armies of America, British, Canadian, Australian
ACG	Activity Co-ordination Group
Admin Asst	Administrative Assistant
ADC	Activity Design and Conduct Group (also Army Doctrine Centre)
AEC	Army Experimentation Centre
AFAY	The official DND code that is used on personnel records to indicate that the individual has been given the qualification for completion of Army staff training (CACSC).
AFAZ	The official DND code that is used on personnel records to indicate that the individual has been given the qualification for completion of CAF joint staff training (CFC)
ALLC	Army Lessons Learned Centre
ASEWG	Army Synthetic Environment Working Group
ASIC	All-Source Intelligence Cell
Asst CWC	Assistant Contract Wide Coordinator
AWIC	Advanced Weapons Instructor Course
C2IS	Command and Control Information Systems
C4ISR	Command and Control, Communication, Computers, Intelligence, Surveillance and Reconnaissance
CACSC	Canadian Army Command and Staff College
CADTC	Canadian Army Doctrine and Training Command
CAF	Canadian Armed Forces
CALWC	Canadian Army Land Warfare Centre
CASC	Canadian Army Simulation Centre
CAST	Command and Staff Trainer
CAX	Computer Assisted Exercise
CCA	Commander Canadian Army
CDE	Capability Development and Experimentation (May also be Combat or Concept, depending on application and nation)
CFB	Canadian Forces Base
CFC	Canadian Forces College
CFEC	Canadian Forces Experimentation Centre
CJOC	Canadian Joint Operations Command
CMTC	Canadian Manoeuvre Training Centre
COE	Centre of Excellence
Contractor	The firm responsible to carry out the provisions of Contract number W8486-163226
CSL	Contractor Site Leader
COS	Chief of Staff
CPX	Command Post Exercise
CWC	Contract Wide Coordinator
DATE	Decisive Action Training Environment
DIN/DWAN	Defence Integrated Network/Defence Wide Area Network
DIS	Distributed Interactive Simulations (a protocol for connecting multiple simulations)
Division	Refers to the CA deployable formation (1 <sup>st</sup> Cdn Div) or one of the static, regional CA formations (2 <sup>nd</sup> Cdn Div – Eastern, 3 <sup>rd</sup> Cdn Div – Western, 4 <sup>th</sup> Cdn Div – Central, 5 <sup>th</sup> Cdn Div – Atlantic)
DLCSMP	Director Land Command Systems Program Management
DLSC	Directorate of Land Strategic Concepts
DND	Department of National Defence
DRDC	Defence and Research Development Canada



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DSC	Division Simulation Centre
DSP	Detailed Support Plan
E3D	Exercise Design, Development and Delivery
ECM	Event Coordination Matrix
EDWG	Exercise Development Working Group
EX	Exercise
EXCON	Exercise Control
FEDEP	Federation Environment Development Process
FOM	Federation Object Model
FPC	Final Planning Conference
FTX	Field Training Exercise
GP Net	General Purpose Net
HICON	Higher Control
Higher Headquarters	For this document, higher headquarters refers to brigade (operational) level and higher
HLA	High Level Architecture
HQ	Headquarters
IM/IS	Information Management/Information Systems
IPC	Initial Planning Conference
IT	Information Technology
IT/IS	Information Technology/Information Systems
ISE	Initial Support Estimate
JCATS	Joint Conflict and Tactical Simulation
JIMP	Joint, Inter Agency, Multinational and Public
JOINTEX	Joint Exercise
JOPG	Joint Operational Planning Group
LCSS	Land Command Support System
LOCON	Lower Control
M&S	Modelling and Simulation Support Group
MA	Military Authority
MEL	Master Events List
MGT	Management Group
ML	Military Lead
MPC	Main Planning Conference
MRP	Managed Readiness Plan
NATO	North Atlantic Treaty Organization
OGD	Other Government Department
OneSAF	One Semi Automated Forces
OOS	One SAF Objective System
OPI	Office of Principle Interest
Ops O	Operations Officer
OTB	OneSAF Testbed Baseline
PAR	Post Activity Report
PD	Professional Development
PDU	Protocol Data Units
PSPC	Public Service Procurement Canada
PXR	Post Exercise Report
RCAF	Royal Canadian Air Force
RCEME	Royal Canadian Electrical Mechanical Engineer
Regional TA	Regional Technical Authority
RTI	Run Time Infrastructure
SBA	Simulation Based Acquisition

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SE	Synthetic Environment
SEIT	Security Evaluation and Inspection Team
SSET	Senior System Engineer Technician
SET	System Engineer Technician
SSETI	Senior Synthetic Environment Technical Integrator
SETI	Synthetic Environment Technical Integrator
SimNet	Simulation Network
SME	Subject Matter Expert
SOW	Statement of Work
SSET	Senior Systems Engineering Technician
SSETI	Senior Synthetic Environment Technical Integrator
TA	Technical Authority
TENA	Test Evaluation Native Architecture
Training Levels	Training within the Canadian Army is conducted at Levels 1 (individual), 2 (section or detachment), 3 (platoon or troop), 4 (company, squadron or battery), 5 (combat team or company group), 6 (battalion) and 7 (task force or brigade)
TSS	Technical Services Supervisor
TTPs	Tactics Techniques and Procedures
VBS	Virtual Battlespace

## **1. INTRODUCTION**

- 1.1** This document specifies the required training and capability development support services (TCSS) for the Canadian Armed Forces (CAF) within the Department of National Defence (DND).

## **2. BACKGROUND**

- 2.1** Various groups and organizations within the CAF/DND need to train in the planning and execution of both simple and complex military operations in cost-effective Synthetic Environments (SEs) at various simulation sites across Canada and, at times, in other countries. A SE is a training environment that replicates complex operational environments. This includes but is not limited to:

### **2.1.1 Virtual Simulation**

Refers to a simulation involving real people operating simulated systems;

### **2.1.2 Live Simulation**

Refers to a simulation involving real people operating real systems within a field training exercise; and

### **2.1.3 Constructive Simulation**

Refers to simulations that involve simulated people operating in simulated systems, with real people making inputs to such simulations, through command and control systems, but are not involved in determining the simulation outcomes.

- 2.2** SEs are created using a variety of computer simulation systems. These same simulations are used in capability development activities and experiments that provide CAF/DND senior management with data and insight to assist in determining future force structures and defence capabilities. Capability development refers to researching and assessing future security environments, the ability to operate in those environments, and the force structures and technologies which may be required. Capability development aims to analyze, experiment, and validate the requirements to be integrated and implemented into the Canadian Army. These development activities facilitate the training of CAF personnel. Experiments refer to the creation of an SE to provide an organization the ability to test tactics, techniques, and procedures, as they apply to new doctrinal concepts, force structures, and command and control systems.

## **3. GENERAL SCOPE**

- 3.1** The Contractor is responsible for the development of SE activities, as well as, the coordination and execution of a number of exercises of various sizes each year, ranging from Division level exercises, to the training of personnel at the unit level. Division level includes exercising the command and control of up to three (3) Brigade Groups (approximately 10,000 CAF members are under the control of three (3) Brigade Groups). Division level exercises provide support to both domestic and international operations.
- 3.2** The Contractor must provide a team of resources to perform the specified services to prepare, establish, maintain, and deliver training and experimentation activities, that are in accordance with this Statement of Work. Primary locations where the Work is set to be conducted include but are not limited to:

### **3.2.1 The Canadian Army Simulation Centre (CASC)**

CASC located at Canadian Forces Base (CFB) Kingston, Ontario. CASC provides SE capabilities in support of land operations, training, and concept development. This organization also provides the facilities, expertise and simulation hardware and software to support SE and training exercises for other CAF/DND organizations; and

### **3.2.2 Division Simulation Centres (DSCs)**

DSCs are organizations which provide SE capability development and training to their designated region of support. The DSCs are located throughout Canada and are specified at paragraph 5, Work Locations.

## **3.3 Resources**

The nature of services for capability development and training support requires two (2) types of Contractor resources:

### **3.3.1 Core Resources**

Personnel who work on a full-time basis (approximately 240 days per year) on-site at CASC and the DSCs. The Core Resources provide the organization, technical support, and coordinate the specific activities and Non-Core resources assigned to those activities. They plan, organize and conduct all of the activities undertaken under the Contract. The required categories of Core Resources are found in Appendix 1 - List of Core and Non-Core Resources.

### **3.3.2 Non-Core Resources**

Specific activity support personnel contracted on an "as and when required" basis. Included may be positions such as simulation operators, role players and subject matter experts (SME). The experience and technical knowledge requirements of Non-Core Resources will be identified in each specific activity via a DND 626 Task Authorization. For example, SMEs may be required to have technical knowledge and expertise in the fields of national security, foreign government & military operations. The required categories of Non-Core Resources are found in Appendix 1 - List of Core and Non-Core Resources.

### **3.3.3 Security**

- a. All Core and Non-Core resources must hold a valid Security Clearance at the applicable level associated with the position and must maintain their clearance level throughout the duration of the contract. All Non-Core Resources must be contracted for via a DND 626 Task Authorization.
- b. Details of the applicable level of security associated with each resource and when they are required are available in Addendum 1 – Core Position Profile Index of Annex A – Statement of Work.

### **3.3.4 Adjustments to Core Resources**

The requirements for Core Resources will be reviewed by the TA and the CWC every six (6) months, or as needed, and should the TA determine that reductions or additions to the Core Resources are warranted, a Contract Amendment Proposal will be prepared by the

CA. The TA will review the Proposal and submit it together with the recommendations to the CA. No action to increase or decrease the number of Core Resources can be made without the prior written approval of the CA.

## 4. CONTRACT PHASES

### 4.1 Contract Phases - Key Definitions

- 4.1.1 Date of Contract – the date appearing on the first page of the Contract. This is also known as the Contract Award Date;
- 4.1.2 Service Effective Date (SED) – the date by which all activities are being conducted solely by the Contractor and which coincides with the end date of the Incumbent's contract;
- 4.1.3 Incumbent – The Contractor whose name appears on the signature page of the Contract number W0114-074423/001/ZG;
- 4.1.4 The Contractor – The Contractor whose name appears on the signature page of the Contract number W8486-163226; and
- 4.1.5 Transition Period – the period of time between date of Contract and Service Effective Date. This period will take no longer than six (6) months, unless otherwise agreed to by Canada.

Under the Contract there are three (3) Contract phases defined as follows:

### 4.2 Phase 1 – Transition (if applicable)

In order to ensure continuity, a transition period may be required following Contract Award to a new contractor and prior to the Service Effective Date. This transition period is intended to allow a new Contractor to prepare resources, assume responsibility and reach a steady state of activity and also to allow the incumbent Contractor to complete specific ongoing activities. The incumbent transfers responsibility for current and planned activities at the end of this transition period.

*During all phases of the contract transition, the Contractor will be financially liable for all Core and Non-Core resource wages, to include travel and lodging if required to support this transition plan.*

- 4.2.1 The Transition Phase will commence at Date of Contract award and be for a duration of approximately eight (8) to ten (10) months following contract award. In order to ensure a transition from the current training and capability development support services to the full implementation of the services in this SOW, with no break in service, and no disruption to government processes and operations, the Contractor will be required to complete the following:
  - a. At contract award the Contractor is required to provide to the Technical Authority a copy of all Core Resource résumés.
  - b. The Contractor and the resources listed under Table 1- Initial Core Resource Team must attend a kick-off meeting within two (2) weeks after the Date of Contract at the CASC location in Kingston, ON. This meeting will lay the groundwork for the transition schedule between the Incumbent and the Contractor for all the contracted Core resources and required Non-Core resources in accordance with the schedule of deliverables.

- The minutes of the meetings will be prepared by DND.
  - Should there be any action items resulting from the Initial Kick-off meeting, the TA will prepare the Action Item Log (AIL). The AIL must be provided with the Minutes.
  - The Contractor will coordinate responses to Action Items from the responsible parties and update the AIL.
  - All Action Items resulting from the Initial Contract Meeting must be responded to within 10 calendar days following the date of the meeting or by the date agreed upon at the Initial Contract Kick-Off Meeting.
  - The updated AIL will be distributed by the Contractor to all attendees within 15 calendar days from the date of the meeting and will contain all responses for the Action Items assigned to all parties.
- c. The Contractor must provide a detailed Transition Schedule, within two (2) weeks after the kick-off meeting, in accordance with the agreed timelines, to ensure that all resources and activities will transition efficiently and allow for orderly and timely set up in order to fully meet all DND requirements of the SOW. Schedule development will be done with in collaboration with CASC and will be approved by the Technical Authority. As a minimum it will include the following:
- i. in a MS Word or Excel format, a list and description of Contractor transition activities to be completed in a MS Word or Excel format which states the proposed timelines or timeframes for all activities and sub-activities related milestones; and
  - ii. the Contractor's Senior Management structure for the Contract Transition Phase including but not limited to the Contractor's Transition Phase Management Team and any oversight committees or working groups established by the Contractor. The structure must indicate where participation is required or may be requested from the Technical Authority, and what processes and procedures are recommended to ensure quick decision-making within the plan to facilitate required to ensure a smooth transition and the continuous delivery of services.
- d. Although conduct of activities already received under the previous contract or those that are received and will occur during Phase 1 – Transition will be the responsibility of the Incumbent, during this period the Contractor must prepare a Core resources team that will become familiar with CASC operations and procedures to including the following:
- i. Exercise development procedures, including exercise design, development and delivery tools, which will be provided by CASC;
  - ii. Confirm simulation software training requirements for all Core and Non-Core resources. This requirement will then be developed into a training plan supported by both the Incumbent and CASC; and

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iii. Complete orientation and understanding of all CASC supported activities to include:

- (a) Costing and the development of all cost estimates;
- (b) Allocation of resources;
- (c) Finalizing training requirements for Core and Non-Core Resources;
- (d) CASC and DSC management; and
- (e) Network systems and system configuration management.

e. The following table outlines the Core Resources team that is required for paragraph 4.2.1,a above:

**Table 1- Initial Core Resources Team**

Serial	Position	Site	Group	Sub-Group	Security Classification	Language
K-001	Contract Wide Coordinator	Kingston	MGT		Level 2	F/E
K-002	Assistant CWC	Kingston	MGT		Level 2	F/E
K-003	Operations Officer	Kingston	ACG		Level 2	E
K-010	Senior Activity Leader	Kingston	ADC		Level 2	E
K-025	Technical Services Supervisor	Kingston	M&S	Tech Svcs	Level 2	E
K-060	Senior C2IS Expert	Kingston	M&S	Tech Svcs	Level 2	E
E-001	Contract Site Leader	Edmonton	MGT		Level 2	E
P-001	Contract Site Leader	Petawawa	MGT		Level 2	E
V-001	Contract Site Leader	Valcartier	MGT		Level 2	F
G-001	Contract Site Leader	Gagetown	MGT		Level 2	E

Note: For the duration of the Transition Phase, the Contractor will be accommodated in temporary office space until the Incumbent space is vacated.

- f. In accordance with the Transition Schedule, Phase 1 – Transition concludes with the transfer responsibilities from the Incumbent to the Contractor, including transfer of responsibilities to all Core Resource group. Phase 1 – Transition training that will be provided to the Contractor by CASC and the Incumbent as necessary is as follows:
- i. Advanced Battle Space Computer Simulation (ABACUS), which is an aggregate level simulation employed to train Brigade level organizations and higher;
  - ii. Joint Conflict and Tactical Simulation (JCATS), which is an entity level simulation aimed at Battle Group level training and below;
  - iii. Virtual Battle Space (VBS) is a virtual simulation, generated entities in three dimensional rendering and is employed to support Soldier to Company level training, as well as replicate surveillance system imagery generation;
  - iv. Virtual Command and Control Interface (VCCI), which is the middleware employed by the CA to integrate all CA simulation systems so that they can communicate between each other. VCCI also allows stimulation of all CA Command and Control digital tools;
  - v. Sim Speak, which replicates combat net radio traffic; and
  - vi. Other systems as deemed necessary by the TA.



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- g. This Table reflects training time periods for each system provided by DND/CASC and is to be utilized as planning information within the transition time period:

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**Table 2 – Training Required for Core and Non-Core Resources during Transition Phase**

Simulation System	Required By	Basic Operator (Where Conducted)	Core Resources Class Size (Where Conducted)	Non-Core Resources Class Size (Where Conducted)	Advanced User/System Administrator (Core Resources Only)
ABACUS	K-026 – K-029 K-050, 051 All NC positions in support of Kingston	5 days (On Site)	15 (Kingston)	80 (Kingston) 25 (each DSC)	3 months (On Site)
JCATS	K-026 – K-029, K-050 E-001-006 P-001-005 V-001-005 G-001-006 All NC positions in support of CASC and all DSCs	5 days (On Site)	5 (Kingston) 5 (each DSC)	80 (Kingston) 25 (each DSC)	3 months (On Site)
VBS	K-026 – K-029, K-054 E-001-006 P-001-005 V-001-005 G-001-006 All NC positions in support of CASC and all DSCs	5 days (On Site)	5 (Kingston) 5 (each DSC)	80 (Kingston) 25 (each DSC)	3 months (Orlando, USA)
VCCI*	K-026 – K-029, 034, 035, 050-054, 060-069 E-001-008 P-001-007 V-001-007 G-001-009	One-on-One Training - 3 months (On Site)			
Sim Speak	K-026 – K-029, 034, 035, 050-054, 060-069 E-001-008 P-001-007 V-001-007 G-001-009	Instructed as part of ABACUS/JCATS/VBS Training			
CAMX*	K-026 – K-029, K-050, K-054 E-001-006 P-001-005 V-001-005 G-001-006	Linked with JCATS/VBS Training			
OneSAF*	K-053		1 (Kingston)		3 months (On Site)
VBS Fusion*	K-026 – K-029, K-053, 054-058,	3 weeks (Orlando, USA)	3 Kingston)		
C2/IM System		Basic Operator (Where Conducted)	Core Resources (Class Size)	Non-Core Resources (Class Size)	Advanced User/System Administration (Core Resources Only)
Orion	K-026 – K-029 K-060-069 E-004-008 P-004-007 V-004-007 G-005-009	5 days (On Site)	20 pers (Kingston and each DSC)		3 months (On Site)
Battleview					
TIMS					
SC2PS					
Chat					
SharePoint					
Fires					
Engineers					

\* Only Core Resources require training on this system.

- h. Conduct of activities already received under the previous contract or that are received in Phase 1 – Transition and that will be concluded in Phase 1 – Transition, will be the responsibility of the Incumbent. Tasks received in Phase 1 but that will not be concluded until in Phase 2 – In-Service will be handed off from the Incumbent to the Contract and become the responsibility of the Contractor in Phase 2;
- i. One (1) month prior to completion of Phase 1 – Transition as per Part 5 – Certifications and Additional Information of the RFP – the Contractor must have all Core and 450 Non-Core resources security-cleared and successfully trained;

#### **4.3 Phase 2 – In Service**

Upon completion of Phase 1 – Transition the Contractor, supported by DND, will assume management control of all services being provided to the CAF and CA:

- 4.3.1** The Contractor will receive the first Monthly Task List and assumes full responsibility of the activities and by doing so achieves SED.
- 4.3.2** All Contractor Core resources, including any not identified in the SOW, will be employed under contract W8486-163226 in accordance with Appendix 1, Core and Non-Core Resource Requirements of the Annex A;
- 4.3.3** During the In-Service Phase, the Contractor will:
  - a. Assume responsibility for network management activities from the existing Systems Engineering Technicians (SETs);
  - b. Assume responsibility for the simulation toolset software and databases from the existing toolset managers;
  - c. Assume responsibility of the activity development products and databases from the existing Activity Leads; and
  - d. Assume responsibility for all DND assigned activities in accordance with contract W8486-163226.
- 4.3.4** The Contractor during this phase may recommend organizational changes and additional training requirements to the in-place contract (W8486-163226). Any recommended changes will be reviewed by the TA and CA (when exceeding the TA authorized authority) and if approved, any required contract amendment(s) will be initiated.

#### **4.4 Phase 3 – Out-Going**

- 4.4.1** Phase 3 – Out-Going is the period prior to the Contract expiry date. The CA will provide the Contractor with Out-Going Phase notification when entering the last period of the contract.
- 4.4.2** During the Out-Going Phase, the Contractor must provide all requirements and deliverables required in this phase; some may have commenced in the In-Service Phase but continue throughout this phase. In addition, the Contractor must continue to manage the existing activities and those initiated through Task Authorizations as well as provide and manage any new requirements identified via a Task Authorization process during this phase, and undertake the Out-Going Phase activities.

**4.4.3** At the end of the Out-Going Phase, and in order to ensure a transition from the training and capability development support services implemented in this SOW to a new contract, with no break in service, and no disruption to government processes and operations, the Contractor agrees that Canada may, at its discretion, extend the Contract by a period of approximately six (6) to twelve (12) months under the same conditions above to ensure the required transition."

**4.4.4 Out-Going Phase Plan**

The Contractor may be requested develop and deliver a Draft Out-Going Phase Plan that will outline out-going activities and will propose timings for the range of Deliverables.

## **5. WORK LOCATIONS**

### **5.1 Canadian Army Simulation Centre**

The CASC is located at Canadian Forces Base (CFB) Kingston, Ontario.

### **5.2 Division Simulation Centres**

DSCs are located at the following locations:

- 5.2.1** CFB Edmonton, Alberta;
- 5.2.2** CFB Gagetown, New Brunswick;
- 5.2.3** CFB Petawawa, Ontario; and
- 5.2.4** CFB Valcartier, Quebec.

### **5.3 Temporary Closures to Work Location**

- 5.3.1** Temporary Closures to Work Location(s) may occur over the period of the Contract and closures can be expected or unexpected. Expected is defined as within the Department's control such as, repairs, scheduled maintenance, renovations, installation of new equipment(s), etc. Unexpected is defined as outside the control of the Department, such as flood, fire, equipment failure or shut down, power outages or extreme weather conditions, etc.
- 5.3.2** When a Temporary Closure to a Work Location is expected, the TA or RTA will advise the Contractor in writing, a minimum of seven (7) calendar days in advance, of any expected Temporary Closures, including the date(s) and duration of the closure, and the names of the locations affected by the temporary closure.
- 5.3.3** The Contractor must advise the affected resources of any expected Temporary Closures to Work Location(s) accordingly.
- 5.3.4** If unexpected Temporary Closures to a Work Location occur, the TA or RTA will advise the Contractor by email, or if not possible, verbally, on the day of the closure and when known, advise the Contractor of the date and time the resources are to return to the work location.
- 5.3.5** The Contractor must contact the resources and advise the date and time they are to return to the work location.

- 5.3.6** The resource time during expected or unexpected Temporary Closures to Work Location closures are not billable hours.

#### **5.4 Permanent Closures to Work Location(s)**

- 5.4.1** Permanent closures to work locations(s) may occur over the period of the Contract.
- 5.4.2** If a Permanent Closure to a Work Location is expected by the DND, the TA will advise the Contractor in writing, a minimum of 60 calendar days in advance of the Permanent Closure.
- 5.4.3** The Permanent Closure to Work Location Notice will contain the following information:
- a. Date of the Notice;
  - b. Work location closure date;
  - c. A list of the DND 626 – Task Authorizations affected by the work location closure; and
  - d. A list of the resources requirements that may be needed at other work locations, if applicable, and the anticipated start date(s).
- 5.4.4** The Contractor must advise the affected resources of Permanent Closures to Work Location(s).
- 5.4.5** If a list of resource requirements is provided to the Contractor, DND will issue a New DND 626 – Task Authorizations accordingly for the Contractor's acceptance.
- 5.4.6** If resources are affected by a Permanent Closure to a Work Location, the conditions stipulated in the Contract article titled Cancellation of a DND 626 - Task Authorization will apply.

### **6. ACTIVITY TEMPO**

- 6.1** The following is an outline of the major forecasted activities that normally require support from the Contractor on an annual basis. It is normal to have concurrent specific activities in various stages of preparation and execution. The actual work load and the tempo will vary based on actual requirements:

#### **6.1.1 Canadian Army Command and Staff College (CACSC)**

CACSC conducts three (3) Army Operations Courses at CFB Kingston, ON per year. Within these courses, CASC normally provides support for thirteen (13) SE exercises per year. Each of these exercises runs for three (3) weeks and require approximately 85 Non-Core Resources per exercise. Additional courses on a smaller scale are also conducted by CACSC requiring Contractor support throughout the year.

#### **6.1.2 Training in support of the Canadian Army Managed Readiness Plan (MRP)**

In support of Canadian Army high readiness training, CASC and the DSCs can be tasked to support approximately 54 exercises per year of varying complexity. These activities include the design, development and delivery of training from unit to brigade level and require approximately 110 Non-Core Resources. A brigade level exercise supports

infantry battalions, an armoured regiment, an artillery regiment, and a combat engineer regiment. Each brigade group also contains a service support battalion, signals squadron and military police platoon.

#### **6.1.3 Combat Training Centre (CTC)**

The DSC located at CFB Gagetown provides direct support to CTC. While the level of support varies for each course, approximately 35 courses are supported per year.

#### **6.1.4 Support to CAF Organizations**

Through CASC, the Contractor must provide support to the Canadian Joint Operations Command (CJOC). Requirements for CJOC include approximately four (4) major events with approximately 156 Non-Core Resources. Support to the Royal Canadian Air Force (RCAF) normally includes two (2) courses with approximately 45 Non-Core Resources. The Contractor must also provide support to the Canadian Army Land Warfare Centre (CALWC) located at CFB Kingston and the Defence Research and Development Canada (DRDC) in Ottawa. The Contractor is required to provide support to an average of four (4) experiments per year. Support to other Government departments normally involves three (3) major events with approximately 21 Non-Core Resources.

## **7. CONTRACTOR REQUIREMENTS**

### **7.1 Initial Kick-off Meeting**

*Two weeks after contract signature the contractor representatives are required to attend the Initial Kick-off meeting which will be held at the Canadian Army Simulation Centre in Kingston, Ont.*

- The minutes of the meetings will be prepared by DND.
- Should there be any action items resulting from the Initial Kick-off meeting, the TA will prepare the Action Item Log (AIL). The AIL must be provided with the Minutes.
- The Contractor will coordinate responses to Action Items from the responsible parties and update the AIL.
- All Action Items resulting from the Initial Contract Meeting must be responded to within 10 calendar days following the date of the meeting or by the date agreed upon at the Initial Contract Kick-Off Meeting.
- The updated AIL will be distributed by the Contractor to all attendees within 15 calendar days from the date of the meeting and will contain all responses for the Action Items assigned to all parties.

### **7.2 Task Coordination**

#### **7.2.1 Monthly Taskings Priorities Report**

This document details all of the approved and prioritized work for the Contractor for the following month. The Contractor provides the Contractor Monthly Report (Appendix 6) in response to the Monthly Tasking Priorities Report to the TA.

#### **7.2.2 Initial Support Estimate (ISE)**

For each new additional specific activity, the TA or Regional TA will define the aim, scope and objective of the work. Based on authorization from the TA/Regional TA, the Contractor is authorized to commence initial planning and to liaise with the applicable DND organization to gain sufficient information in order to complete the activity Initial Support Estimate (Appendix 2). The ISE must include all projected support costs for Non-Core Resources, as well as any travel and living costs, planning conferences, meetings and writing board committees for scenario preparation. Once the ISE is approved by the TA/Regional TA and accepted by the Contractor, the Contractor now has the authority to commence the work needed to develop the Detailed Support Plan (DSP) (Appendix 3).

### **7.2.3 Detailed Support Plan (DSP)**

The DSP provides information on IT hardware/software requirements, Non-Core and Core resource requirements and cost estimates. The DSP is approved by the TA/Regional TA and accepted by the Contractor. In the case of providing service for activities that recur on a regular basis, and where the service has already been authorized, the TA/Regional TA may authorize the Contractor to go directly to a DSP without first completing an ISE. The TA/Regional TA must provide separate approval for any Non-Core resources via a DND 626 Task Authorization.

### **7.2.4 Post Activity Report**

The Contractor must provide a Post Activity Report (PAR) (Appendix 4) to the TA/Regional TA for each DSP following completion of the activity. The PAR must include all of the final detailed costs, receipts, if applicable, and any lessons learned identified for similar activities in the future.

### **7.2.5 Acceptable Delay**

When the Contractor is not able to fill a DND 626 – Task Authorization the Contractor must justify the delay in satisfying the requirement, in writing, to the TA. The TA will determine if the Contractor will be given an additional xx calendar day period to fill, or if the DND 626 - Task Authorization will be cancelled.

The Contractor may be given a written notice by the PA for all approved requests. The DND 626 – Task Authorizations that are not filled will not remain open indefinitely. The PA will provide the Contractor with the Cancellation of a Task Authorization Notice for DND 626 - Task Authorization, when the issued Task Authorization is cancelled because it was not filled.

## **7.3 Contractor Organization**

**7.3.1** The Contractor must set up a Contractor Management Team (CMT) Organizational Structure, to manage work, requirements, deliverables, and Task Authorizations related to all CASC requirements throughout all phases of the Contract. The CMT is separate from, and must not include, the Core and Non-Core Resources.

**7.3.2** The CMT must employ a minimum of one (1) person who is fluently bilingual and capable of providing services to DND in both of Canada's Official Languages – English and French. Fluently bilingual means that the individual must be able to communicate orally and in writing without any assistance and with minimal errors in both languages.

## **7.4 Contractor's Management Team**

- 7.4.1** The Contractor must provide the name, title, role, summary of responsibilities, location and contact information for each member of the CMT and must be confirmed prior to the initial Contract Kick-Off Meeting.
- 7.4.2** The Contractor must provide updated name, title, role and responsibility, and email address if different from the general email address, for any changes made to the CMT personnel, within two (2) working days of the change.
- 7.4.3** The Contractor must ensure that the CMT personnel have the necessary experience or training required to be able to discharge their responsibilities.
- 7.4.4** Any associated training costs or travel expenses incurred in support of training their personnel are the Contractor's responsibility.

## **7.5 Contractor's Work Location**

- 7.5.1** The CMT must work from a Contract Central Office (CCO) located in Canada throughout the duration of the Contract.

## **7.6 Contractor's Central Office**

- 7.6.1** The CCO must be the centralized point of contact for the CA, TA and PA for all Contract related communications such as, Task Authorizations, inquiries, issues or clarifications.
- 7.6.2** The CCO must be equipped to receive the Task Authorizations and general inquiries, via email, fax, and telephone and have the capability to conduct teleconferences, video conferences and web conferences.
- 7.6.3** The CCO must be available from Monday to Friday between the hours of 8:00am and 5:00pm, Eastern Standard Time (EST).
- 7.6.4** The CCO will not be required to be available on Federal Government Holidays or on civic and statutory holidays designated by the province in which the CCO is located.
- 7.6.5** The Contractor must provide the name, title, role and responsibility, and email address if different from the general email address, for point of contact personnel employed within the CCO.
- 7.6.6** The Contractor must manage any CCO point of contact personnel changes without affecting the services required under the Contract and provide the name, title, role and responsibility, and email address if different from the general email address of any changes made to the CCO personnel within five (5) calendar days.
- 7.6.7** Any associated training costs or travel expenses incurred in support of training their personnel are the Contractor's responsibility.

## **7.7 Contractor Representative**

- 7.7.1** The Contractor must provide a dedicated Contractor Representative (CR) as lead for the CMT throughout the duration of the Contract.
- 7.7.2** The CR position must be filled at all times, including periods when the CR is absent for any reason.



- 7.7.3** The CR will be the primary point of contact for the CA, the TA and PA.
- 7.7.4** The CR must have the authority to plan, organize, coordinate, make decisions, direct, execute, implement, monitor, provide feedback, report, and manage all Work activities undertaken by the CMT in support of the Work associated with the provision and management of the resources.
- 7.7.5** The CR must respond to any phone calls or emails from the CA, TA or PA within two (2) working days.
- 7.7.6** The CR's name and contact information must be confirmed at Contract award.

## **7.8 Issues, Challenges and Problem Resolution Process**

- 7.8.1** Throughout the duration of the Contract, the Contractor or the Contractor's resources must, as a preliminary step, contact the TA or RTA to resolve any issues, challenges and problems at the lowest possible level.
- 7.8.2** If the issue, challenges or problems cannot be resolved at the lowest possible level, the matter will be referred to the TA and upward for resolution. If the issue cannot be resolved by the TA, PA and CA levels, the matter will be assessed and escalated by the CA.

## **7.9 Lessons Learned**

- 7.9.1** The intention is to have all stakeholders benefit and contribute to a formalized Lessons Learned (LL) process by implementing a formal TCSS LL Contract Management Activity process that ensures visibility and accountability using a feedback loop, and which minimizes the repetition of errors, improves service delivery, and results in positive and improved capability or requirements.
- 7.9.2** The Contractor must develop and deliver a TCSS LL document based on their lessons learned for the Transition and Out-Going Phases of the Contract.
- 7.9.3** On an as and when required basis by the TA, the Contractor may be required develop and deliver a TCSS LL document based on their lessons learned for the In-Service phase.
- 7.9.4** The TCSS LL document can incorporate any Contractor's Lessons Learned but as a minimum, must include the following information:
  - a. Section for Observation/Issue, which states what the issue, problem, or difficulty was or the "what" part of the phase, activity, requirement or event. The Observation(s) or Issue(s) must be short, factual descriptions of what has occurred, and is used to describe either a positive or a negative event. Multiple observations of a similar nature may be combined into a single issue;
  - b. Section for Discussion, which includes sufficient details surrounding the observation(s) or issue(s) to provide the reader with an understanding of the phase, activity, requirement or event without being part of the requirement. The details can include "who", "when", "why" and "where" statements;
  - c. Section for Conclusion, which includes details on the overall impact of the observation(s) or issue(s);

- d. Section for Recommendations, which includes suggestions or recommendations on how the issue, problem or difficulty can be rectified, reduced or eliminated in the future; and
- e. Section for Point of Contact (POC), which identifies the appropriate office responsible for the matter based on the issue, problem or difficulty. The POC is the DTA for the technical content of the Work, requirements, and deliverables. The POC is the DPA for procurement and financial matters, administration of the Task Authorization and process, and departmental contract management activities. The POC for Contract, Contract obligations and requirements, and Contract Administration, including amendments; is the CA.

**7.9.5** The TA will track all TCSS LLs provided by the Contractor. The TCSS LLs will be provided for review and approval. Any TCSS LL approved for implementation, resulting in a change to the Contract obligations, requirements or deliverables will be brought to the attention of the CA. Changes to the Contract can only be made through a contract amendment issued by the CA.

#### **7.10 Contractor Identification**

- 7.10.1** Throughout the contract, both core and non-core resources must be identifiable as a Contractor's resource.
- 7.10.2** Resources must wear the Contractor's logo or tag at all times while performing the Work.
- 7.10.3** Resources must include the designation of "Contractor" within their signature block when sending email or writing letters.

#### **7.11 Hours of Work**

- 7.11.1** Throughout the contract, resources are expected to work 7.5hr day between the normal hours of 6am to 6pm local time, Monday to Friday. However the needs of Canada may require them to work extended hours and or weekends to fulfill the needs of the Contract.
- 7.11.2** The hours of work required will be stated in the DND 626 – Task Authorization Form.
- 7.11.3** Resources will not be required to provide services on Federal Government Holidays.
- 7.11.4 Extended hours**

Extended hours are paid at the hourly rates as per Annex B – Basis of Payment.
- 7.11.5 Overtime**

Throughout the duration of the Contract, resources may be required to work Overtime. When a resource is required to work overtime the Contractor will be paid at the hourly rates as per Annex B – Basis of Payment.

#### **7.12 Travel**

- 7.12.1** Throughout the contract resources may be required to travel. When a resource is required to travel, it will be stated in the DND 626 – Task Authorization. All travel must be pre-authorized by the TA or RTA.

**7.12.2** When a resource is requested to travel and the travel requirement is not stated in the DND 626 – Task Authorization, the Task Authorization must be amended for the travel requirement before the travel is conducted. DND has no responsibility to fund travel that is not pre-authorized.

**7.12.3** The cost of transportation is not to exceed the cost to be incurred from the closest point of departure, and travel arrangements are to be made in accordance with the terms and conditions for travel herein and in accordance with the Treasury Board National Joint Council Travel Directive in effect at the time of travel. The Treasury Board National Joint Council Travel Directive site is available at: <http://www.njccnm.gc.ca/directive/travel-voyage/index-eng.php>. All related transportation costs must be supported by original receipts.

**7.12.4** The all-inclusive rates specified in Annex B – Basis of Payment, section 2.1, Authorized travel and living expenses for Work, are inclusive of overhead expenses such as administrative support, facsimile, courier, photocopying, mail, word processing, other operating costs and any time spent travelling from the specified individual's work location to a specific pre-authorized work assignment that is outside of the Base Standing Orders. Accordingly, separate billing of any items related to the routine cost of doing business or time spent travelling will not be permitted.

**7.12.5** All payments are subject to government audit.

## **7.13 Meetings**

**7.13.1** The Contractor may be required to attend meetings for the following purpose:

- a. Review of Monthly Tasking Priorities Report;
- b. Review of the Contractor Monthly Report;
- c. Briefings by Activity Leaders on the status of preparations for any of the specific activities; and
- d. Any other meetings as required by DND.

### **7.13.2 Ad Hoc Meetings**

- a. Ad Hoc Meetings are meetings that may be conducted when necessary to respond to urgent or unforeseen requirements, technical work, contract or program management activities or issues, and contractual obligations. Ad Hoc meetings are to be kept to a minimum and only take place if absolutely necessary.
- b. Ad Hoc meetings can be requested by Canada or by the Contractor. The party requesting the Ad Hoc meeting may invite representatives as it deems appropriate.
- c. The party requesting an Urgent Ad Hoc Meeting must provide the requested participants with a written notice one (1) working day prior to the meeting. The meeting should take place within two (2) working days of said notice.
- d. The party requesting a Non-urgent Ad Hoc Meeting must provide the requested participants a minimum of five (5) working days written notice and the meeting will take place at a time agreed to by the parties.

- e. Ad Hoc meetings must be held at a location that is mutually acceptable to the parties or by teleconference, videoconference or Web conference, if acceptable by all the parties.
- f. The party requesting the Ad Hoc meeting must organize and chair the meeting as well as prepare and provide the Agenda. As a minimum, the Agenda must include:
  - i. the purpose of the meeting;
  - ii. the location;
  - iii. the date and estimated duration of the meeting;
  - iv. the proposed list of topics and sub-topics to be discussed plus the time allocated to each discussion item; and
  - v. the name of the party and individual responsible for addressing each topic or subtopic included.
- g. The party who requested the Ad Hoc meeting will be responsible for the preparation and distribution of the Minutes IAW the SOW DND paragraph titled Minutes of Meetings, and the resulting Action Items Log and follow up actions IAW the SOW DND paragraph titled Action Item Log (AIL).
- h. The costs associated with hosting the Ad Hoc Meetings will be borne by the party requesting the meeting.
- i. All costs incurred in the attendance of Ad Hoc Meetings such as preparations and travel will be the responsibility of each of the parties required to participate in the meeting.

#### **7.13.3 Minutes of the Meetings**

- a. Minutes of the Meetings will be required, throughout the duration of the Contract, for each meeting or review held, and must include and document all information required to provide an accurate record of the content of the meeting or review.
- b. The minutes are prepared by the party indicated in the meeting paragraphs above. All parties are to indicate their required changes. Once approved by the parties, the responsible party will distribute copies of the Minutes to all the participants within seven (7) calendar days.
- c. The Minutes must include, as a minimum, the following sections:
  - i. title page containing the title or purpose of the meeting, meeting number, date and location;
  - ii. identification of the Contract number;
  - iii. list of invitees' names, titles, and contact particulars (telephone and email addresses);
  - iv. copy of the Agenda;
  - v. sections for: the Opening Remarks, Agenda Review, Review of Previous Minutes (if applicable), Open Discussion Items, New Discussion Items, and

Review of Previous and New Action Items, Next Meeting, and Closing remarks;

- vi. a detailed summary of the proceedings, discussions, agreements or decisions reached or taken and by whom;
  - vii. the AIL must be attached and include any responses provided from any of the attendees at the meeting; and
  - viii. a signature page with spaces for the Contractor, the CA and the TA, as applicable.
- d. All Minutes prepared must be approved and signed before distribution by the Contractor and the CA or the TA as applicable.

#### **7.13.4 Action Item Log (AIL)**

- a. The AIL is the living document that details all Action Items related to all aspects of the Contract. The AIL is a follow-on document from the Initial Contract Kick-Off Meeting and runs for the duration of the contract.
- b. The Contractor must prepare and maintain the AIL commencing with receipt of the AIL from the CA after the Initial Kick-off Meeting.
- c. The AIL must provide a consolidated list of all actions to be taken, and by each party.
- d. The AIL must include, as a minimum, the following sections:
  - i. serial number;
  - ii. item;
  - iii. description of the action to be taken;
  - iv. cross-reference to the minutes;
  - v. indication of the person who is responsible for action;
  - vi. estimated target date for completion of action; and
  - vii. status Indicator on whether the Action Item is open or closed.
- e. All Action items will remain open until there is a decision recorded in Minutes of Meetings to close the item.
- f. The updated version of the AIL must be distributed by the Contractor with meeting minutes to all participants.

#### **7.14 Additional Tasks**

Additional Contractor Requirements are detailed and described below:

- a. Transition Schedule and Weekly Progress updates to identify the ramp up schedule for employment of all Core Resources and required Non-Core Resources, in accordance with Article 8 – Transition, of this SOW.
- b. Services and Resources in accordance with Monthly Tasking Priorities Report;

- c. The Core Resources in accordance with Appendix 1 - List of Core and Non-Core Resources;
- d. Replacement Resources within 21 days or less;
- e. React to ad-hoc activities with timelines under 30 days by coordinating with the TA/Regional TA;
- f. Ensure résumés and training completion records for all Core Resources are available for DND review when requested by the TA; and
- g. Coordination of the technical support, sourcing and administration of the Non-Core Resources.

## **8. DND PROVIDED SUPPORT**

### **8.1 Technical Training Responsibilities**

**8.1.1** The Core and Non-Core Resources will occasionally require technical training for new equipment, software and processes. Training may take place at the CASC, a DSC, another location within Canada or a location outside of Canada. Resources must be available to attend training away from their primary Work location for up to a six (6) week period. DND will provide funding for the initial training outlined below. The following details the types of training:

- a. Software and software update training specific to individual job requirements to support simulation and training development; and
- b. DND specific training. DND will identify specific training requirements and resources required to attend.

**8.1.2** The Contractor must maintain training completion records for each resource.

**8.1.3** If a resource is replaced within 12 months following training completion it is the Contractor's responsibility to fund replacement resource training including the travel and living expenses.

### **8.2 DND Accommodations**

**8.2.1** Workspace will be provided at DND facilities for Core Resources. This includes office furniture and necessary IT hardware and network access. The Contractor will assume the cost and responsibility for any special requirements (i.e. orthopedic or ergonomic requirements).

## **9. Employer/Employee Relationship**

The TA and RTA approve and confirm what activities the Contractor will plan and conduct are responsible for inspecting and accepting the completed work. It is the CWC/CSL (or his/her delegated representative) who assigns Core and/or Non-core Resources to specific activities, including specifying the lead and alternate organizers. These Core and Non-core Resources will work in concert with the identified military lead for that activity. The Contractor, through the CWC/CSL exercises full control over individual Contractor and sub-contractor administration and employment and must ensure coordination of all Contractor provided resources.

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## 10. DELIVERABLES

The Contractor must provide the following deliverables to the Technical Authority:

Serial	Deliverable	Reference	Due
1	Transition Schedule	SOW Article 8	Contractor submits Transition Schedule no later than the end of Phase 1: Pre-Transition Coordination Period.
2	Weekly Transition Schedule Progress Report	Appendix 7	Contractor submits Weekly Transition Schedule Progress Report as requested by the Technical Authority.
3	Contractor Monthly Report	Appendix 6	Contractor submits report on the seventh working day of the month following the receipt of the Monthly Priorities Tasking Report.
4	Initial Support Estimate (ISE)	Appendix 2	Within five (5) working days of the initial meeting or activity definition by the CASC/DSC client.
5	Detailed Support Plan (DSP)	Appendix 3	No later than 30 calendar days after the completion of the ISE.
6	Post Activity Report (PAR)	Appendix 4	No later than 30 calendar days after completion of the activity.



## APPENDIX 1 CORE AND NON-CORE RESOURCE REQUIREMENTS

### 1. CORE RESOURCES

- 1.1 The Core Resources are organized in this document in one of four (4) groups: Management Group (MGT); Activity Coordination Group (ACG); Activity Design and Conduct Group (ADC); and Modelling and Simulation Support Group (M&S).
- 1.2 CEO applies to all Core and Non-Core Resources. Canadian Eyes Only identifies that it is necessary to restrict access to certain information and assets exclusively to Canadian citizens.
- 1.3 For additional information on Security Classification requirements, refer to [the Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Services and Procurement Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
- 1.4 Sub-Group acronyms are defined and detailed below table.
- 1.5 All Core Resources must hold a valid Security Clearance at the applicable level associated with the position at Contract Award and must maintain the proper Security Clearance level throughout the period of contract.

**Table 1 Core Resources**

Serial	Position	Site	Group	Sub-Group	Security Classification	Language
K-001	Contract Wide Coordinator (CWC)	Kingston	MGT		Secret Level 2	French/ English
K-002	Assistant CWC	Kingston	MGT		Secret Level 2	English
K-003	Operations Officer	Kingston	ACG		Secret Level 2	English
K-004	Administrative Assistant	Kingston	ACG		Enhanced Reliability	English
K-005	Senior Activity Leader	Kingston	ADC		Secret Level 2	English
K-006	Activity Leader – Land Operations	Kingston	ADC		Secret Level 2	English
K-007	Activity Leader – Land Operations	Kingston	ADC		Secret Level 2	English
K-008	Activity Leader – Land Operations	Kingston	ADC		Secret Level 2	English
K-009	Activity Leader – Land Operations	Kingston	ADC		Secret Level 2	English
K-010	Activity Leader – Land Operations	Kingston	ADC		Secret Level 2	English
K-011	Activity Leader – Logistics/Electrical Mechanical Engineer	Kingston	ADC		Secret Level 2	English

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Serial	Position	Site	Group	Sub-Group	Security Classification	Language
K-012	Activity Leader – Air Land Operations	Kingston	ADC		Secret Level 2	English
K-013	Activity Leader – Air Land Operations	Kingston	ADC		Secret Level 2	English
K-014	Activity Leader - Intelligence	Kingston	ADC		Top Secret Level 3	English
K-015	Activity Leader - Intelligence	Kingston	ADC		Top Secret Level 3	English
K-016	Technical Services Supervisor	Kingston	M&S	Tech Svcs	Secret Level 2	English
K-017	Senior SE Technical Integrator (SSETI)	Kingston	M&S	SE Tech Create	Secret Level 2	English
K-018	SE Technical Integrator (SETI)	Kingston	M&S	SE Tech Create	Secret Level 2	English
K-019	SE Technical Integrator	Kingston	M&S	SE Tech Create	Secret Level 2	English
K-020	SE Technical Integrator	Kingston	M&S	SE Tech Create	Secret Level 2	English
K-021	Digital Information Archivist	Kingston	M&S	Tech Svcs	Secret Level 2	English
K-022	Software Scripting Coordinator	Kingston	M&S	Tech Svcs	Secret Level 2	English
K-023	Senior Systems Engineering Technician (SSET)	Kingston	M&S	Tech Svcs	Secret Level 2	English
K-024	Systems Engineering Technician (SET)	Kingston	M&S	Tech Svcs	Secret Level 2	English
K-025	SET	Kingston	M&S	Tech Svcs	Secret Level 2	English
K-026	SET	Kingston	M&S	Tech Svcs	Secret Level 2	English
K-027	SET	Kingston	M&S	Tech Svcs	Secret Level 2	English
K-028	Joint Conflict and Tactical Simulation (JCATS) Expert	Kingston	M&S	Tech Svcs	Secret Level 2	English
K-029	Conflict and Tactical Simulation (CAST) Expert	Kingston	M&S	Tech Svcs	Secret Level 2	English
K-030	CAST Expert	Kingston	M&S	Tech Svcs	Secret Level 2	English
K-031	One Semi Automated Forces (OneSAF) Expert	Kingston	M&S	Tech Svcs	Secret Level 2	English

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Serial	Position	Site	Group	Sub-Group	Security Classification	Language
K-032	Virtual Simulation Expert	Kingston	M&S	Tech Svcs	Secret Level 2	English
K-033	Terrain Expert	Kingston	M&S	Tech Svcs	Secret Level 2	English
K-034	Terrain Expert	Kingston	M&S	Tech Svcs	Secret Level 2	English
K-035	3D Models Expert	Kingston	M&S	Tech Svcs	Secret Level 2	English
K-036	3D Models Expert	Kingston	M&S	Tech Svcs	Secret Level 2	English
K-037	Senior C2IS Expert	Kingston	M&S	Tech Svcs	Secret Level 2	English
K-038	Command and Control Information Systems (C2IS) Expert	Kingston	M&S	Tech Svcs	Secret Level 2	English
K-039	C2IS Expert	Kingston	M&S	Tech Svcs	Secret Level 2	English
K-040	C2IS Expert	Kingston	M&S	Tech Svcs	Secret Level 2	English
K-041	C2IS Expert	Kingston	M&S	Tech Svcs	Secret Level 2	English
K-042	C2IS Expert	Kingston	M&S	Tech Svcs	Secret Level 2	English
K-043	C2IS Expert	Kingston	M&S	Tech Svcs	Secret Level 2	English
K-044	C2IS Expert	Kingston	M&S	Tech Svcs	Secret Level 2	English
K-045	C2IS Expert	Kingston	M&S	Tech Svcs	Secret Level 2	English
E-001	Contract Site Leader	Edmonton	MGT		Secret Level 2	English
E-002	Activity Leader/Simulation Specialist	Edmonton	ADC		Secret Level 2	English
E-003	Activity Leader/Simulation Specialist	Edmonton	ADC		Secret Level 2	English
E-004	SSET	Edmonton	M&S	Tech Svcs	Secret Level 2	English
E-005	SET	Edmonton	M&S	Tech Svcs	Secret Level 2	English
E-006	SET	Edmonton	M&S	Tech Svcs	Secret Level 2	English

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Serial	Position	Site	Group	Sub-Group	Security Classification	Language
E-007	C2IS Expert	Edmonton	M&S	Tech Svcs	Secret Level 2	English
E-008	C2IS Expert	Edmonton	M&S	Tech Svcs	Secret Level 2	English
P-001	Contract Site Leader	Petawawa	MGT		Secret Level 2	English
P-002	Activity Leader/Simulation Specialist	Petawawa	ADC		Secret Level 2	English
P-003	Activity Leader/Simulation Specialist	Petawawa	ADC		Secret Level 2	English
P-004	SSET	Petawawa	M&S	Tech Svcs	Secret Level 2	English
P-005	SET	Petawawa	M&S	Tech Svcs	Secret Level 2	English
P-006	C2IS Expert	Petawawa	M&S	Tech Svcs	Secret Level 2	English
P-007	C2IS Expert	Petawawa	M&S	Tech Svcs	Secret Level 2	English
V-001	Contract Site Leader	Valcartier	MGT		Secret Level 2	French
V-002	Activity Leader/Simulation Specialist	Valcartier	ADC		Secret Level 2	French
V-003	Activity Leader/Simulation Specialist	Valcartier	ADC		Secret Level 2	French
V-004	SSET	Valcartier	M&S	Tech Svcs	Secret Level 2	French
V-005	SET	Valcartier	M&S	Tech Svcs	Secret Level 2	French
V-006	C2IS Expert	Valcartier	M&S	Tech Svcs	Secret Level 2	French
V-007	C2IS Expert	Valcartier	M&S	Tech Svcs	Secret Level 2	French
G-001	Contract Site Leader	Gagetown	MGT		Secret Level 2	English
G-002	Activity Leader/Simulation Specialist	Gagetown	ADC		Secret Level 2	English
G-003	Activity Leader/Simulation Specialist	Gagetown	ADC		Secret Level 2	English
G-004	Activity Leader/Simulation Specialist	Gagetown	ADC		Secret Level 2	English

Serial	Position	Site	Group	Sub-Group	Security Classification	Language
G-005	SSET	Gagetown	M&S	Tech Svcs	Secret Level 2	English
G-006	SET	Gagetown	M&S	Tech Svcs	Secret Level 2	English
G-007	Toolset Expert (Virtual Simulation)	Gagetown	M&S	Tech Svcs	Secret Level 2	English
G-008	C2IS Expert	Gagetown	M&S	Tech Svcs	Secret Level 2	English
G-009	C2IS Expert	Gagetown	M&S	Tech Svcs	Secret Level 2	English

## 2. Non-Core Resources

2.1 The requirement for Non-Core resources is an evolving requirement based on the specific tasks which are identified on a monthly basis. The following are examples of the different position types for Non-Core Resources and are subject to change. The specific qualifications assigned to each Non-Core resource as well as the location of work, security classification and language requirement will be identified within each Task Authorization.

**Table 2 Non-Core Resources**

Serial	Non-Core Position Types	Security Classification
NC-001	Activity Leader	Secret Level 2
NC-002	Subject Matter Expert (SME) Level 1	To be determined at tasking
NC-003	SME Level 2	To be determined at tasking
NC-004	SME Level 3	To be determined at tasking
NC-005	Senior Writer/Developer	To be determined at tasking
NC-006	Junior Writer/Developer	To be determined at tasking
NC-007	Operations Supervisor	To be determined at tasking
NC-008	Cell Supervisor	To be determined at tasking
NC-009	Role Player (General)	To be determined at tasking
NC-010	Role Player (Specialist)	To be determined at tasking
NC-011	Simulation Operator (Independent)	Secret Level 2
NC-012	Simulation Operator	Secret Level 2
NC-013	General Labourer	To be determined at tasking
NC-014	Senior Staff Co-coordinator	Secret Level 2
NC-015	Operations Officer	Secret Level 2
NC-016	Assistant Operations Officer	Secret Level 2
NC-017	Administrative Assistant	Enhanced Reliability
NC-018	Senior Activity Leader	Secret Level 2

Serial	Non-Core Position Types	Security Classification
NC-019	Intelligence Activity Leader	Top Secret Level 3
NC-020	Senior SE Tech Integrator	Secret Level 2
NC-021	SE Tech Integrator	Secret Level 2
NC-022	Technical Services Supervisor (TSS)	Secret Level 2
NC-023	Software Scripting Coordinator	Secret Level 2
NC-024	Senior SET	Secret Level 2
NC-025	SET	Secret Level 2
NC-026	JCATS Expert	Secret Level 2
NC-027	CAST Expert	Secret Level 2
NC-028	OneSAF Expert	Secret Level 2
NC-029	Virtual Simulation Expert	Secret Level 2
NC-030	Terrain Expert	Secret Level 2
NC-031	3D Models Expert	Secret Level 2
NC-032	Senior C2IS Expert	Secret Level 2
NC-033	C2IS Expert	Secret Level 2
NC-034	Junior Administrative Assistant	Enhanced Reliability
NC-035	Digital Information Archivist	Secret Level 2

## 2. CERTIFICATION OF LANGUAGE

- 3.1 The Bidder certifies that every individual proposed in its bid will be fluent in English or French as identified in the Tables above. The individual(s) proposed must be able to communicate orally and in writing in the required language without any assistance and with minimal errors.

## 3. RESOURCE GROUPS

### 4.1 Management Group

**4.1.1 The Management Group (MGT)** provides the organization and coordination for all of the contracted Core and Non-Core Resources and to ensure provision of all the services tasked in accordance with the Contract. The MGT group consists of the Contract Wide Coordinator (CWC), the Assistant CWC (Asst CWC) both located at CASC Kingston and a Contract Site Leader (CSL) located at each DSC.

**4.1.2 Contract Wide Coordinator (CWC).** The CWC is the primary representative of the Contractor for the management of all aspects of Work delivered as part of the Contract. The CWC is responsible for assigning and monitoring the Work of all Contractor resources, both Core and Non-Core. The CWC roles and responsibilities are defined in Addendum 1 to this Appendix.

**4.1.3 Assistant CWC (Asst CWC).** The Asst CWC manages day-to-day aspects of the Contract and is the CSL for Kingston. The Asst CWC is the direct report to the CWC

and acts as the CSL for Kingston. The Asst CWC roles and responsibilities are defined in Addendum 1 - Core Position Profile Index to this Appendix.

- 4.1.4 Contractor Site Leader (CSL).** A CSL position is required at each of the DSCs. These positions may also be tasked as Activity Leaders. The CSLs are the direct report to the CWC. The tasks of the CSL for planning of training and professional development activities are defined in Addendum 1 to this Appendix.

## **4.2 Activity Coordination Group**

- 4.2.1 The Activity Coordination Group (ACG)** coordinates the administrative and resource arrangements to support Contract activities in Kingston and for all activities requiring support from multiple centres. Due to the scope and complexity of the activities in Kingston, the ACG provides direct support to the CWC and ACWC. There are two Core positions within this group: the Operations Officer (Ops O) and Administration Assist (Admin Asst).
- 4.2.2 Operations Officer (Ops O).** The Ops O is a member of the Activity Coordination Group (ACG) and provides administrative support to the Management Group (MGT) at the Kingston location. The ACG is responsible for coordinating all of the administrative and resource arrangements to support Contract activities in Kingston and for all activities requiring support from multiple centres.
- 4.2.3 Administrative Assistant (Admin Asst).** The Admin Asst is a member of the Activity Coordination Group (ACG) and provides administrative support to the Management Group (MGT) at the Kingston location. The ACG is responsible for coordinating all of the administrative and resource arrangements to support contract activities in Kingston and for all activities requiring support from multiple centres

## **4.3 Activity Design and Conduct Group**

- 4.3.1 The Activity Design and Conduct (ADC) Group** designs, develops and conducts the activities associated with the training requirements and assigned experiments. One (1) Activity Leader will be designated as the Senior Activity Leader and will be responsible for the overall coordination of Activity Leaders at the Kingston location. This will include assigning responsibilities for specific activities and acting as the primary liaison with CASC military staff. Coordination of the Activity Leaders at the other sites is the responsibility of the CSL. The ADC group is comprised of a representation of Combat Arms, Support Arms and Service Support expertise. Collectively, the team has competence in: Canadian Army operational functions (Command, Act, Sense, Shield and Sustain); joint, inter-agency, multinational and public (JIMP) operations in both the domestic and expeditionary context; and stability, counter-insurgency and peace support operations.

## **4.4 Modelling and Simulation Support Group**

- 4.4.1 The Modelling and Simulation Support (M&S) Group** provide support in the areas of M&S, SE creation, command and control information systems, simulations specialists, and network and other IT/IM support. There are two sub-groups to this support group: the Synthetic Environment Technical Creation Sub-Group and the Technical Services Sub-Group.



## 4.5 Synthetic Environment Technical Creation Sub-Group

**4.5.1 Synthetic Environment.** The majority of CASC supported activities require the creation of a networked, computer-based SE. The creation of these environments often includes connection of multiple simulation tools using Distributed Interactive Simulations (DIS), High Level Architecture (HLA) or Test Evaluation Native Architecture (TENA). Although the Army SE toolsets will continue to evolve, the current primary software tools include: Joint Conflict and Tactical Simulation (JCATS); Command and Staff Trainer (CAST); OneSAF; and Serious Games, such as Virtual Battle Space. The current suite of simulation support tools include: Command and Control; Computers; Intelligence; Surveillance and Reconnaissance (C4ISR) interfaces; terrain generation and modification; After Action Review (AAR); mission generation; Run Time Infrastructures (RTIs) and Federation Object Models (FOMs).

- a. **Senior Synthetic Environment Technical Integrator (SSETI).** The Senior Synthetic Environment Technical Integrator (SSETI) is responsible for the overall creation of networked, computer-based Synthetic Environments (SE) to support specific activities.
- b. **Synthetic Environment Technical Integrator (SETI).** The SETI provides advice to the Activity Leader regarding the software and hardware (with the exception of network issues that are handled by the System Engineering Technicians (SETs)) components that must be utilized in order to create the appropriate SE to meet the aim, scope and objectives of the activity.

## 4.6 Technical Services Sub-Group

**4.6.1** CASC and DSCs must have the ability to establish and maintain complex multi-operating system networks to support the SE and provide communication and staff capabilities during activities. The creation of a suitable SE will frequently require networks with multiple interconnected stations and the operation of a number of military M&S software products. There is also a requirement to maintain the functionality of the CASC and DSC portions of the CAF Simulation Network (SimNet). Collectively, the Technical Services resources will maintain all hardware and networks which on many occasions may be in deployed locations. This requires flexibility, technical competence and troubleshooting abilities for the establishment and operation of simulation networks and within the federation of simulations.

- a. **Services Supervisor (TSS).** The Technical Services Supervisor (TSS) is responsible for supervising all aspects of the technical support that is provided for each CASC supported activity;
- b. **Software Scripting Coordinator.** The Software Scripting Coordinator, located in Kingston, monitors and supervises the simulation software used by CASC and DSCs, and coordinates first line software development work;
- c. **Senior Systems Engineering Technician (SSET).** At the CASC site in Kingston and at all of the DSCs, one SET will be the designated SSET. The SSET coordinates the overall computer network in support of all daily and specific activity use of networks (not including Shared Services Canada managed networks, software or hardware).



- d. **Systems Engineering Technician (SET).** The SET(s) works under the supervision of the SSET to provide network services.
- e. **Digital Information Archivist.** The Digital Information Archivist, located in Kingston, is responsible for the management of the CASC information resources. These information resources may be implemented as specific knowledge repositories, shared drives, or CAF information management sites. By applying CAF information management policy principles, the Digital Information Archivist ensures efficiency and utility of CASC information resources;
- f. **Software Toolset Experts.** To develop and use appropriate SEs, it is necessary to have toolset experts with knowledge and previous experience with the major software tools which are utilized at the sites on a regular basis. Toolset Experts are responsible for one (1) primary major software, secondary major software, and multiple minor software components. The Toolset Experts prepare software to be part of an SE within a given activity, including the preparation of all data sets that are likely to be required. There is one (1) senior C2IS expert in Kingston who has the added responsibility of supervising the other C2IS experts within CASC.
- i. **Positions.** The following Primary Toolset Experts required are:
  - 1. **Joint Conflict and Tactical Simulation (JCATS) Expert.** The JCATS Expert is responsible for coordinating all aspects of the employment of the JCATS application;
  - 2. **Command and Staff Trainer (CAST) Expert.** The CAST Expert is responsible for coordinating all aspects of the employment of the CAST application;
  - 3. **One Semi-Automated Forces (OneSAF) Expert.** (OneSAF Testbed Baseline (OTB) and OOS) The OneSAF Expert is responsible for coordinating all aspects of the employment of the OneSAF application;
  - 4. **Three-Dimensional computer models (3D models) Expert.** The 3D Models Expert is responsible for the design and development for use during the execution of a specific activity;
  - 5. **Senior Command and Control Information Systems (C2IS) Expert.** The Senior C2IS Expert is responsible for supervising and overseeing all aspects of the employment of C2IS applications such as Land Command Support Systems (LCSS), Defence Wide Access Network (DWAN) and General Purpose Net;
  - 6. **Command and Control Information Systems (C2IS) Expert.** The C2IS Expert is responsible for coordinating all aspects of the employment of C2IS applications such as Land Command Support Systems (LCSS), Defence Wide Area Network (DWAN) and General Purpose Net;

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7. **Virtual Simulation Expert.** The Virtual Simulation Expert is responsible for coordinating all aspects of the employment of Virtual Simulation; and
8. **Terrain Expert.** The Terrain Expert is responsible for coordinating all aspects of the employment of Terrain Simulation.

## ADDENDUM 1 TO APPENDIX 1 CORE RESOURCE POSITION PROFILE INDEX

This document details the qualifications, task descriptions and all other requirements which are associated with each Core Resource position profile. Each resource proposed by the Contractor must meet the requirements/ qualifications of its associated category.

**Resource Title:** Contract Wide Coordinator (CWC)

**Position Reference No:** K-001

**Location:** CASC – Kingston, ON

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1. Education Requirement: N/A

2. Qualifications:

- a. An AFAY and AFAZ qualification, or must have obtained the North Atlantic Treaty Organization (NATO) standard equivalent qualifications through another NATO military education institute. (AFAY is the official DND code that is used on personnel records to indicate that the individual has been given the qualification for completion of Army staff training from the Canadian Army Command and Staff College. AFAZ is the official DND code that is used on personnel records to indicate that the individual has been given the qualification for completion of Canadian Armed Forces (CAF) joint staff training from the Canadian Forces College.)
- b. Must have the following military experience:
  - i. Directing or supervising Unit or Brigade level training activities;
  - ii. Employment as an instructor or directing staff at a CAF Instructional (or NATO/ABCA equivalent) institution;
  - iii. Employment as a member of a Headquarters organization at the Brigade, Division, or National level; and
  - iv. Organizing and delivering military collective training at the Brigade level.
- c. Must have a minimum of two (2) years of experience having directed/managed an organization of at least 200 personnel and having been responsible for overseeing operations, personnel management, financial management and logistics.

3. Task Description:

The CWC is the primary representative of the Contractor for the management of all aspects of Work delivered as part of the Contract. The CWC is responsible for assigning and monitoring the Work of all Contractor resources, both Core and Non-Core. The CWC responds to all specific taskings and requirements assigned from the CASC Technical Authority in Kingston. This individual provides direction and oversight for the Asst CWC and for the CSLs in the planning, coordination and execution of specific activities. Specific tasks may include but are not limited to:

- a. Ensure that each of the CSLs are responsive to the Regional TAs for conducting the specific activities and planning procedures outlined in the Monthly Tasking Priorities Report;
- b. Initial Scoping of Activity Phase:

- i. Review and provide guidance on ISE development to the Asst CWC as they complete duties of the CSL for Kingston;
  - ii. Oversee the coordination of specific activities with DND planners by attending planning conferences for Kingston and other national level specific activities; and
  - iii. Attend activity support coordination meetings as required.
- c. Activity Development and Refinement Phase:
  - i. Review and provide guidance on DSP development to the Asst CWC as they complete duties of the CSL for Kingston;
  - ii. Coordinate the Core and Non-Core Resources to ensure availability in accordance with the DSP; and
  - iii. Ensure the Asst CWC and CSLs coordinate the physical setup of specific activities at CASC and the DSCs.
- d. Activity Conduct Phase:
  - i. Review and provide guidance on the implementation of the DSPs coordinated through CASC.
- f. Post Activity Report (PAR) Phase:
  - i. Review the PAR, recommending submission to the TA; and
  - ii. Assist the TA with the preparation and delivery of the After Action Report (AAR) and Post Exercise Report (PXR).

**4. Additional Requirements:**

- i. Security Requirement: Level II (SECRET)
- ii. Valid Passport: Yes
- iii. Language Requirements: French and/or English
- iv. Canadian Eyes Only: Yes

**Resource Title:** Assistant Contract Wide Coordinator (Asst CWC)

**Position Reference No:** K-002

**Location:** CASC - Kingston, ON

---

1. Education Requirement: N/A

2. Qualifications:

- a. An AFAY and an AFAZ qualification, or the NATO standard equivalent qualifications through another NATO military education institute.
- b. Must have the following military experience:
  - i. Directing or supervising Unit or Brigade level training activities;
  - ii. Employment as an instructor or directing staff at a CAF Instructional (or NATO/ABCA equivalent) institution;
  - iii. Employment as a member of a Headquarters organization at the Brigade, Division, or National level;
  - iv. Organizing and delivering military collective training at the Brigade level.
- c. Must have a minimum of two (2) years of experience having directed/managed an organization of at least 200 personnel and having been responsible for overseeing operations, personnel management, financial management and logistics.

3. Task Description:

The Asst CWC manages day-to-day aspects of the contract and is the CSL for Kingston. The Asst CWC is the direct report to the CWC and works with the Operations Officer and Activities Leaders at CASC in the planning and coordination of specific activities. Specific tasks may include but are not limited to:

- a. The Asst CWC is the CSL for CASC in Kingston and is responsible to manage the Kingston-based Contractor's resources;
- b. Is responsible to assume the responsibilities of the CWC during periods of absence;
- c. Initial Scoping of Activity Phase:
  - i. Complete the ISE for Kingston-based specific activities;
  - ii. Coordinate specific activities with DND planners by participating in planning conferences as required;
  - iii. Forecast requirements and resolve resource conflicts for activity space and IT requirements;
  - iv. Schedule activity support coordination meetings as required; and
  - v. Assist the Activity Leaders in the scoping of the costing and resource of the activity.
- d. Activity Development and Refinement Phase:
  - i. Complete the DSPs for Kingston-based specific activities;

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- ii. Liaise with Activities Leaders for the coordination of the Core and Non-Core Resources to ensure availability in accordance with the DSP;
  - iii. Liaise with the Operations Officer to coordinate administrative requirements for all required Resources;
  - iv. Ensure all Resources meet any requisite requirements and qualifications in support of the tasks to which they have been assigned; and
  - v. Coordinate the physical setup of specific activities.
- e. Activity Conduct Phase:
  - i. Implement the DSP for Kingston-based specific activities; and
  - ii. Liaise with the Operations Officer for the coordination of identified administrative requirements for the specific activities.
- f. Post Activity Review (PAR) Phase:
  - i. Prepare and submit the PAR to the CWC for furtherance to the TA; and
  - ii. Assist the TA with the preparation and delivery of the After Action Report (AAR) and Post Exercise Report (PXR).

#### **4. Additional Requirements:**

- i. Security Requirement: Level II (SECRET)
- ii. Valid Passport: Yes
- iii. Language Requirements: English
- iv. Canadian Eyes Only: Yes

**Resource Title:** Operations Officer (Ops O)

**Position Reference No:** K-003

**Location:** CASC – Kingston, ON

---

1. Education Requirement: N/A

2. Qualifications:

- a. An AFAY and an AFAZ qualification, or the NATO standard equivalent qualifications through another NATO military education institute.
- b. Must have the following military experience:
  - i. Directing or supervising Unit or Brigade level training activities;
  - ii. Employment as an instructor or directing staff at a CAF Instructional (or NATO/ABCA equivalent) institution;
  - iii. Employment as a member of a Headquarters organization at the Brigade, Division, or National level; and
  - iv. Organizing and delivering military collective training at the Brigade level.
- c. Must have a minimum of two (2) years of experience having directed/managed an organization of at least 100 personnel and having been responsible for overseeing operations, personnel management, financial management and logistics.

3. Task Description:

The Ops O is a member of the Activity Coordination Group (ACG) and provides administrative support to the Management Group (MGT) at the Kingston location. The ACG is responsible for coordinating all of the administrative and resource arrangements to support Contract activities in Kingston and for all activities requiring support from multiple centres. Specific tasks may include but are not limited to:

- a. Work directly with the Admin Asst to provide administrative support to the MGT at the Kingston location.
- b. Initial Scoping of Activity Phase:
  - i. Prepare a resource plan of conduct of specific activities;
  - ii. Prepare a plan of engagement of Non-Core Resources;
  - iii. Coordinate with planners by participating in activity planning conferences;
  - iv. Forecast requirements and resolve conflicts for activity space and Information Technology (IT) requirements;
  - v. Develop costing for the ISE;
  - vi. Schedule activity support coordination meetings as required; and
  - vii. Advise the Activity Leader on administrative and resource arrangements related to contract activities as required.
- c. Activity Development and Refinement Phase:

- i. Coordinate activities of Non-Core Resources;
  - ii. Supervise the organization and administration of travel arrangements, accommodation and ration requirements;
  - iii. Arrange prerequisite or refresher training for Resources assigned to specific activities as required;
  - iv. Coordinate the physical setup of activity areas;
  - v. Assist with the development of a DSP; and
  - vi. Identify administrative support for specific activities such as, but not limited to, security, cleaners, phones, amenities.
- d. Activity Conduct Phase:
  - i. Implement the DSP; and
  - ii. Coordinate the overall activity support with clients, contract resources and administrative resources as required.
- e. Post Activity Review Phase:
  - i. Assist the Activity Leader with the preparation and delivery of the AAR;
  - ii. Provide the Activity Leader with Post Exercise Report (PXR) points;
  - iii. Finalize travel and wage claims; and
  - iv. Prepare and submit the final cost information.

#### **4. Additional Requirements:**

- i. Security Requirement: Level II (SECRET)
- ii. Valid Passport: Yes
- iii. Language Requirements: English
- iv. Canadian Eyes Only: Yes



**Resource Title:** Administrative Assistant (Admin Asst)

**Position Reference No:** K- 004

**Location:** CASC – Kingston, ON

---

1. Education Requirement: Must have a high school diploma.

2. Qualifications:

- a. Must have a minimum of five (5) years of combined experience working for the Federal Government of Canada/ Provincial and/or Municipal , providing support which includes;
  - i. Administrative support – Administrative support activities can include document control, file management, travel claims processing, etc; and
  - ii. Financial support – Financial support activities can include payroll and/or invoice processing, budget management, etc.
- b. Must have a minimum of three (3) years of experience in the last five (5) years working in Microsoft Office, including Word, Excel, and Outlook.

3. Task Description:

The Admin Asst is a member of the Activity Coordination Group (ACG) and provides administrative support to the Management Group (MGT) at the Kingston location. The ACG is responsible for coordinating administrative and resource arrangements to support contract activities in Kingston and for activities requiring support from multiple centres. Specific tasks may include but are not limited to:

- a. Work directly with the Ops O to provide administrative support to the MGT at the Kingston location.
- b. Manage the day-to-day administrative activities which include coordinating the training for resources in support of specific activities.
- c. Assist the CWC and Asst CWC in the coordination of administrative requirements for Core and Non-Core Resources;
- d. Assist the CWC and Asst CWC with the coordination of the physical setup of specific activities;
- e. Liaise with Activities Leaders in the coordination of identified administrative requirements in support of specific activities;
- f. Liaise with Activity Leaders and CSLs to coordinate travel arrangements for Core and Non-Core Resources;
- g. Create and maintain a record of training activities for Core and Non-Core Resources; and
- h. Prepare monthly financial reports and perform financial activities as directed by the CWC or Asst CWC in support of specific activities.

**4. Additional Requirements:**

- i. Security Requirement: Level I (ENHANCED RELIABILITY)
- ii. Valid Passport: No

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iii. Language Requirements: English

iv. Canadian Eyes Only: Yes

**Resource Title:** Senior Activity Leader  
**Position Reference No:** K-005  
**Location:** CASC – Kingston, ON

---

1. Education Requirement: N/A

2. Qualifications:

- a. An AFAY and an AFAZ qualification, or the NATO standard equivalent qualifications through another NATO military education institute.
- b. Must have the following military experience:
  - i. Directing or supervising Unit or Brigade level training activities;
  - ii. Employment as an instructor or directing staff at a CAF Instructional (or NATO/ABCA equivalent) institution;
  - iii. Employment as a member of a Headquarters organization at the Brigade, Division, or National level; and
  - iv. Organizing and delivering military collective training at the Brigade level.
- c. Must have a minimum of two (2) years of experience having directed/managed an organization of at least 100 personnel and having been responsible for overseeing operations, personnel management, financial management and logistics.

3. Task Description:

The Senior Activity Leader is responsible for the overall coordination of all Activity Leaders at the Kingston location. This will include acting as the primary liaison with CASC military staff. Specific tasks may include but are not limited to:

- a. Assign responsibilities for specific activities to Kingston-based Activity Leaders;
- b. Assist the CWC and Asst CWC in the preparation of the ISE to confirm the specific requirements, resource estimates and SE requirements and all other applicable requirements to support that activity;
- c. Support planning conferences by providing briefings, organizing work groups, and guiding discussions as required;
- d. Develop scenarios for the specific activities;
- e. Develop activity support plans, including physical activity layout, operations orders, intelligence summaries and media releases;
- f. Perform tests and trials to confirm the activity meets the intended aim, scope and objectives;
- g. Advise the military staff on achievement of objectives throughout an activity; and
- h. Assist the CSL in the preparation of the subsequent after action activities as required.

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#### 4. Additional Requirements:

- i. Security Requirement: Level II (SECRET)
- ii. Valid Passport: Yes
- iii. Language Requirements: English
- iv. Canadian Eyes Only: Yes

**Resource Title:** Activity Leader – Land Operations  
**Position Reference No:** K-006, K-007, K-008, K-009, K-010  
**Location:** CASC – Kingston, ON

---

1. Education Requirement: N/A

2. Qualifications:

- a. An AFAY and an AFAZ qualification, or the NATO standard equivalent qualifications through another NATO military education institute.
- b. Must have the following military experience:
  - i. Directing or supervising Unit or Brigade level training activities;
  - ii. Employment as an instructor or directing staff at a CAF Instructional (or NATO/ABCA equivalent) institution;
  - iii. Employment as a member of a Headquarters organization at the Brigade, Division, or National level; and
  - iv. Organizing and delivering military collective training at the Brigade level.
- c. Must have a minimum of two (2) years of military experience having directed/managed a Combat Arms (Armour, Artillery, Combat Engineers, or Infantry) organization of at least 150 personnel and having been responsible for overseeing operations, personnel management, financial management and logistics.

3. Task Description:

Activity Leaders – Land Operations are responsible for the specific activity for which they are assigned. They provide overall coordination and planning in preparation and execution of a specific activity. Specific tasks may include but are not limited to:

- a. Assist the CWC and Asst CWC in the preparation of the ISE to confirm the specific requirements, resource estimates and SE requirements and all other applicable requirements to support that activity;
- b. Support planning conferences by providing briefings, organizing work groups, and guiding discussions as requested by the client;
- c. Develop the scenarios for the specific activities;
- d. Develop activity support plans, including physical activity layout, operations orders, intelligence summaries and media releases;
- e. Perform tests and trials to confirm the activity meets the intended aim, scope and objectives;
- f. Advise the military staff on achievement of objectives throughout an activity; and
- g. Assist the CSL in the preparation of the subsequent after action activities as required.

4. **Additional Requirements:**

- i. Security Requirement: Level II (SECRET)
- ii. Valid Passport: Yes

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iii. Language Requirements: English

iv. Canadian Eyes Only: Yes

**Resource Title:** Activity Leader – Logistics/RCEME

**Position Reference No:** K-011

**Location:** CASC – Kingston, ON

---

1. Education Requirement: N/A

2. Qualifications:

- a. An AFAY and an AFAZ qualification, or the NATO standard equivalent qualifications through another NATO military education institute.
- b. Must have the following military experience:
  - i. Directing or supervising Unit or Brigade level training activities;
  - ii. Employment as an instructor or directing staff at a CAF Instructional (or NATO/ABCA equivalent) institution;
  - iii. Employment as a member of a Headquarters organization at the Brigade, Division, or National level; and
  - iv. Organizing and delivering military collective training at the Brigade level.
- c. Must have a minimum of two (2) years of military experience with experience having directed/managed a Combat Service Support (CSS) organization of at least 200 personnel and having been responsible for overseeing operations, personnel management, financial management and logistics.

3. Task Description:

Activity Leaders – Logistics/EME are responsible for are responsible for the specific activity for which they are assigned. They provide overall coordination and planning in preparation and execution of a specific activity. Specific activities for this category of Activity Leader will be focused on Combat Service Support (CSS). Specific tasks may include but are not limited to:

- a. Assist the CWC and Asst CWC in the preparation of the ISE to confirm the specific requirements, resource estimates and SE requirements and all other applicable requirements to support that activity;
- b. Support planning conferences by providing briefings, organizing working groups, and guiding discussions as required;
- c. Develop the scenarios for the specific activities.
- d. Develop activity support plans, including physical activity layout, operations orders, intelligence summaries and media releases;
- e. Perform tests and trials to confirm the activity meets the intended aim, scope and objectives;
- f. Advise the military staff on achievement of objectives throughout an activity;
- g. Assist the CSL in the preparation of the subsequent after action activities as required.

**4. Additional Requirements:**

- i. Security Requirement: Level II (SECRET)

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- ii. Valid Passport: Yes
- iii. Language Requirements: English
- iv. Canadian Eyes Only: Yes



**Resource Title:** Activity Leader – Air Land Operations

**Position Reference No:** K-012, K-013

**Location:** CASC – Kingston, ON

---

1. Education Requirement: N/A

2. Qualifications:

- a. An AFAY and an AFAZ qualification, or the NATO standard equivalent qualifications through another NATO military education institute.
- b. Must have the following military experience:
  - i. Directing or supervising Unit or Brigade level training activities;
  - ii. Employment as an instructor or directing staff at a CAF Instructional (or NATO/ABCA equivalent) institution;
  - iii. Employment as a member of a Headquarters organization at the Brigade, Division, or National level; and
  - iv. Organizing and delivering military collective training at the Brigade.
- c. Must have a minimum of two (2) years of military experience having directed/managed and Royal Canadian Air Force operational squadron of at least 200 personnel and having been responsible for overseeing operations, personnel management, financial management and logistics.

3. Task Description:

Activity Leaders – Air Land Operations are responsible for the overall coordination, preparation planning and execution of the specific activity for which they are assigned. Specific activities for this category of Activity Leader will focus on tactical Air Operations supporting land forces. Specific tasks may include but are not limited to:

- a. Assist the CWC and Asst CWC in the preparation of the ISE to confirm the specific requirements, resource estimates and SE requirements and all other applicable requirements to support that activity;
- b. Support planning conferences by providing briefings, organizing work groups, and guiding discussions as required;
- c. Develop the scenarios for the specific activities;
- d. Develop activity support plans, including physical activity layout, operations orders, intelligence summaries and media releases;
- e. Perform tests and trials to confirm the activity meets the intended aim, scope and objectives;
- f. Advise the military staff on achievement of objectives throughout an activity; and
- g. Assist the CSL in the preparation of the subsequent after action activities as required.

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#### 4. Additional Requirements:

- i. Security Requirement: Level II (SECRET)
- ii. Valid Passport: Yes
- iii. Language Requirements: English
- iv. Canadian Eyes Only: Yes

**Resource Title:** Activity Leader – Intelligence

**Position Reference No:** K-014, K-015

**Location:** CASC – Kingston, ON

---

1. Education Requirement: N/A

2. Qualifications:

- a. An AFAY and AFAZ qualification, or the NATO standard equivalent qualifications through another NATO military education institute.
- b. Must have the following military experience:
  - i. Directing or supervising Unit or Brigade level training activities;
  - ii. Employment as an instructor or directing staff at a CAF Instructional (or NATO/ABCA equivalent) institution);
  - iii. Employment as a member of a Headquarters organization at the Brigade, Division, or National level; and
  - iv. Organizing and delivering military collective training at the Brigade level.
- c. Must have a minimum of two (2) years of military experience having directed/managed an intelligence organization and having been responsible for overseeing operations, personnel management, financial management and logistics.

3. Task Description:

Activity Leaders – Intelligence are responsible for the specific activity for which they are assigned. They provide overall coordination and planning in preparation and execution of a specific activity. Specific activities for this category of Activity Leader involve source intelligence applications and validation in a Land environment. Specific tasks may include but are not limited to:

- a. Assist the CWC and Asst CWC in the preparation of the ISE to confirm the specific requirements, resource estimates and SE requirements and all other applicable requirements to support that activity;
- b. Support planning conferences by providing briefings, organizing working groups, and guiding discussions as required;
- c. Develop the scenarios for the specific activities;
- d. Develop activity support plans, including physical activity layout, operations orders, intelligence summaries and media releases;
- e. Perform tests and trials to confirm the activity meets the intended aim, scope and objectives;
- f. Advise the military staff on achievement of objectives throughout an activity; and
- g. Assist the CSL in the preparation of the subsequent after action activities as required.

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#### 4. Additional Requirements:

- i. Security Requirement: Level III ( TOP SECRET)
- ii. Valid Passport: Yes
- iii. Language Requirements: English
- iv. Canadian Eyes Only: Yes

**Resource Title:** Technical Services Supervisor

**Position Reference No:** K-016

**Location:** CASC – Kingston, ON

---

1. Education Requirement:

- a. Must have a university degree in Computer Science/Information Technology; or
- b. Must have a diploma or equivalent certification in Computer Science or Information Technology from a recognized training or post-secondary institution and 10 years of experience working in the Information Science/ Information Technology IS/IT field.

2. Qualifications:

- a. Must have a minimum of 10 years of combined experience performing network administration tasks using the following software:
  - i. Windows 7 (and/or higher);
  - ii. Windows Server 2008R2 (and/or higher);
  - iii. Linux Red Hat;
  - iv. VMWare; and
  - v. UNIX.
- b. Must have a minimum five (5) years of experience in the last 10 years in the reconfiguration of large networks serving at least 700 client workstations. This experience must include the use of ghosting, remote system management and/ or other techniques to allow for rapid data populating of all computers on a simulation and secure network; and
- c. Must have a minimum of 10 years of experience supervising information technology developers or programmers.

3. Task Description:

The Technical Services Supervisor (TSS) is responsible for supervising all aspects of the technical support that is provided for each CASC supported activity. Specific tasks may include but are not limited to:

- a. Supervise all aspects of technical support provided to activities;
- b. Oversee all activities and assign responsibilities to the Technical Services Sub-Group;
- c. Provide coordination to ensure technical support for both software development and hardware requirements;
- d. Travel to various customer sites and system integration laboratories; and
- e. Liaise with the SETIs and SSETI as required.

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#### 4. Additional Requirements:

- i. Security Requirement: Level II (SECRET)
- ii. Valid Passport: Yes
- iii. Language Requirements: English
- iv. Canadian Eyes Only: Yes

**Resource Title:** Senior Synthetic Environment Technical Integrator (SSETI)

**Position Reference No:** K-017

**Location:** CASC – Kingston, ON

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1. Education Requirement:

- a. Must have a university degree in Computer Science/Information Technology; or
- b. Must have a diploma or certification in Computer Science/Information Technology from a recognized training or post-secondary institution and 10 years of experience working in the Information Science/ Information Technology field.

2. Qualifications:

- a. Must have a minimum of 10 years of combined experience performing network administration tasks using the following software:
  - i. Windows 7 (and/or higher);
  - ii. Windows Server 2008R2 (and/or higher);
  - iii. Linux Red Hat;
  - iv. VMWare; and
  - v. UNIX.
- b. Must have a minimum of 10 years of experience in the reconfiguration of large networks of serving at least 700 client workstations. This experience must include the use of ghosting, remote system management and/ or other techniques to allow for rapid data populating of all computers on a simulation and secure network.
- c. Must have a minimum of 10 years of experience supervising network technicians.

3. Task Description:

The Senior Synthetic Environment Technical Integrator (SSETI) is responsible for the overseeing the creation of networked, computer-based Synthetic Environments (SE) to support specific activities. Specific tasks may include but are not limited to:

- a. Coordinate and assign activities to the Synthetic Environment Technical Integrators (SETI);
- b. Oversee the establishment of all SE federations for CASC activities;
- c. Providing advice to Activity Leaders to determine the most appropriate software and federation techniques for each activity;
- d. Oversee the Federation Environment Development Process (FEDEP) in support of the multi-simulation SE for activities;
- e. Liaise with the Technical Services Supervisor (TSS) as required;
- f. Ensure that the SE federation receives appropriate validation, verification and testing prior to the commencement of any activity; and
- g. Provide advice to CASC staff concerning expected future developments in all aspects of computer based SE creation and support.

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#### 4. Additional Requirements:

- i. Security Requirement: Level II (SECRET)
- ii. Valid Passport: Yes
- iii. Language Requirements: English
- iv. Canadian Eyes Only: Yes



**Resource Title:** Synthetic Environment Technical Integrator (SETI)

**Position Reference No:** K-018, K-019, K-020

**Location:** CASC – Kingston, ON

- 
1. Education Requirement: Must have a diploma or certification from a recognized training institution or post-secondary institution in Networking Administration or Computer Networking;
  2. Qualifications:
    - a. Must have a minimum of 10 years of combined experience in performing network administration tasks using the following software:
      - i. Windows 7 (and/or higher);
      - ii. Windows Server 2008R2 (and/or higher);
      - iii. Linux Red Hat;
      - iv. VMWare; and
      - v. UNIX.
    - b. Must have a minimum of five (5) years of experience in the last 10 years in the reconfiguration of large networks serving at least 700 client workstations. This experience must include the use of ghosting, remote system management and/ or other techniques to allow for rapid data populating of all computers on a simulation and secure network.
  3. Task Description:

The Synthetic Environment Technical Integrators (SETI) report directly to the SSETI and are responsible for the creation of networked, computer-based Synthetic Environments (SE) to support specific activities. Specific tasks may include but are not limited to:

- a. Perform the specific activities assigned by the SSETI;
- b. Establishment of all SE federations for CASC activities.
- c. Assist the SSETI in providing advice to Activity Leaders to determine the appropriate software and federation techniques for each activity.
- d. Assist the SSETI in overseeing the Federation Environment Development Process (FEDEP) in support of the multi-simulation SE for activities.
- e. Conduct the FEDEP process in support of the building of multi-simulation SE for activities;
- f. Assist the SSETI to ensure that the SE Federation receives appropriate validation, verification and testing prior to the commencement of any activity.
- g. Liaise with Toolset Experts, involved in the SE for a given activity.
- h. Ensure that the simulations are fully functional and are capable of supporting the requirements of the assigned task.
- i. Liaise with the Technical Services Supervisor (TSS) as required.
- j. Provide advice to CASC staff concerning expected future developments in all aspects of computer based synthetic environment creation and support.

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#### 4. Additional Requirements:

- i. Security Requirement: Level II (SECRET)
- ii. Valid Passport: Yes
- iii. Language Requirements: English
- iv. Canadian Eyes Only: Yes

**Resource Title:** Digital Information Archivist (DIA)

**Position Reference No:** K-021

**Location:** CASC – Kingston, ON

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1. Education Requirement:

- a. Must have any of the following:
  - i. A University degree (in any field) and two (2) years of experience working in the Information Management/Information Science field; or
  - ii. A College diploma or certification in Information Management/Information Science from a recognized training or post-secondary institution and five (5) years of experience working in the Information Management/Information Science field; or
  - iii. A Graduate degree in Information Management/Information Science from a recognized post-secondary institution.

2. Qualifications:

- a. Must have a minimum of five (5) years of experience in in the last 10 years in uploading, reviewing, editing and maintaining digital information;
- b. Must have a minimum of two (2) years of experience in the last five (5) years planning, administering and organizing digital information repositories; and
- c. Must have a minimum of three (3) years of experience in the last five (5) years administering Microsoft SharePoint sites or a similar information management system.

3. Task Description:

The DIA is responsible for the management of CASC information resources. These information resources may be implemented as specific knowledge repositories, shared drives, or CAF information management sites. By applying CAF information management policy principles, the DIA must ensure efficiency and utility of CASC information resources. Specific tasks may include but are not limited to:

- a. Management and assistance of the following:
  - i. Implementation of digital information repositories, to include all exercise documentation (current and previously delivered by CASC);
  - ii. All modelling and terrain data files utilized by all CASC units; and
  - iii. All administrative documents and files created in support of CASC operations;
- b. Provide information management advice and support to CASC staff;
- c. Support and promote user exploitation of digital information repositories; and
- d. In accordance with existing CAF Information Management Policies and Directives, be accountable for the preservation of archival data.

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#### 4. Additional Requirements:

- i. Security Requirement: Level II (SECRET)
- ii. Valid Passport: Yes
- iii. Language Requirements: English
- iv. Canadian Eyes Only: Yes

**Resource Title:** Software Scripting Coordinator  
**Position Reference No:** K-022  
**Location:** CASC – Kingston, ON

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1. Education Requirement:

- a. Must have one of the following:
  - i. A University Degree in Computer Science or Information Technology; or
  - ii. A diploma or equivalent certification in Computer Science or Information Technology from a recognized training or post-secondary institution and five (5) years of experience working in the Information Science/Information Technology field.

2. Qualifications:

- a. Must have a minimum of five (5) years of experience in the last 10 years in software scripting and configuration management.
- b. Must have a minimum of five (5) years of combined experience in the last 10 years using each of the following software:
  - i. Windows 7 (and/or higher);
  - ii. Windows Server 2008R2 (and/or higher);
  - iii. Linux Red Hat;
  - iv. VMWare and UNIX;
  - v. C++;
  - vi. JAVA;
  - vii. PERL;
  - viii. UNIX scripting;
  - ix. XML; and
  - x. SQL databases

3. Task Description:

The Software Scripting Coordinator monitors and supervises the simulation software used by CASC and DSCs and coordinates first line software development work. Specific tasks may include but are not limited to:

- a. Report to the TSS on software scripting and development requirements;
- b. Liaises with the 3D Models Expert, Senior C2IS Expert, and C2IS Expert for the development of the aspects of their respective software;
- c. Coordinate the first line scripting efforts within CASC (second and third line software development will be done through other agencies);
- d. Establish code writing/scripting guidelines to be used by CASC Toolset Experts and SE integrators; and
- e. Provide support to CASC customer sites and system integration laboratories.

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#### 4. Additional Requirements:

- i. Security Requirement: Level II (SECRET)
- ii. Valid Passport: Yes
- iii. Language Requirements: English
- iv. Canadian Eyes Only: Yes

**Resource Title:** Senior System Engineer Technician (SSET)

**Position Reference No:** K-023, E-004, P-004, V-004, G-005

**Location:** CASC – Kingston, ON, Edmonton DSC, Petawawa DSC, Valcartier DSC, Gagetown DSC

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1. Education Requirement:

- a. Must have one of the following:
  - i. Graduate degree in Information Management/Information Science from a recognized post-secondary institution; or
  - ii. A University degree (in any field) from a recognized post-secondary institution and two (2) years of experience working in the Information Management/Information Science field; or
  - iii. A College diploma or certification in Information Management/Information Science from a recognized training or post-secondary institution and five (5) years of experience working in the Information Management/Information Science field.

2. Qualifications:

- a. Must have a minimum of five (5) years of combined experience in the last 10 years using each of the following software:
  - i. Windows 7 (and/or higher);
  - ii. Windows Server 2008R2 (and/or higher);
  - iii. Linux Red Hat;
  - iv. VMWare; and
  - v. UNIX;
- b. Must have a minimum of three (3) years of experience in the last five (5) years in the reconfiguration of large networks supporting serving at least 700 client workstations. This experience must include the use of ghosting, remote system management and/or other techniques to allow for rapid data populating of all computers on a simulation and secure network.

3. Task Description:

The Senior Systems Engineering Technician (SSET) provides coordination of the overall computer network system and oversees specific activity use of networks (not including Shared Services Canada managed networks, software or hardware). Specific tasks may include but are not limited to:

- a. Ensure functionality of the CASC portion of the SimNet;
- b. Ensure that designated personnel have connectivity to the SimNet;
- c. Ensure that the use of DND-owned networks is monitored and complies with DND guidelines for use;
- d. Ensure that networks are configured for specific activities in accordance with the plan developed by the Activity Leader;
- e. Ensure that networks are functional at least 24 hours prior to the commencement of specific activities; and
- f. Coordinate the requirements for SETs at the DSCs.

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#### 4. Additional Requirements:

- i. Security Requirement: Level II (SECRET)
- ii. Valid Passport: Yes
- iii. Language Requirements: K-035, E-004, P-004, G-005 – English; V-004 – French
- iv. Canadian Eyes Only: Yes



**Resource Title:** Systems Engineer Technician (SET)

**Position Reference No:** K-024, K-025, K-026, K-027, E-005, E-006, P-005, V-005, G-006

**Location:** CASC – Kingston, Edmonton DSC, Petawawa DSC, Valcartier DSC, Gaagetown DSC

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1. Education Requirement:

- a. Must have one of the following:
  - i. A Graduate degree in Information Management/Information Science from a recognized post-secondary institution; or
  - ii. A University degree (in any field) from a recognized post-secondary institution and two (2) years of experience working in the Information Management/Information Science field; or
  - iii. A College diploma or certification in Information Management/Information Science from a recognized training or post-secondary institution and five (5) years of experience working in the Information Management/Information Science field.

2. Qualifications:

- a. Must have a minimum of three (3) years of combined experience in the past five (5) years using the following software:
  - i. Windows 7 (and/or higher);
  - ii. Windows Server 2008R2 (and/or higher);
  - iii. Linux Red Hat;
  - iv. VMWare; and
  - v. UNIX.
- b. Must have a minimum of three (3) years of experience in the last five (5) years in the reconfiguration of large networks supporting up to, but not limited to 700 client workstations. This experience must include the use of ghosting, remote system management and other techniques to allow for rapid data populating of all computers on a simulation and secure network.

3. Task Description:

The Systems Engineering Technician (SET) works under the supervision of the SSET to provide network services. Specific tasks may include but are not limited to:

- f. Assist in ensuring functionality of the CASC/DSC portion of the SimNet;
- g. Ensure designated personnel have connectivity to the SimNet;
- h. Ensure use of DND-owned networks is monitored and complies with DND guidelines for use;
- i. Ensure networks are configured for specific activities in accordance with the plan developed by the Activity Leader; and
- j. Ensure networks are functional at least 24 hours prior to the start of specific activities.

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#### 4. Additional Requirements:

4. Security Requirement: Level II (SECRET)
5. Valid Passport: Yes
6. Language Requirements: K-036, K-037, K-038, K-039, E-005, E-006, P-005, G-006 – English; V-005 – French
7. Canadian Eyes Only: Yes

**Resource Title:** Joint Conflict and Tactical Simulation (JCATS) Expert

**Position Reference No:** K-028

**Location:** CASC – Kingston, ON

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1. Education Requirement: N/A

2. Qualifications:

- a. An AFAY qualification, or the NATO standard equivalent qualifications through another NATO military education institute.
- b. Must have the following military experience:
  - i. Directing or supervising Unit or Brigade level training activities;
  - ii. Employment as an instructor or directing staff at a CAF Instructional (or NATO/ABCA equivalent) institution);
  - iii. Organizing and delivering military collective training at the Unit or Brigade level.
- c. Must have a minimum of number two (2) years of military experience having directed/managed an organization of at least 100 personnel and having been responsible for overseeing operations, personnel management, financial management and logistics.
- d. Must have a minimum of four (4) years of experience using simulation systems to design, develop and deliver collective training events up to the Unit or Brigade level.

3. Task Description:

The JCATS Expert is responsible for coordinating all aspects of the employment of the JCATS application. Specific tasks may include but are not limited to:

- a. Design, develop, test, configure and revise scenarios associated with JCATS during planning and execution phases of specific activities;
- b. Participate in working groups in Canada and abroad that relate to any associated JCATS software as required;
- c. Under the direction of the Activity Leader and the SETI, prepare all aspects of the JCATS applications for the SE plan;
- d. Liaise with the Software Scripting Coordinator to develop aspects of JCATS when identified;
- e. Monitor the use of JCATS applications during the activities to ensure functionality throughout the activity; and
- f. Utilize the information contained within the Canadian Army Operating Environment by incorporating specific data on Canadian, NATO, Allied, and generic enemy force weapons and equipment, to support the training activities.

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#### 4. Additional Requirements:

- i. Security Requirement: Level II (SECRET)
- ii. Valid Passport: Yes
- iii. Language Requirements: English
- iv. Canadian Eyes Only: Yes

**Resource Title:** Command and Staff Trainer (CAST) Expert  
**Position Reference No:** K-029, K-030  
**Location:** CASC – Kingston, ON

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1. Education Requirement: N/A

2. Qualifications:

- a. An AFAY qualification, or the NATO standard equivalent qualifications through another NATO military education institute.
- b. Must have the following military experience:
  - i. Directing or supervising Unit or Brigade level training activities;
  - ii. Employment as an instructor or directing staff at a CAF Instructional (or NATO/ABCA equivalent) institution;
  - iii. Organizing and delivering military collective training at the Unit or Brigade level.
- c. Must have a minimum of number two (2) years of military experience having directed/managed an organization of at least 100 personnel and having been responsible for overseeing operations, personnel management, financial management and logistics.
- d. Must have a minimum of four (4) years of experience using simulation systems to design, develop and deliver collective training events up to Unit or Brigade level.

3. Task Description:

The CAST Expert is responsible for coordinating all aspects of the employment of the CAST application. Specific tasks may include but are not limited to:

- a. Design, develop, test, configure and revise scenarios associated with CAST during planning and execution phases of specific activities;
- b. Participate in working groups in Canada and abroad that relate to any associated CAST software as requested;
- c. Under the direction of the Activity Leader and the SETI, prepare all aspects of the CAST applications for the SE plan;
- d. Liaise with the Software Scripting Coordinator to develop aspects of CAST when required;
- e. Monitor the use of CAST applications during the activities to functionality and;
- f. Utilize the information contained within the Canadian Army Operating Environment by incorporating specific data on Canadian, NATO, Allied, and generic enemy force weapons and equipment, to support the training activities.

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#### 4. Additional Requirements:

- i. Security Requirement: Level II (SECRET)
- ii. Valid Passport: Yes
- iii. Language Requirements: English
- iv. Canadian Eyes Only: Yes

**Resource Title:** One Semi-Automated Forces (OneSAF) Expert  
**Position Reference No:** K-031  
**Location:** CASC – Kingston, ON

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1. Education Requirement: N/A

2. Qualifications:

- a. An AFAY qualification, or the NATO standard equivalent qualifications through another NATO military education institute.
- b. Must have the following military experience:
  - i. Directing or supervising Unit or Brigade level training activities;
  - ii. Employment as an instructor or directing staff at a CAF Instructional (or NATO/ABCA equivalent) institution; and
  - iii. Organizing and delivering military collective training at the Unit or Brigade level.
- c. Must have a minimum of number two (2) years of military experience having directed/managed an organization of at least 100 personnel and having been responsible for overseeing operations, personnel management, financial management and logistics.
- d. Must have a minimum of four (4) years of experience using simulation systems to design, develop and deliver collective training events up to the Unit or Brigade level.

3. Task Description:

The OneSAF Expert is responsible for coordinating all aspects of the employment of the OneSAF application. Specific tasks may include but are not limited to:

- a. Design, develop, test, configure and revise scenarios associated with OneSAF during planning and execution phases of specific activities;
- b. Participate in working groups in Canada and abroad that relate to any associated OneSAF software as required;
- c. Under the direction of the Activity Leader and the SETI, prepare all aspects of the OneSAF applications for the SE plan;
- d. Liaise with the Software Scripting Coordinator to develop aspects of OneSAF when required;
- e. Monitor the use of OneSAF applications during the activities to ensure functionality; and
- f. Utilize the information contained within the Canadian Army Operating Environment by incorporating specific data on Canadian, NATO, Allied, and generic enemy force weapons and equipment, to support the training activities.

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#### 4. Additional Requirements:

- i. Security Requirement: Level II (SECRET)
- ii. Valid Passport: Yes
- iii. Language Requirements: English
- iv. Canadian Eyes Only: Yes



**Resource Title:** Virtual Simulation Expert  
**Position Reference No:** K-032, G-007  
**Location:** CASC – Kingston, ON, Gagetown DSC

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1. Education Requirement: N/A

2. Qualifications:

- a. Must have the following military experience:
  - i. Directing or supervising Unit or Brigade level training activities;
  - ii. Employment as an instructor or directing staff at a CAF instructional (or NATO/ABCA equivalent) institution;
  - iii. Organizing and delivering military collective training at the Unit or Brigade level.
- b. Must have a minimum of number two (2) years of military experience having directed/managed an organization of at least 100 personnel and have been responsible for overseeing operations, personnel management, financial management and logistics.
- c. Must have a minimum of four (4) years of experience using simulation systems to design, develop and deliver collective training events up to the Unit or Brigade level.

3. Task Description:

The Virtual Simulation Expert is responsible for coordinating all aspects of the employment of Virtual Simulation systems. Specific tasks may include but are not limited to:

- a. Design, develop, test, configure and revise scenarios associated with virtual simulation during planning and execution phases of specific activities;
- b. Participate in working groups in Canada and abroad that relate to any associated virtual Simulation software as required;
- c. Under the direction of the Activity Leader and the SETI, prepare all aspects of the virtual simulation applications for the SE plan;
- d. Liaise with the Software Scripting Coordinator to develop aspects of virtual simulation as required;
- e. Ensure functionality of the virtual simulation applications during the activities; and
- f. Utilize the information contained within the Canadian Army Operating Environment by incorporating specific data on Canadian, NATO, Allied, and generic enemy force weapons and equipment, to support the training activities.

**4. Additional Requirements:**

- i. Security Requirement: Level II (SECRET)
- ii. Valid Passport: Yes
- iii. Language Requirements: English
- iv. Canadian Eyes Only: Yes

**Resource Title:** Terrain Expert  
**Position Reference No:** K-033, K-034  
**Location:** CASC – Kingston, ON

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1. Education Requirement: Must have a secondary school diploma.
2. Qualifications:
  - a. Must have a minimum of two (2) years of experience in the development of digital terrain.
  - b. Must have a minimum of five (5) years of combined experience creating terrain models using each of the following software applications:
    - i. Terrex,
    - ii. ArcGIS,
    - iii. Erdas Imagine,
    - iv. CLS,
    - v. Global Mapper,
    - vi. TerraSim,
    - vii. Multigen Creator, and;
    - viii. Sextant.

3. Task Description:

The Terrain Expert is responsible for coordinating all aspects of the employment of Terrain Simulation. Specific tasks may include but are not limited to:

- a. Design, develop, test, configure and revise scenarios associated with virtual terrain simulation during planning and execution phases of specific activities;
- b. Participate in working groups in Canada and abroad that relate to any associated virtual Terrain simulation software as required;
- c. Under the direction of the Activity Leader and the SETI, prepare all aspects of the virtual terrain simulation applications for the SE plan;
- d. Liaise with the Software Scripting Coordinator to develop aspects of virtual terrain simulation as required;
- e. Ensure the functionality of the virtual terrain simulation applications during the activities; and
- f. Utilize the information contained within the Canadian Army Operating Environment by incorporating specific data on Canadian, NATO, Allied, and generic enemy force weapons and equipment, to support the training activities.

**4. Additional Requirements:**

- i. Security Requirement: Level II (SECRET)
- ii. Valid Passport: Yes
- iii. Language Requirements: English
- iv. Canadian Eyes Only: Yes

**Resource Title:** 3D Models Expert  
**Position Reference No:** K-035, K-036  
**Location:** CASC – Kingston, ON

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1. Education Requirement: Must have a college diploma or certification in Information Systems/Information Technology from a recognized training or post-secondary institution.
2. Qualifications:
  - a. Must have a minimum of five (5) years of combined experience in the last 10 years creating 3D models using the following software:
    - i. 3D Studio Max; and
    - ii. Multigen Creator.
3. Task Description:

The 3D Models Expert is responsible for the design and development of 3D models for use during the execution of a specific activity. Specific tasks may include but are not limited to:

  - a. Design, develop, test, configure and revise 3D models;
  - b. Participate in working groups in Canada and abroad that relate to any software in relation to 3D model creation as required;
  - c. Under the direction of the Activity Leader and the SETI, prepare all aspects of the 3D models for the SE plan;
  - d. In conjunction with the Software Scripting Coordinator, develop 3D models as required;
  - e. Ensure the functionality of 3D models during the activities; and
  - f. Utilize the information contained within the Canadian Army Operating Environment by incorporating specific data on Canadian, NATO, Allied, and generic enemy force weapons and equipment, to support the training activities.

**4. Additional Requirements:**

- i. Security Requirement: Level II (SECRET)
- ii. Valid Passport: Yes
- iii. Language Requirements: English
- iv. Canadian Eyes Only: Yes

**Resource Title:** Senior Command and Control Information Systems (C2IS) Expert

**Position Reference No:** K-037

**Location:** CASC – Kingston, ON

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1. Education Requirement: Must have a university degree or college diploma in any field from a recognized training or post-secondary institution.
2. Qualifications:
  - a. Must have obtained an AFAY qualification, or the NATO standard equivalent qualifications through another NATO military education institute.
  - b. Must have the following military experience:
    - i. Directing or supervising Unit or Brigade level training activities;
    - ii. Employment as an instructor or directing staff at a CAF instructional (or NATO/ABCA equivalent) institution;
    - iii. Organizing and delivering military collective training at the Unit or Brigade level.
  - c. Must have a minimum of two (2) years of experience in the last five (5) years using a digital C2IS tool in a Headquarters organization at the Battalion, Brigade or Division level; and
  - d. Must have experience using a digital Command and Control Information System (C2IS) tool to support simulation training events.

3. Task Description:

The Senior C2IS Expert is responsible for supervising and oversight of all aspects of the employment of C2IS applications such as Land Command Support Systems (LCSS), Defence Wide Access Network (DWAN) and General Purpose Net. Specific tasks may include but are not limited to:

- a. Design, develop, test, configure and revise applications associated with C2IS during planning and execution phases of specific activities;
- b. Participate in working groups in Canada and abroad that relate to any associated C2IS software as required;
- c. Under the direction of the Activity Leader and the SETI, prepare all aspects of the C2IS applications for the SE plan;
- d. Liaise with the Software Scripting Coordinator to develop aspects of C2IS as required;
- e. Ensure the functionality of the C2IS applications during the activities; and
- f. Utilize the information contained within the Canadian Army Operating Environment by incorporating specific data on Canadian, NATO, Allied, and generic enemy force weapons and equipment, to support the training activities.

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#### 4. Additional Requirements:

4. Security Requirement: Level II (SECRET)
5. Valid Passport: Yes
6. Language Requirements: English
7. Canadian Eyes Only: Yes

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**Resource Title:** Command and Control Information Systems (C2IS) Expert

**Position Reference No:** K-038, K-039, K-040, K-041, K-042, K-043, K-044, K-045, E-007, E-008, P-006, P-007, V-006, V-007, G-008, G-009

**Location:** CASC – Kingston, ON, Edmonton DSC, Petawawa DSC, Valcartier DSC, Gagetown DSC

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1. Education Requirement: Must have a university degree or college diploma in any field from a recognized training or post-secondary institution.
2. Qualifications:
  - a. Must have a minimum of two (2) years of experience in the last five (5) years using a digital C2IS tool in a Headquarters organization at the Battalion, Brigade or Division level; and
  - b. Must have experience using a digital Command and Control Information System (C2IS) tool to support simulation training events.
3. Task Description:

The C2IS Expert is responsible for coordinating all aspects of the employment of C2IS applications such as Land Command Support Systems (LCSS), Defence Wide Access Network (DWAN) and General Purpose Net. Specific tasks may include but are not limited to:

  - a. Design, develop, test, configure and revise applications associated with C2IS during planning and execution phases of specific activities;
  - b. Participate in working groups in Canada and abroad that relate to C2IS software as required;
  - c. Under the direction of the Activity Leader and the SETI, prepare all aspects of the C2IS applications for the SE plan;
  - d. Liaise with the Software Scripting Coordinator to develop aspects of C2IS as required;
  - e. Ensure the functionality of the C2IS applications during the activities; and
  - f. Utilize the information contained within the Canadian Army Operating Environment by incorporating specific data on Canadian, NATO, Allied, and generic enemy force weapons and equipment, to support the training activities.

**4. Additional Requirements:**

- i. Security Requirement: Level II (SECRET)
- ii. Valid Passport: Yes
- iii. Language Requirements: K-061, K-062, K-063, K-064, K-065, K-067, K-068, K-069, E-007, E-008, P-006, P-007, G-008, G-009 and; French for position: V-006, V-007
- iv. Canadian Eyes Only: Yes

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**Resource Title:** Contract Site Leader (CSL)

**Position Reference No:** E-001, P-001, V-001, G-001,

**Location:** Edmonton DSC, Petawawa DSC, Valcartier DSC, Gagetown DSC

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1. Education Requirement: N/A

2. Qualifications:

- a. An AFAY and AFAZ qualification, or the NATO standard equivalent qualifications through another NATO military education institute.
- b. Must have the following military experience:
  - i. Directing or supervising Unit or Brigade level training activities;
  - ii. Employment as an instructor or directing staff at a CAF Instructional (or NATO/ABCA equivalent) institution;
  - iii. Employment as a member of a Headquarters organization at the Brigade, Division, or National level; and
  - iv. Organizing and delivering military collective training at the Brigade level.
- c. Must have a minimum of two (2) years of experience having directed/managed an organization of at least 200 personnel having been responsible for overseeing operations, personnel management, financial management and logistics.

3. Task Description:

A CSL position is required at each of the DSCs. The CSLs are the direct report to the CWC and work hand-in-hand with Regional TAs and Activities Leaders at their respective DSCs in the planning and coordination of specific activities. Specific tasks may include but are not limited to:

- a. Manage the day-to-day activities which include planning of training and professional development activities.
- b. Initial Scoping of Activity Phase:
  - i. Complete an ISE for specific activities assigned to their respective DSCs;
  - ii. Coordinate with DND planners by participating in planning conferences as required;
  - iii. Forecast requirements and resolve resource conflicts for activity space and IT requirements;
  - iv. Schedule activity support coordination meetings as required; and
  - v. Assist the Activity Leader in the scoping of the costing and resource of the activity.
- c. Activity Development and Refinement Phase:
  - i. Complete a DSP for specific activities assigned to their respective DSCs;
  - ii. Coordinate the core and non-core resources to ensure availability in accordance with the DSP; and
  - iii. Coordinate all administrative requirements for all resources;
  - iv. Ensure all resources meet any requisite requirements and qualifications in support of the tasks to which they have been assigned; and
  - v. Coordinate the physical setup of specific activities.

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- d. Activity Conduct Phase:
  - i. Implement the DSP for specific activities assigned to their respective DSCs;
  - ii. Liaise with Activities Leaders in the coordination of all identified administrative requirements in the specific activities.
- e. Post Activity Review (PAR) Phase:
  - i. Prepare and submit the PAR to the TA/MA. The PAR will include finalized detailed costing information and receipts; and
  - ii. Assist the TA with the preparation and delivery of the After Action Report (AAR) and Post Exercise Report (PXR).

#### 4. Additional Requirements:

- i. Security Requirement: Level II (SECRET)
- ii. Valid Passport: Yes
- iii. Language Requirements: English for positions: E-001, P-001, G-001 and French for position: V-001
- iv. Canadian Eyes Only: Yes



**Resource Title:** Activity Leader – Simulation Specialist

**Position Reference No:** E-002, E-003, P-002, P-003, V-002, V-003, G-002, G-003, G-004

**Location:** Edmonton DSC, Petawawa DSC, Valcartier DSC, Gagetown DSC

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1. Education Requirement: N/A

2. Qualifications:

- a. An AFAY qualification, or the NATO standard equivalent qualifications through another NATO military education institute.
- b. Must have the following military experience:
  - i. Directing or supervising Unit or Brigade level training activities;
  - ii. Employment as an instructor or directing staff at a CAF Instructional (or NATO/ABCA equivalent) institution);
  - iii. Employment as a member of a Headquarters organization at the Brigade, Division, or National level; and
  - iv. Organizing and delivering complex military collective training.
- c. Must have a minimum of two (2) years of military experience having directed/managed a Combat Arms (Armour, Artillery, Combat Engineers, or Infantry) organization of at least 100 personnel and having been responsible for overseeing operations, personnel management, financial management and logistics.
- d. Must have a minimum of four (4) years of experience using simulation systems to design, develop and delivery collective training events up to Unit or Brigade level.

3. Task Description:

Activity Leaders – Simulation Specialist are responsible for are responsible for the specific activity for which they are assigned. They provide overall coordination and planning in preparation and execution of a specific activity. Specific activities for this category of Activity leader focus on the successful execution of Land Operations simulations. Specific tasks may include but are not limited to:

- a. Assist the CWC and Asst CWC in the preparation of the ISE to confirm the specific requirements, resource estimates and SE requirements and all other applicable requirements to support that activity;
- b. Support planning conferences by providing briefings, organizing work groups, and guiding discussions as requested by the client;
- c. Develop the scenarios for the specific activities.
- d. Develop activity support plans, including physical activity layout, operations orders, intelligence summaries and media releases;
- e. Perform tests and trials to confirm the activity meets the intended aim, scope and objectives;
- f. Advise the military staff on achievement of objectives throughout an activity; and
- g. Assist the CSL in the preparation of the subsequent after action activities as required.

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#### 4. Additional Requirements:

- i. Security Requirement: Level II (SECRET)
- ii. Valid Passport: Yes
- iii. Language Requirements: English for positions: E-002, E-003, P-002, P-003, G-002, G-003, G-004 and; French for positions: V-002, V-003
- iv. Canadian Eyes Only: Yes

## APPENDIX 2 INITIAL SUPPORT ESTIMATE (ISE)

**Proposed Activity:** Canadian Army Simulation Centre (CASC) will support XXXX in the design, development and delivery of Exercise XXXX.

**Dates:** XXXXX will be conducted between the dates of XXXX to XXXX.

**Cost Estimates:**

Fiscal Year XX/XX - \$XXXX. Estimate sheets are attached.

Fiscal Year XX/XX. Estimate will be generated is an updated ISE

Costs associated with XXXX which focuses on proving XXXX capabilities will be integrated with the estimates for Canadian Army as the development and execution costs of those exercises are linked to each other.

Note – The cost estimates provided in this document is an initial cost estimate only. They will be further developed in the CASC Detailed Support Plan which will be prepared following an Initial Planning Conference & Exercise Development Working Group.

**CASC Military Authority:**

**Supported Agency Office of Primary Interest:**

**CASC Activity Lead Live Exercise:**

**CASC Second Live Exercise:**

**CASC Activity Lead Command Post Exercise (CPX):**

**CASC Second Command Post Exercise:**

**Customer OPI:** CASC support will be provided to XXXX through the XXXXX. The OPI will maintain contact with CASC for overall guidance on exercise development.

**Description:** XXXX is the XXXX collective training activity conducted by the Canadian Armed Forces at the Joint Headquarters level. The intent is to prove joint capabilities and maintain readiness at the operational level. XXXX will be integrated with the XXXX Exercise XX and practice Canadian Joint Operations Command, the Joint Staff, the Canadian Army, and the Royal Canadian Air Force in operational level planning and conduct of operations.

**Aim:** To improve CAF joint operational readiness and capabilities and to enhance interoperability with national and NATO partners focusing on expeditionary operations within a coalition environment.

**Scenario Context:** XXXX CPX will employ the XXXX scenario.

**Location:** Exercise XXXX will be conducted at XXXX with XXXX CPX participation in XXXX, and XXXX with a possibility of remote locations in XXXX and XXXX.

**Forecast Requirements:** This Joint Exercise is a complex series of exercises which will require well-coordinated developmental activities. Two planning teams have been established; one to focus on planning for XXXX and XXXX activities, and a second to develop Command Post activities. There will be significant overlap in personnel and sharing of information but it is critical to success that the different scenarios remain distinct.

**Development Requirements:** A draft forecast of all related planning activities is enclosed. It will be updated as required by the CASC Activity Lead.

**Special Requirements:** This Exercise will entail several unique challenges which will require specific solution sets. Many of these are unforeseen at this time, but those that have been identified to date are:

- a. Coordination and cooperation with the XXXXX for the conduct of the Exercise, including interconnected development activities;
- b. Establishment of a National Higher Control for the conduct of Crises Response Planning;
- c. Detailed technical coordination for integration of simulation environments with national and NATO Command and Control architecture.

Customer Acknowledgement: \_\_\_\_\_ Date: \_\_\_\_\_

Activity Coordination Cell: \_\_\_\_\_ Date: \_\_\_\_\_

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CASC Technical/Regional Authority: \_\_\_\_\_ Date: \_\_\_\_\_

Chief CASC: \_\_\_\_\_ Date: \_\_\_\_\_

### APPENDIX 3

#### DETAILED SUPPORT PLAN (DSP)

#### XXXX COMMAND POST EXERCISE (CPX) XX

**Activity:** Exercise XXXX). Canadian Army Simulation Centre (CASC) will support the Canadian Army Formation Training Group with the training of XXXXX which will include the design, development and delivery of a Synthetic Environment (SE) Command Post Exercise (CPX). This CPX includes Higher Control role but also a secondary training audience within EX XXX. The other element of the secondary training audience is a XXXX in the role of Lower Control.

**Exercise Dates:** Exercise Control CPX technical set up and testing will occur during the period XX-XX May; Exercise Control CPX training and rehearsals during the period XX-XX May; and the conduct of the CPX from XX May – XX Jun XX.

**Cost Estimates:** The cost estimates are enclosed.

**CASC Military OPI:**

**Customer OPI:**

**CASC Activity Lead:**

**CASC Second:**

**CASC Technical Lead:**

**Description:** XXXX will conduct XXXX CPX as a complimentary activity to the XXXX Field Training Exercise. The purpose of the FTX is to train XXXX, which is the Primary Training Audience. XXXX as a collective FTX will be enhanced with the support of a Higher Control operating in CPX mode. The role of XXXX HQ is to effectively practice XXXX in the planning and Command and Control of high intensity tactical operations. HQ XXXX and the HQ element of XXXX will provide enhanced training opportunities to achieve designated training objectives. This training will be presented through a synthetic environment representation of the staff level planning and operations interactions that would occur with higher and subordinate formations. Formation training and CPX exercises will have a degree of integration and will provide a response capability for quiet hours.

**Scenario Context:** This exercise is a continuation of EX XXXX. The majority of the scenario development has been completed for XXXX. The remaining development by CASC relates to Corps level Scheme of Manoeuvres and XXXX event development for the progression of the Exercise within the Area of Operations. CPX Development and integration involves both technical and scenario requirements to be complimentary to Formation training exercise XXXX.

**Location:** CFB Wainwright.

#### Forecast Support Requirements:

- a. Writing Board Kingston. Given the Scenario archive from XXXX it will be possible to limit Computer Assisted Exercise (CAX) development to one Writing Board of a one (1) week duration followed by a one (1) week review period by CASC Core Staff. CASC will support the provision of the Writing Board appropriately qualified writers augmented by the Canadian Manoeuvre training Centre (CMTC) and other Canadian Armed Forces (CAF) specialists. The CASC Exercise Development Tool software will used for development and delivery of the CPX.
- b. CASC requires CMTC support for Command and Control Information Systems (C2IS) (Land Command Support System (LCSS), Defence Wide Area Network (DWAN) and General Purpose (GP) Net). CASC will ship from Kingston to Wainwright and return, the necessary hardware components to support simulation.
- c. CPX Scenario Design, Development and Delivery.
- d. Synchronize design of XXXXX CPX Exercise Control with XXXX Formation Training Exercise Control under the lead of CMTC.
- e. CPX Exercise Control Training for all participating CPX organizations.

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- f. Integration of CPX constructive simulation.
- g. Provision of digitization training to HQ XXXXX and XXXXX.
- h. Structure and staffing development plans for CPX Exercise Control.
- i. Provision of technical advice as required.
- j. Assist and advise CMTC with CPX LCSS network configuration.
- k. Provide Exercise Control CPX Information Technology/Information Systems (IT/IS) Help Desk.
- l. Support CMTC with C2IS administration and security protocols.
- m. Integrate CPX EXCON Information Management (IM) procedures with those of XXXXX.
- n. Plan, build, test and deliver CPX Operational Data Base required to support the CPX.
- o. Coordinate with CMTC the CPX layout planning for system and work space layout less XXXXX.
- p. Participation in the EX XX XXXX Command Support Working Group.

**Development Requirements:** The related planning activities are enclosed.

**Special Requirements:**

- a. CASC Personnel Support Wainwright. Transport to and from Edmonton and to and from town of Wainwright and CMTC will be by rental transport arranged by CASC. Meals will, to the extent possible, be taken at the CFB Wainwright Dining Hall.
- b. All CASC participants must possess level II Security Clearance. A CASC Advance Party is essential to establishment of EXCON and setting the conditions for EXCON training, rehearsals and CPX conduct. Given the complexity of integrating live and simulated forces and adoption of a complex Battle Rhythm, a CPX rehearsal is a necessary three (3) day preliminary activity.

Customer Acknowledgement: \_\_\_\_\_ Date: \_\_\_\_\_

Activity Coordination Cell: \_\_\_\_\_ Date: \_\_\_\_\_

Military OPI: \_\_\_\_\_ Date: \_\_\_\_\_

Chief CASC: \_\_\_\_\_ Date: \_\_\_\_\_

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## **APPENDIX 4 POST ACTIVITY REPORT (PAR) XXXX COMMAND POST EXERCISE (CPX) XX**

**Activity:** The Canadian Army Simulation Centre (CASC) supported the Canadian Army Formation Training Group (with the training of XXXX which included the design, development and delivery of a synthetic environment (SE) Command Post Exercise (CPX). XXXXX is Higher Control but is also a Secondary Training Audience within EX XXXX. The other element of the Secondary Training Audience is a XXXX in the role of Lower Control.

**Description:**

**Dates:** XXXXX was conducted between the period of XXXX to XXXX.

**Location:** EX XXXX was conducted at XXXX with XXXX CPX participation in XXXX, and XXXX with a remote location in XXXX and XXXX.

**Hardware and Software Requirements:**

**Contractor OPI(s):**

**Client OPI(s):**

**CASC or Divisional Simulation Centre (DSC) Regional Technical Authority:**

**Detailed Support Plan:**

**Lessons Identified:**

**Final Costs:** The finalized costs are attached as Annexes.

Client Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Military Lead: \_\_\_\_\_ Date: \_\_\_\_\_

CWC (or applicable CSL): \_\_\_\_\_ Date: \_\_\_\_\_

TA (or applicable Regional TA): \_\_\_\_\_ Date: \_\_\_\_\_

## **APPENDIX 5 MONTHLY TASK PRIORITIES REPORT FOR NOVEMBER 2016**

The following provides an example of a Monthly Task Priority listing provided from CASC to the Contractor. This is provided for information only and will change month to month. A number of DND acronyms are utilized in this document. Since this listing is for informational purposes only, there is no additional benefit to providing the full description and definition of each acronym. Following contract award, the Contractor would be provided full details and definitions of all acronyms utilized in the working environment.

### **Conduct of the Following Events:**

1. Conduct Army Officer Course Serial 35 (OPI: CASC Operations/Plans);
2. Conduct CAEG Social Media TTX (OPI: CASC CT-2);
3. Conduct JOINTEX 17 WB1 (OPI: CASC CT-1);
4. Conduct Exercise UNIFIED RESOLVE/MAPLE RESOLVE/Joint Exercise LIVE EX TGT & INT WB (OPI: CASC CT-1);
5. Conduct Air Power Operations Course (OPI: CASC-CT-2);
6. Conduct Advanced Battlefield Computer Simulation (ABACUS) User Course (OPI: CASC M&S);
7. Conduct EX STAUNCH MAPLE Exercise Development Working Group (OPI: CASC CT-2);
8. Support Canadian Army Land Warfare Centre in evaluation of simulation to assist in sustainment planning (OPI: CASC AEC)
9. Complete assistance in support of the CASC ISSO in the provision of network diagrams, equipment lists of network hardware, network administration, completion of network security profile in preparation of the completion of the CASC SD Net SA&A Network Report and associated RFCs (OPI: CASC ISSO);
10. Maintain DATE Management Team within existing resources to further develop DATE Scenario material, to include Brigade Extract Orders IAW adopted Scheme of Manoeuvre (OPI: CASC CT);
11. Conduct Joint Conflict and Tactical Simulation Operator Course (OPI: CASC Ops/Plans);
12. Support DMTC training program (OPI: CASC CT-2);
13. Support 1 Wing ATAC Development (OPI: CASC CT-2); and
14. Continue training support to ADM(S&T)/CSSP Trg support (OPI: CASC Ops).

### **Preparation of Following Events:**

1. Be prepared to CSS OPS Field Training Exercise (FTX) Development (OPI: CASC Ops/Plans);
2. Be prepared to support EX UNIFIED RESOLVE PT 1(DSC Petawawa lead) (OPI: CASC CT-1);
3. Prepare for 1<sup>st</sup> Canadian Division (Cdn Div) JPOG January (OPI: CASC CT-1);
4. Prepare for CAIR HR Ex READY STAR (OPI: CASC CT-2);
5. Prepare for CAIR HR Ex VIGILANT STAR (OPI: CASC CT-2);
6. Prepare for AOC 36 (OPI: CASC Ops);
7. Prepare for Ex MAPLE RESOLVE FTX WB 1 (OPI: CASC CT-1);
8. Prepare for Ex STAUNCH MAPLE 17 (OPI: CASC CT-2)
9. Prepare to support CACSC's DATE Implementation Plan (OPI: CASC CT);
10. Prepare for Op NANOOK 17 (OPI: CASC CT 2);
11. Prepare to assist 1 Canadian Division as they prepare for the UK ARRC Computer Assisted Exercise Fall 2017 (OPI: CASC CT); and
12. Be prepared to support 3 Division Simulation Center to design of Ex WARFIGHTER 18.1 (Edmonton) (OPI: CASC CT-1).

### **Attendance at Planning Conferences:**

1. Participate ABACUS Site Acceptance Test 14-17 Nov(OPI: CASC Ops/Plans);



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2. Attend McAfee System Administration Training (Ottawa) (OPI: CASC Ops/Plans);
3. Attend Air Power Operations Course AAR – CFAWC (OPI: CASC CT-2);
4. Attend CAST WG 07-09 Nov (OPI: CASC Ops/Plans);
5. Attend VCCI 4.0 Testing Exercise (OPI: CASC Ops/Plan); and
6. Attend JOINT EX 17 MPC and LIVEX EDWG.

**Technical Tasks:**

1. Prepare an overall inventory/database of all current CASC Geo and Model holdings (OPI: CASC M&S);
2. In conjunction with DLCSPM, prepare for formal release of CA Sim Baseline 3.1 with a view of ensuring all software documentation and training packages have been validated prior to release to the DSCs (OPI: CASC M&S);
3. Continue liaison with DLCSPM regarding simulation and C2 future capabilities (OPI: CASC M&S OPI);
4. Continue liaison with RSL (UK) regarding ABACUS development (OPI: CASC Ops//CASC M&S OPI);
5. Provide standing capability within CASC Sim Lab for simulation continuation training for CASC Staff (OPI: CASC Ops);
6. Assist CFSCE with LCSS(U) connectivity/system configuration (OPI: CASC Command Support); and
7. Continue AEC Technical support as required (OPI: CASC 4).

**Future Tech Tasks:**

1. Be prepared to assist in the review of WARSIM integration into CA Simulation systems (OPI: CASC M&S SO);
2. Be prepared to assist in the review of VBS3 TACTICS, (OPI: CASC M&S SO); and
3. Be prepared to in the continued development of a network enabled trg environment to establish centralized service delivery for employment in decentralized locations (OPI: CASC Ops).

**Priority of effort on Terrain/Model development (OPI: Chief Trg):**

1. UNIFIED RESOLVE 1701 DATE insertion into current UNIFIED RESOLVE real world terrain;
2. DATE CACUSUS Mapping development to provide JCATS and ABACUS Mapping IAW Scheme of Manoeuvre provided by CASC DATE Implementation Team (OPI: CASC CT);
3. Assess scope of VBS Terrain development in support of DATE Implementation; and
4. Continued development of CA Trg Areas within JCATS and VBS.

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Chief CASC

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Date

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Acknowledgement by A/CWC

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Date

## **APPENDIX 6 CONTRACTOR MONTHLY REPORT FOR SEPTEMBER 2016**

The following provides an example of a Contractor Monthly Report Monthly Task Priority listing provided from CASC to the Contractor. This is provided for information only and will change month to month. A number of DND acronyms are utilized in this document. Since this listing is for informational purposes only, there is no additional benefit to providing the full description and definition of each acronym. Following contract award, the Contractor would be provided full details and definitions of all acronyms utilized in the working environment.

### **Conduct of the Following Events:**

#### **1. Conduct Operation (Op) NANOOK 16.**

- Lead – XXXX, Second – XXXX, Support - XXXX.
- Operation Nanook was conducted during the period XXXX to XXXX. It had two (2) Lines of Operation (themes) with an Arctic Defence Theme that was conducted in Rankin Inlet during the period XXXX to XXXX and with a Civil Emergency Response Theme that was conducted in Whitehorse/Haines Junction during the period XXXX to XXXX. The exercise was a success and there were no major issues.
- The Post Exercise Report has been submitted to the Regional Technical Authority for review and forwarding to the Exercise Director.

#### **2. Conduct JX17 Live Exercise (LIVEX) Exercise Development Working Group (EDWG).**

- Lead – XXXX, Second – XXXX.
- Tech Lead - XXXX, Tech Second - XXXX.
- The subject event was conducted in Bldg A-31 during the period of XXXX to XXXX. It immediately followed the XXXX Main Planning Conference (MPC) (see below). The main deliverables of the EDWG were:
  - The Exercise Control (EXCON) targeting Synchronization Matrix.
  - The Schematic Outline of Simulation Concept of Operations (CONOPS).
  - The WB CIS/Network Statement of Requirements.
  - Prepare for Ex XXXX 1701.
- Lead – XXXX, Second – XXXX
- Ongoing efforts to re-align the current Ex XXXX plans given the recent Army Council decisions to de-scope Ex XXXX and up-scope Ex XXXX.
- Prepare for Ex XXXX LIVEX
- Lead – XXXX, Second – XXXX
- The XXXX MPC was held during the period of XXXX to XXXX in Bldg A-31. The three (3) main parts were (1) Plenary Session, (2) XXXX LIVEX and (3) XXXX Command Post Exercise (CPX). Working Group sessions were held for (Command and Control (C2), CIS, Sim/Scenario, Targeting and Operational Support) during the latter two (2) parts. Significant effort was spent to re-aligning the XXXX LIVEX plans given the recent Army Council decisions to de-scope Ex XXXX and up-scope Ex XXXX.

#### **3. Conduct Ex XXXX.**

- Lead – XXXX
  - Excellent Ex conducted in XXXX.
4. Support Ex DETERMINED DRAGON CAP.
- Lead - XXXX, Second - XXXX, Int Lead – XXXX, Support – XXXX.
  - CAP phase completed successfully XXX X.
5. Complete assistance in support CASC Information Security Systems Officer (ISSO) in the provision of network diagrams, equipment lists of network hardware, network administration, completion of network security profile in preparation of the completion of the CASC SD Net SA&A Network Report and associated RFCs.
- Technical Support – XXXX and XXXX.
  - Ongoing.
6. Establish DATE Management Team within existing resources to further develop DATE Scenario material, to include Brigade Extract Orders in accordance with adopted Scheme of Maneuver.
- Lead – XXXX, Second XXXX, Information Management Officer (IMO) – XXXX.
  - Development – Archiving and Repository Guidance.
7. Support ADM(Pol) DMTC training program.
- Lead – XXXX.
  - Liaison and recruiting of existing DMTC contractors is continuing.
9. Support XXXX Social Media TTX.
- Lead – XXXX.
  - Preparations are ongoing.
10. Support CFAWC XXXX Course Development.
- Lead – XXXX, Second - XXXX.
  - Ongoing.
11. Continue support to ADM(S&T)//CSSP Trg support.
- Lead - XXXX, Second - XXXX.
  - Integrator – XXXX, Geo/Modelling – XXXX.
  - Ongoing.
  - Lead – XXXX (Combat Service Support (CSS) XXXX Project) Second (TTX Lead) - XXXX.
12. Conduct DATE and Threat Tactics Course for 2 Division.
- Lead – XXXX IMO – XXXX.
  - XXXX, 2 Division HQ Montreal, XXXX, 2 Division Training Centre, Valcartier.

**Preparation of Following Events:**

1. Be prepared to support potential Canadian Army High Readiness Mission Activation Training.
- Awaiting further military direction.

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2. Prepare for CAIR High Readiness Ex READY STAR.
  - Lead - XXXX.
  - Ongoing.
3. Prepare for CAIR High Readiness Ex VIGILANT STAR.
  - Lead - XXXXX.
  - Ongoing.
4. Prepare for AOC 35.
  - BGX Series: Lead XXXX, Second XXXX.
  - BDX 2- 4: Lead XXXX, Second XXXX.
  - BDX 6: Lead XXXX, Second XXXX.
  - IPC scheduled for XXXX.
  - TSS Sp SETS, Integrators, SMEs as required for training events.
5. Prepare for Ex UNIFIED RESOLVE.
  - Lead – XXXX, Second – XXXX, COS - XXXX.
  - Tech Lead – XXXX, IMO – XXXX.
  - Coordinated with JX17 planning at JX MPC XXXX Sep.
  - Preparation for UR/MR Writing Board XX-XX Oct.
6. Prepare for Ex STAUNCH
  - Lead – XXXX Second – XXXX.
  - A team from CJOC visited CASC on XXXX to prepare for the Initial Planning Conference (IPC XXXX) and subsequent design and development activities. It was a good meeting and preparations for the IPC were confirmed. It was also agreed that both the EDWG (XXXX) and Part 2 of the Writing Board (XXXX) will be conducted.
7. Be prepared to support CACSC DATE Implementation Plan.
  - Lead – XXXX, Second – XXXX, INT Lead – XXXX.
  - DATE Website Development-XXXX.
  - DATE IMO - XXXX.
8. Prepare for Op NANOOK
  - Lead-XXXX, Second - XXXX
  - IPC XXXX.
9. Prepare for 1 Wing/RCAF AWIC (Advanced Weapons Instructor Course).
  - Lead – XXXXX.
  - Tech Lead - XXXXX.
10. Prepare to assist 1 Canadian Division as they prepare for the UK ARRC CAX Fall.
  - Lead - XXXX, Second - XXXX.
  - Awaiting further MA direction.

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11. Be prepared to support 2 Division Simulation Center design of Ex ARMY WARFIGHTER ASSESSMENT 17.
  - No action taken in Sep.
12. Be prepared to support 3 Division Simulation Center design of Ex ARMY WARFIGHTER 18.1.
  - No action taken in Sep.
13. Prepare for RCAF Air Power Operations Course (APOC).
  - Lead – XXXXXX, Second – XXXXXX.
  - Finalizing coordination and course preparation with CFAWC Trenton.

**Attendance at Planning Conferences:**

1. Participate in weekly teleconferences with DLCI in support of Command Support management and system management as it pertains to CAX integration.
  - XXXX.
2. Attend DRDC/CSSP Training Coordination Meeting.
  - Lead - XXXX, Second - XXXX.
  - No meeting but weekly coordinating teleconferences were conducted.
3. Attend JOINT EX 17 MPC and LIVEX EDWG.
  - XXXXX and XXXX attended.
4. Attend Ex DETERMINED DRAGON FPC and RoC, (Colorado Springs, CO, USA/WINNIPEG).
  - FPC attended by XXXX. RoC attended.
5. Attend NANOOK IPC Ottawa.
  - Lead-XXXX, Second- XXXX.
  - Nothing to report.

**Tech Tasks:**

1. Prepare an overall inventory/database of all current CASC Geo and Model holdings
  - Tech Lead – XXXX.
  - Ongoing.
2. Continue START implementation to replicate helicopter cockpits within VBS3 for implementation.
  - Project Lead - XXXX, Tech Lead - XXXX, Programming Lead - XXXX, VBS SME - XXXXX
  - Ongoing.
3. In conjunction with DLCSPM, prepare for formal release of CA Sim Baseline with a view of ensuring all software documentation and training packages have been validated prior to release.
  - SME – XXXX.
4. Continue liaison with DLCSPM regarding simulation and C2 future capabilities.
  - Tech Lead XXXX.

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- Tech Lead-XXXX.
  - Ongoing.
7. Assist CFSCE with LCSS (U) connectivity/system configuration.
- Tech Lead XXXX.
  - No activity in XXXX.
8. Continue AEC Technical support as required.
- Tech Lead-XXXX, Integrator lead - XXXX.
  - Ongoing.

**Future Tech Tasks:**

1. Be prepared to assist in the review of WARSIM Army simulation systems.
  - Lead-XXXX.
  - Ongoing.
2. Be prepared to assist in the review of VBS3.
  - Lead-XXXX. SME – XXXX.
  - Awaiting receipt of VBS software.
3. Be prepared to assist in the continued development of a network enabled training environment to establish centralized service delivery for employment in decentralized locations.
  - Lead XXXX.
  - Developing list of hardware/software requirements.

**Priority of effort on Terrain/Model development:**

1. UNIFIED RESOLVE DATE insertion into current UNIFIED RESOLVE real world terrain.
  - Terrain Lead - XXXX.
  - Ongoing – top priority.
2. Assess scope of VBS Terrain development
  - Ongoing.
2. Continued development of Canadian Army Training Areas within JCATS and VBS.
  - Terrain Lead - XXXX, Integrator – XXXX, Modelling – XXXX.
  - Ongoing.

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A/CWC

Date

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Chief CASC

Date

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## ANNEX B, BASIS OF PAYMENT

### A- Contract Period (From contract award to March 31, 2024 )

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

#### 1.0 Professional Fees

The Contractor will be paid all inclusive fixed time rates as follows:

Position Serial	Position Title	FIRM ALL- INCLUSIVE HOURLY RATE (in Cdn \$)
<b>Core Resources</b>		
<b>Kingston Core Resources</b>		
K-001	Contract Wide Coordinator	
K-002	Assistant CWC	
K-003	Operations Officer	
K-004	Administrative Assistant	
K-005	Senior Activity Leader	
K-006	Activity Leader – Land Operations	
K-007	Activity Leader– Land Operations	
K-008	Activity Leader– Land Operations	
K-009	Activity Leader– Land Operations	
K-010	Activity Leader– Land Operations	
K-011	Activity Leader – Logistics/ Electrical Mechanical Engineer	
K-012	Activity Leader – Air Land Operations	
K-013	Activity Leader– Air Land Operations	
K-014	Activity Leader - Intelligence	
K-015	Activity Leader - Intelligence	
K-016	Technical Services Supervisor	
K-017	Senior SE Technical Integrator (SSET)	
K-018	SE Tech Integrator (SETI)	
K-019	SE Tech Integrator	
K-020	SE Tech Integrator	
K-021	Digital Information Archivist	
K-022	Software Scripting Coordinator	
K-023	Senior Systems Engineering Technician	
K-024	Systems Engineering Technican	
K-025	Systems Engineering Technican	
K-026	Systems Engineering Technican	
K-027	Systems Engineering Technican	
K-028	Joint Conflict and Tactical Simulation (JCATS) Expert	

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K-029	Conflicts and Tactical Simulation (CAST) Expert	
K-030	CAST Expert	
K-031	One Semi Automated Forces (OneSAF) Expert	
K-032	Virtual Simulation Expert	
K-033	Terrain Expert	
K-034	Terrain Expert	
K-035	3D Models Expert	
K-036	3D Models Expert	
K-037	Senior C2IS Expert	
K-038	Command and Control Information Systems (C2IS) Expert	
K-039	C2IS Expert	
K-040	C2IS Expert	
K-041	C2IS Expert	
K-042	C2IS Expert	
K-043	C2IS Expert	
K-044	C2IS Expert	
K-045	C2IS Expert	
<b><u>Edmonton Core Resources</u></b>		
E-001	Contract Site Leader	
E-002	Activity Leader/ Simulation Specialist	
E-003	Activity Leader/ Simulation Specialis	
E-004	SSET	
E-005	SET	
E-006	SET	
E-007	C2IS Expert	
E-008	C2IS Expert	
<b><u>Petawa Core Resources</u></b>		
P-001	Contract Site Leader	
P-002	Activity Leader/ Simulation Specialist	
P-003	Activity Leader/ Simulation Specialist	
P-004	SSET	
P-005	SET	
P-006	C2IS Expert	
P-007	C2IS Expert	
<b><u>Valcartier Resources</u></b>		
V-001	Contract Site Leader	
V-002	Activity Leader/ Simulation Specialist	
V-003	Activity Leader/ Simulation Specialist	
V-004	SSET	
V-005	SET	
V-006	C2IS Expert	
V-007	C2IS Expert	



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<b>Gagetown Core Resources</b>		
G-001	Contract Site Leader	
G-002	Activity Leader/ Simulation Specialist	
G-003	Activity Leader/ Simulation Specialist	
G-004	Activity Leader/ Simulation Specialist	
G-005	SSET	
G-006	SET	
G-007	Toolset Expert (Virtual Simulation)	
G-008	C2IS Expert	
G-009	C2IS Expert	

<b>Non-Core Resources (as and when requested subject to a Task Authorization)</b>		
<b>Position Number</b>	<b>Position Types</b>	<b>QUOTE FIRM ALL- INCLUSIVE HOURLY RATE (in Cdn \$)</b>
NC-001	Activity Leader	
NC-002	Subject Matter Expert (SME) Level 1	
NC-003	SME Level 2	
NC-004	SME Level 3	
NC-005	Senior Writer/ Developer	
NC-006	Junior Writer/ Developer	
NC-007	Operations Supervisor	
NC-008	Cell Supervisor	
NC-009	Role Player (General)	
NC-010	Role Player (Specialist)	
NC-011	Simulation Operator (Independent)	
NC-012	Simulation Operator	
NC-013	General Labourer	
NC-014	Senior Staff Co-coordinator	
NC-015	Operations Officer	
NC-016	Assistant Operations Officer	
NC-017	Administrative Assistant	
NC-018	Senior Activity Leader	
NC-019	Intelligence Activity Leader	
NC-020	Senior SE Tech Integrator	
NC-021	SE Tech Integrator	
NC-022	Technical Services Supervisor (TSS)	
NC-023	Software Scripting Coordinator	
NC-024	Senior SET	
NC-025	SET	
NC-026	JCATS Expert	
NC-027	CAST Expert	

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Buyer ID - Id de l'acheteur  
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CCC No./N° CCC - FMS No./N° VME

NC-028	OneSAF Expert	
NC- 029	Virtual Simulation Expert	
NC-030	Terrain Expert	
NC-031	3D Models Expert	
NC-032	Senior C2IS Expert	
NC-033	C2IS Expert	
NC-034	Junior Administrative Assistant	
NC-035	Digital Information Archivist	

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all inclusive fixed daily rate must be prorated to reflect the actual time worked.

**Total Estimated Cost of Professional Fees: \$\_\_\_\_\_** (insert amount at contract award)

## **2.0 Cost Reimbursable Expenses**

### **2.1 Authorized travel and living expenses for Work**

Concerning the requirements to travel described in section 7.11 of 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, 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.

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>)

Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.

All travel must have the prior authorization of the Project 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.

Total Estimated Cost of Authorized Travel and Living Expenses: \$\_\_\_\_\_ (insert amount at contract award)

## **3.0 Total Estimated Cost- Contract Period: \$ \_\_\_\_\_** (insert amount at contract award)

With the exception of the all inclusive fixed time rates specified above, the amounts shown in this section of the annex are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Project Authority, and provided that the total estimated cost of the Contract does not exceed the Limitation of Expenditure specified in clause 7.7.1.2 of the Contract.

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## B- 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.

### B-1 Extended Contract Period (From April 01, 2024 to March 31, 2026)

#### 1.0 Professional Fees

The Contractor will be paid all inclusive fixed time rates as follows:

Position Serial	Position Title	FIRM ALL- INCLUSIVE HOURLY RATE (in Cdn \$)
<b>Core Resources</b>		
<b><u>Kingston Core Resources</u></b>		
K-001	Contract Wide Coordinator	
K-002	Assistant CWC	
K-003	Operations Officer	
K-004	Administrative Assistant	
K-005	Senior Activity Leader	
K-006	Activity Leader – Land Operations	
K-007	Activity Leader– Land Operations	
K-008	Activity Leader– Land Operations	
K-009	Activity Leader– Land Operations	
K-010	Activity Leader– Land Operations	
K-011	Activity Leader – Logistics/ Electrical Mechanical Engineer	
K-012	Activity Leader – Air Land Operations	
K-013	Activity Leader– Air Land Operations	
K-014	Activity Leader - Intelligence	
K-015	Activity Leader - Intelligence	
K-016	Technical Services Supervisor	
K-017	Senior SE Technical Integrator (SSET)	
K-018	SE Tech Integrator (SETI)	
K-019	SE Tech Integrator	
K-020	SE Tech Integrator	
K-021	Digital Information Archivist	
K-022	Software Scripting Coordinator	
K-023	Senior Systems Engineering Technician	
K-024	Systems Engineering Technican	
K-025	Systems Engineering Technican	
K-026	Systems Engineering Technican	
K-027	Systems Engineering Technican	

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Buyer ID - Id de l'acheteur  
**402ZG**  
 CCC No./N° CCC - FMS No./N° VME

K-028	Joint Conflict and Tactical Simulation (JCATS) Expert	
K-029	Conflicts and Tactical Simulation (CAST) Expert	
K-030	CAST Expert	
K-031	One Semi Automated Forces (OneSAF) Expert	
K-032	Virtual Simulation Expert	
K-033	Terrain Expert	
K-034	Terrain Expert	
K-035	3D Models Expert	
K-036	3D Models Expert	
K-037	Senior C2IS Expert	
K-038	Command and Control Information Systems (C2IS) Expert	
K-039	C2IS Expert	
K-040	C2IS Expert	
K-041	C2IS Expert	
K-042	C2IS Expert	
K-043	C2IS Expert	
K-044	C2IS Expert	
K-045	C2IS Expert	
<b>Edmonton Core Resources</b>		
E-001	Contract Site Leader	
E-002	Activity Leader/ Simulation Specialist	
E-003	Activity Leader/ Simulation Specialis	
E-004	SSET	
E-005	SET	
E-006	SET	
E-007	C2IS Expert	
E-008	C2IS Expert	
<b>Petawa Core Resources</b>		
P-001	Contract Site Leader	
P-002	Activity Leader/ Simulation Specialist	
P-003	Activity Leader/ Simulation Specialist	
P-004	SSET	
P-005	SET	
P-006	C2IS Expert	
P-007	C2IS Expert	
<b>Valcartier Resources</b>		
V-001	Contract Site Leader	
V-002	Activity Leader/ Simulation Specialist	
V-003	Activity Leader/ Simulation Specialist	
V-004	SSET	
V-005	SET	
V-006	C2IS Expert	
V-007	C2IS Expert	

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<b>Gagetown Core Resources</b>		
G-001	Contract Site Leader	
G-002	Activity Leader/ Simulation Specialist	
G-003	Activity Leader/ Simulation Specialist	
G-004	Activity Leader/ Simulation Specialist	
G-005	SSET	
G-006	SET	
G-007	Toolset Expert (Virtual Simulation)	
G-008	C2IS Expert	
G-009	C2IS Expert	

<b>Non-Core Resources (as and when requested subject to a Task Authorization)</b>		
<b>Position Number</b>	<b>Position Types</b>	<b>QUOTE FIRM ALL- INCLUSIVE HOURLY RATE (in Cdn \$)</b>
NC-001	Activity Leader	
NC -002	Subject Matter Expert (SME) Level 1	
NC -003	SME Level 2	
NC -004	SME Level 3	
NC -005	Senior Writer/ Developer	
NC -006	Junior Writer/ Developer	
NC -007	Operations Supervisor	
NC -008	Cell Supervisor	
NC -009	Role Player (General)	
NC -010	Role Player (Specialist)	
NC- 011	Simulation Operator (Independent)	
NC- 012	Simulation Operator	
NC -013	General Labourer	
NC-014	Senior Staff Co-coordinator	
NC -015	Operations Officer	
NC-016	Assistant Operations Officer	
NC-017	Administrative Assistant	
NC-018	Senior Activity Leader	
NC-019	Intelligence Activity Leader	
NC-020	Senior SE Tech Integrator	
NC-021	SE Tech Integrator	
NC-022	Technical Services Supervisor (TSS)	
NC-023	Software Scripting Coordinator	
NC -024	Senior SET	
NC-025	SET	
NC -026	JCATS Expert	
NC-027	CAST Expert	

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NC-028	OneSAF Expert	
NC- 029	Virtual Simulation Expert	
NC-030	Terrain Expert	
NC-031	3D Models Expert	
NC-032	Senior C2IS Expert	
NC-033	C2IS Expert	
NC-034	Junior Administrative Assistant	
NC-035	Digital Information Archivist	

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all inclusive fixed daily rate must be prorated to reflect the actual time worked.

**Total Estimated Cost of Professional Fees: \$\_\_\_\_\_** (insert amount at contract award)

## **2.0 Cost Reimbursable Expenses**

### **2.1 Authorized travel and living expenses for Work**

Concerning the requirements to travel described in section 7.11 of 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, 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".

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>)

Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.

All travel must have the prior authorization of the Project 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.

Total Estimated Cost of Authorized Travel and Living Expenses: \$\_\_\_\_\_ (insert amount at contract award)

## **3.0 Total Estimated Cost- Contract Period: \$\_\_\_\_\_** (insert amount at contract award)

With the exception of the all inclusive fixed time rates specified above, the amounts shown in this section of the annex are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Project Authority, and provided that the total estimated cost of the Contract does not exceed the Limitation of Expenditure specified in clause 7.7.1.2 of the Contract.

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## B-2 Extended Contract Period (From April 01, 2026 to March 31, 2028)

### a. Professional Fees

The Contractor will be paid all inclusive fixed time rates as follows:

Position Serial	Position Title	FIRM ALL- INCLUSIVE HOURLY RATE (in Cdn \$)
<b>Core Resources</b>		
<b>Kingston Core Resources</b>		
K-001	Contract Wide Coordinator	
K-002	Assistant CWC	
K-003	Operations Officer	
K-004	Administrative Assistant	
K-005	Senior Activity Leader	
K-006	Activity Leader – Land Operations	
K-007	Activity Leader– Land Operations	
K-008	Activity Leader– Land Operations	
K-009	Activity Leader– Land Operations	
K-010	Activity Leader– Land Operations	
K-011	Activity Leader – Logistics/ Electrical Mechanical Engineer	
K-012	Activity Leader – Air Land Operations	
K-013	Activity Leader– Air Land Operations	
K-014	Activity Leader - Intelligence	
K-015	Activity Leader - Intelligence	
K-016	Technical Services Supervisor	
K-017	Senior SE Technical Integrator (SSET)	
K-018	SE Tech Integrator (SETI)	
K-019	SE Tech Integrator	
K-020	SE Tech Integrator	
K-021	Digital Information Archivist	
K-022	Software Scripting Coordinator	
K-023	Senior Systems Engineering Technician	
K-024	Systems Engineering Technican	
K-025	Systems Engineering Technican	
K-026	Systems Engineering Technican	
K-027	Systems Engineering Technican	
K-028	Joint Conflict and Tactical Simulation (JCATS) Expert	
K-029	Conflicts and Tactical Simulation (CAST) Expert	
K-030	CAST Expert	
K-031	One Semi Automated Forces (OneSAF) Expert	

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K-032	Virtual Simulation Expert	
K-033	Terrain Expert	
K-034	Terrain Expert	
K-035	3D Models Expert	
K-036	3D Models Expert	
K-037	Senior C2IS Expert	
K-038	Command and Control Information Systems (C2IS) Expert	
K-039	C2IS Expert	
K-040	C2IS Expert	
K-041	C2IS Expert	
K-042	C2IS Expert	
K-043	C2IS Expert	
K-044	C2IS Expert	
K-045	C2IS Expert	
<b><u>Edmonton Core Resources</u></b>		
E-001	Contract Site Leader	
E-002	Activity Leader/ Simulation Specialist	
E-003	Activity Leader/ Simulation Specialis	
E-004	SSET	
E-005	SET	
E-006	SET	
E-007	C2IS Expert	
E-008	C2IS Expert	
<b><u>Petawa Core Resources</u></b>		
P-001	Contract Site Leader	
P-002	Activity Leader/ Simulation Specialist	
P-003	Activity Leader/ Simulation Specialist	
P-004	SSET	
P-005	SET	
P-006	C2IS Expert	
P-007	C2IS Expert	
<b><u>Valcartier Resources</u></b>		
V-001	Contract Site Leader	
V-002	Activity Leader/ Simulation Specialist	
V-003	Activity Leader/ Simulation Specialist	
V-004	SSET	
V-005	SET	
V-006	C2IS Expert	
V-007	C2IS Expert	
<b><u>Gagetown Core Resources</u></b>		
G-001	Contract Site Leader	
G-002	Activity Leader/ Simulation Specialist	
G-003	Activity Leader/ Simulation Specialist	
G-004	Activity Leader/ Simulation Specialist	



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G-005	SSET	
G-006	SET	
G-007	Toolset Expert (Virtual Simulation)	
G-008	C2IS Expert	
G-009	C2IS Expert	

<b>Non-Core Resources (as and when requested subject to a Task Authorization)</b>		
<b>Position Number</b>	<b>Position Types</b>	<b>QUOTE FIRM ALL- INCLUSIVE HOURLY RATE (in Cdn \$)</b>
NC-001	Activity Leader	
NC -002	Subject Matter Expert (SME) Level 1	
NC -003	SME Level 2	
NC -004	SME Level 3	
NC -005	Senior Writer/ Developer	
NC -006	Junior Writer/ Developer	
NC -007	Operations Supervisor	
NC -008	Cell Supervisor	
NC -009	Role Player (General)	
NC -010	Role Player (Specialist)	
NC- 011	Simulation Operator (Independent)	
NC- 012	Simulation Operator	
NC -013	General Labourer	
NC-014	Senior Staff Co-coordinator	
NC -015	Operations Officer	
NC-016	Assistant Operations Officer	
NC-017	Administrative Assistant	
NC-018	Senior Activity Leader	
NC-019	Intelligence Activity Leader	
NC-020	Senior SE Tech Integrator	
NC-021	SE Tech Integrator	
NC-022	Technical Services Supervisor (TSS)	
NC-023	Software Scripting Coordinator	
NC -024	Senior SET	
NC-025	SET	
NC -026	JCATS Expert	
NC-027	CAST Expert	
NC-028	OneSAF Expert	
NC- 029	Virtual Simulation Expert	
NC-030	Terrain Expert	

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NC-031	3D Models Expert	
NC-032	Senior C2IS Expert	
NC-033	C2IS Expert	
NC-034	Junior Administrative Assistant	
NC-035	Digital Information Archivist	

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all inclusive fixed daily rate must be prorated to reflect the actual time worked.

**Total Estimated Cost of Professional Fees: \$\_\_\_\_\_** (insert amount at contract award)

## **2.0 Cost Reimbursable Expenses**

### **2.1 Authorized travel and living expenses for Work**

Concerning the requirements to travel described in section 7.11 of 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, 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".

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>)

Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.

All travel must have the prior authorization of the Project 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.

Total Estimated Cost of Authorized Travel and Living Expenses: \$\_\_\_\_\_ (insert amount at contract award)

## **3.0 Total Estimated Cost- Contract Period: \$\_\_\_\_\_** (insert amount at contract award)

With the exception of the all inclusive fixed time rates specified above, the amounts shown in this section of the annex are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Project Authority, and provided that the total estimated cost of the Contract does not exceed the Limitation of Expenditure specified in clause 7.7.1.2 of the Contract.

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## **ANNEX C, SECURITY REQUIREMENTS CHECK LIST**

**See attached**

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## ANNEX D, NON-DISCLOSURE AGREEMENT

I, \_\_\_\_\_, recognize that in the course of my work as an employee or subcontractor of \_\_\_\_\_, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. W8486-163226/001/ZG between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and the Department of the National Defence, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

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

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: W8486-163226/001/ZG

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **ANNEX E, INSURANCE REQUIREMENTS**

### **E1. Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

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- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- o. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

*Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8*

**For other provinces and territories, send to:**

*Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

## **E2. Automobile Liability Insurance**

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection

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- d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
- e. OPCF/SEF/QEF #3 - Drive Government Automobiles Endorsement
- f. Liability for Physical Damage to Non-owned Automobiles: Ontario OPCF 27 or 27B / Quebec: QEF #27 / Other Provinces: SEF#27

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## **ANNEX F, TASK AUTHORIZATION FORM**

**(see attached)**



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ANNEX G, PERIODIC USAGE REPORT TEMPLATE

PWGSC Contract No. : \_\_\_\_\_

Authorized TA	Authorized On	Estimated Total Cost (taxes extra) of the TA prior Revision	Revised TA		
			Athorize On	Increase or Decrease	Total



Government  
of Canada

Gouvernement  
du Canada

Rec'd  
AOUT  
AUG 21 2017  
CISD

Contract Number / Numéro du contrat

W8486-163226 \*AMENDMENT 01

Security Classification / Classification de sécurité  
UNCLAS

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

\*Rev 002 (CISD)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction CA / CADTC / CASC	
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 Services to support Canadian Army Training and Capability Development.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input type="checkbox"/> No / Non <input checked="" 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 type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input checked="" type="checkbox"/>	
Foreign / Étranger <input checked="" 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 checked="" type="checkbox"/>	
Not releasable / À ne pas diffuser <input checked="" type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>		NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input checked="" type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>		NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input checked="" type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input checked="" type="checkbox"/>		NATO CONFIDENTIAL / NATO CONFIDENTIEL <input checked="" type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input checked="" type="checkbox"/>		NATO SECRET / NATO SECRET <input checked="" type="checkbox"/>	
SECRET / SECRET <input checked="" type="checkbox"/>		COSMIC TOP SECRET / COSMIC TRÈS SECRET <input checked="" type="checkbox"/>	
TOP SECRET / TRÈS SECRET <input checked="" type="checkbox"/>			
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input checked="" type="checkbox"/>			
		PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	
		PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	
		PROTECTED C / PROTÉGÉ C <input checked="" type="checkbox"/>	
		CONFIDENTIAL / CONFIDENTIEL <input checked="" type="checkbox"/>	
		SECRET / SECRET <input checked="" type="checkbox"/>	
		TOP SECRET / TRÈS SECRET <input checked="" type="checkbox"/>	
		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input checked="" type="checkbox"/>	





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

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UNCLAS

REV 002 (CISD)

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

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

TOP SECRET SIGINT

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

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

Document Number / Numéro du document :

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

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

☐ RELIABILITY STATUS  
COTE DE FIABILITÉ

☐ CONFIDENTIAL  
CONFIDENTIEL

☒ SECRET  
SECRET

☐ TOP SECRET  
TRÈS SECRET

☒ TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL  
NATO CONFIDENTIEL

☒ NATO SECRET  
NATO SECRET

☒ COSMIC TOP SECRET  
COSMIC TRÈS SECRET

☐ SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

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

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

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

If Yes, will unscreened personnel be escorted?

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

Unscreened personnel may only access  
public/reception zones.

☒ No ☐ Yes  
Non Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

UNCLAS.

Canada



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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

☒ No  
Non

☐ Yes  
Oui

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

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

☒ No  
Non

☐ Yes  
Oui

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

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

## TASK AUTHORIZATION AUTORISATION DES TÂCHES

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat  Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À  Delivery location – Expédié à	<p><b>TO THE CONTRACTOR</b></p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery/Completion date – Date de livraison/d'achèvement	<div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <div>Date</div> <div>for the Department of National Defence pour le ministère de la Défense nationale</div> </div>	
Contract item no. N° d'article du contrat	Services	Cost Prix
		\$
	<b>GST/HST TPS/TVH</b>	
	<b>Total</b>	
<p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p> <div style="border-top: 1px solid black; margin-top: 20px; padding-top: 5px;">             _____              for the Department of Public Works and Government Services              pour le ministère des Travaux publics et services gouvernementaux           </div>		



## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

Location where the work will be completed, if other than the contractor's location.

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

### Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

### Cost

The cost of the Task broken out into the individual costed items in **Services**.

### GST/HST

The GST/HST cost as appropriate.

### Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

### Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

### Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

## Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

### Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédiez à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

### Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

### Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

### TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

### Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

### Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

### Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.