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<b>Title - Sujet</b> Events Planning and Management	
<b>Solicitation No. - N° de l'invitation</b> W7714-196676/A	<b>Date</b> 2018-10-29
<b>Client Reference No. - N° de référence du client</b> W7714-19-6676	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$CX-011-75706
<b>File No. - N° de dossier</b> cx011.W7714-196676	<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 2018-11-14</b>	
<b>Time Zone</b> Fuseau horaire 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> Leblanc(CX Div.), Marc-Andre	<b>Buyer Id - Id de l'acheteur</b> cx011
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<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE BLDG 29 RECEIVING 3701 CARLING AVE OTTAWA Ontario K1A0Z4 Canada	

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Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM	Destination	Plant/Usine	Del. Offered Liv. offerte	See Herein
1	Events Planning and Management	W7714	W141A	1	Each	\$				

## 1. TITLE

Test Environment Event Management Services (TEEMS)

## 2. BACKGROUND AND INTENT

The Department of National Defence (DND) has launched the Innovation for Defence Excellence and Security (IDEaS) Program\*. The IDEaS Program challenges innovators to develop solutions to emerging defence and security Challenges. This new program will support innovative technology, knowledge, and problem solving which are critical for Canada and its allies to mitigate new threats, stay ahead of potential adversaries, and meet evolving defence and security needs.

IDEaS is looking to obtain services from an external supplier on an as and when required basis to plan, develop, organize and coordinate different Test Environment Event(s) associated with any of the Program's Elements. The IDEaS Elements that may incorporate a Test Event include:

- Competitive Projects, where a solution in progress may be subjected to a test environment in order to mature those solutions towards prototypes and potential capabilities.
- Contests, where multiple Innovators may be simultaneously demonstrating their solutions in DND provided test environments in a contest type setting.
- Sandboxes, to provide an engagement opportunity for innovators to demonstrate their prototypes and receive feedback on their applicability to defence.
- Innovation Assessment and Implementation, for DND to access a limited number of pre-production units of a solution for evaluation in a realistic test environment by operators who provide direct feedback to innovators.

In supporting the above Elements, a Test Event (TE) brings together Innovators, their solutions, and appropriate DND subject matter experts to observe, test, assess, and/or provide feedback on the solution(s). Each TE will require a range of services that will be specified in a Task Authorization and will vary considerably depending on the type of IDEaS Element requiring the work, the sourcing of the required test environment, the resources, and the specific tasks.

Such testing will enable DND/CAF and the participating Innovator(s) to make informed decisions about their next steps in developing or exploiting those solution(s).

## 3. ACRONYMS

CAF	Canadian Armed Forces
CDR	Critical Design Review
DND	Department of National Defence
DRDC	Defence Research and Development Canada
IDEaS	Innovation for Defence Excellence and Security
MTIP	Master Test Implementation Plan

S&T	Science and Technology
SMART	Specific, Measurable, Achievable, Relevant, and Time-bound.
SME	Subject Matter Expert
SOW	Statement of Work
SRL	Solution Readiness Level
TA	Technical Authority
TE	Test Event
TEEMS	Test Environment Event Management Services
TETA	Test Environment Technical Advisor

#### 4. APPLICABLE DOCUMENTS & REFERENCES

Additional background information on the IDEaS Program can be found at the IDEaS website <https://www.canada.ca/en/department-national-defence/programs/defence-ideas.html>

#### 5. SCOPE OF WORK

The supplier's services are required on an as and when required basis to plan, develop, organize and coordinate different Test Environment Event(s). It is expected that the supplier will interact with multiple DND/CAF offices as well as the TE Innovators in delivering the requisite services for each TE; they will vary and be specified in a Task Authorization. Under the guidance, oversight, and decision points of the Technical Authority (TA), the contracted resource(s) can expect to:

- 5.1.1. For each selected TE:
  1. Plan the scope, cost estimate, and schedule for all required work by all stakeholders for the TE, including pre-event, event, and post event work to enable DND selection of which TEs to conduct;
  2. Develop the Master Test Implementation Plan (MTIP) for approval by DND of that work, including who is doing what with what resources on what schedule for that TE;
  3. Organize and coordinate the actual TE, as well as any post-TE closeout work.

#### 6. CHARACTERISTICS OF TEST EVENTS

- 6.1. A Test Event (TE) brings together Innovators and their solution(s) with appropriate DND provided test environments and subject matter experts to observe, test, assess, and/or provide feedback on the solutions.
- 6.2. A specific test event may be conducted for multiple reasons, such as:
  - 6.2.1. testing a specific solution in a focused test environment;
  - 6.2.2. testing multiple solutions from different Innovators independently but in the same test environment for individual feedback and solution development or assessment;

- 6.2.3. testing multiple solutions in the same test environment in the context of a competition or contest amongst Innovators;
  - 6.2.4. testing solutions at different Solution Readiness Levels (SRLs), but in the same test environment; or
  - 6.2.5. Other situations that require the use of a test environment.
- 6.3. The test environment(s) for a specific TE is established to satisfy a DND/CAF challenge(s) within the IDEaS program to test an Innovator’s proposed solution(s). This could result in a test environment consisting of any combination of:
- 6.3.1. Virtual or physical test environments;
  - 6.3.2. Existing Canadian Armed Forces facilities, infrastructure, equipment, and personnel; and/or
  - 6.3.3. Existing DND facilities, infrastructure, equipment, and personnel; and/or
  - 6.3.4. Other test environment facilitie(s) through academia/private sector, leased or rented.
- 6.4. Level of TE Complexity. As the planning and execution can vary in size and complexity, the following descriptions have been included to provide context as to the potential complexities:
- 6.4.1. Level 1. The TE is at DND facilitie(s). The estimated time to plan and execute could be under 6 months. The systems and equipment needed for the test environment would already exist and be relatively easy to access and employ.
  - 6.4.2. Level 2. The TE may be at DND facilities but could be at rented facilities in or near a city or town. The estimated time to plan and execute could be up to 12 months. The systems and equipment needed for the test environment would already exist and be relatively easy to access and employ.
  - 6.4.3. Level 3. The TE may be at a remote location (this does not exclude DND facilities). The estimated time to plan and execute this level event could be up to 12 to 24 months. The systems and equipment needed for the test environment could be new, specialized or already exist and be more complex to access and employ.
- 6.5. Frequency of TEs. The table below provides an estimated frequency of the TEs that may be required by the different IDEaS elements. This information does not provide a firm and fixed commitment from DND.

IDEaS Program Element	Estimated # of Test Events (TEs) per year per Tier	Estimated # of Innovator(s) per event
Contests	1 x Level 1 2 x Level 2 1 x Level 3	Could be well over 10, subject to the supplemental cost and feasibility per company. For example, an online virtual TE could permit hundreds of Innovators, while a physical contest in a remote location may be limited to a pre-selected small number.

IDEaS Program Element	Estimated # of Test Events (TEs) per year per Tier	Estimated # of Innovator(s) per event
Sandboxes (including: <ul style="list-style-type: none"> <li>those done for Competitive Projects Component 3</li> <li>those done as direct Sandboxes with no project history within IDEaS</li> </ul>	<p>1 x Level 1 3 x Level 2 1 x Level 3</p>	Dependent on complexity (some events may be greater than 10)
Innovation Assessment and Implementation	<p>1 x Level 1 3 x Level 2 1 x Level 3</p>	Dependent on complexity (some events may be greater than 5)
<b>Total Estimated TEs per year at IDEaS steady state:</b>	14 total TEs per year are likely, though the distribution of TEs per IDEaS element or Tier in each year may vary.	

- 6.6. Concurrency of Test Events. Typically the selection, planning and other pre-event activities for a specific TE will take several months, while the conduct of the TE itself will typically be a few days to weeks. Consequently, some overlap may occur when conducting TEs and coordination to mitigate and accommodate this will be required.
- 6.7. Seasonal and Geographic Aspects of Test Events. It can be anticipated that certain types of Test Environments may have a seasonal weather requirement which may skew the scheduling distribution for TEs towards or away from certain seasons, and/or geographic locations.
- 6.8. Location. It is expected that most test events will be conducted in an outdoor environment, typically at a Canadian Forces Base or a DND research centre. There may also be some cases where the event is indoors in a laboratory type environment in an urban setting, or in an isolated and remote outdoor venue with minimal local logistical support.

**7. TASKS**

The contracted resource(s) may be tasked through a Task Authorization with the following:

**Task 1: Conceive and Prepare Estimates for a TE**

7.1.1. Task 1A. Prepare a Preliminary TE Estimate:

- 1. When tasked, the Contractor must provide a preliminary estimate of the TE plan and its associated costs within the specified timeframe, usually within

two weeks from when the task authorization is issued. This preliminary information will assist the department to down select to those TEs they will actually conduct.

2. The Contractor must complete the Preliminary Estimate and submit it in the format and content as depicted in Annex A, or as may be agreed with the TA.

7.1.2. Task 1B. Prepare a Final TE Estimate:

1. When tasked, the Contractor must provide a final estimate of the TE plan and its associated costs, usually within four weeks from when the task authorization is issued. This information will assist the department to down select to those TEs they will actually conduct.
2. The Contractor must complete the Final Estimate and submit it in the format and content as depicted in Annex B, or as may be agreed with the TA.

**7.2. Task 2: Develop the TE and its Master Test Implementation Plan.**

7.2.1. The core intended effort is to produce a Master Test Implementation Plan (MTIP) for each TE. The MTIP, found within Annex A, is the main overarching document and is a result of the analysis, planning effort, and preparations with all stakeholders. The MTIP and any supporting documentation are then submitted to the Technical Authority for DND acceptance.

7.2.2. Task 2. From TE Selection to MTIP Acceptance by DND.

1. Preparation of the MTIP. The Contractor must develop, deliver and update throughout its applied lifespan, a fulsome, viable and complete Master Test Implementation Plan (MTIP) and any supporting documentation for DND acceptance.

In doing so, the Contractor must:

- a. Fully analyse the TE and lead the detailed planning effort while including all stakeholders in the process.
    - Many test environments will require specialized technical knowledge in order to properly plan them. When applicable and available, DND will provide a Test Environment Technical Advisor (TETA) to help support the contracted resource(s) to consider potential technical issues in the development of the MTIP.
  - b. Include all planning factors and considerations to produce a set of viable and realistic plans.
  - c. Conduct an Initial Planning Conference.
  - d. Conduct additional planning conferences and meetings as necessary.
  - e. Include at least one appropriately scheduled Critical Design Review (CDR) of a draft MTIP with the TA, with additional ones as may be included in the specific Task Authorization(s) or as determined with the TA.
2. Test Environment Resource Determination. The Contractor must recommend

to the TA all resources required for the TE and the proposed sourcing of those resources, including but not limited to infrastructure, equipment, personnel, and financial costs.

- a. Utilization of DND/CAF Infrastructure and Equipment for a TE. In preparing the MTIP, the Contractor shall:
    - Maximize the use of DND/CAF Infrastructure, Equipment, and Services which the Contractor shall include in the MTIP as DND/CAF tasks, when such resources are agreed with the TA as being suitable; cost effective; and available (which is a DND internal prioritization decision as part of the TE planning process).
    - But when the required resources are not made available from DND/CAF the Contractor shall propose alternate means to the TA in order to meet the TE requirements, such as but not limited to leasing an external facility, renting transportation services, catering, etc. Such sourcing shall be clearly identified in the MTIP and typically be tasked to the supplier to arrange. Any contracting for such work is not to be undertaken without explicit authorization from DND.
  - b. The final approved plan for any TE shall include all resources required to conduct the TE, specifically identifying the source and any associated costs of those resources.
3. Submission of the MTIP. The MTIP and all other supporting documentation is to be submitted to DND for its approval.

7.3. Task 3: From MTIP Approval to TE Readiness. This task authorization covers the continuation of the pre-event tasks in the event that the MTIP is approved:

- 7.3.1. Monitor and manage the implementation of the MTIP.
- 7.3.2. Conduct the change management of the MTIP including submissions of any and all amendments to the TA for DND approval.
- 7.3.3. Conduct all TEEMS tasks within the approved MTIP and/or applicable task authorizations for the remaining pre-event preparations.
- 7.3.4. Prepare and submit to DND a final TE Readiness Recommendation, which will include the readiness status of all stakeholders and participants, all completed and uncompleted tasks, all residual risks and mitigations, and a recommendation to continue, postpone, or cancel the TE. This will enable the final DND Go/No-Go decision point to execute the TE.

7.4. Task 4: Conduct and Closeout the TE. This Task Authorization will be to:

- 7.4.1. Monitor and manage the continued implementation of the MTIP for the actual conduct and closeout of the TE.
- 7.4.2. Conduct the change management of the MTIP including submissions of any and all amendments to the TA for DND approval.
- 7.4.3. Conduct all TEEMS tasks within the approved MTIP and/or applicable task

authorizations to actually conduct the TE.

- 7.4.4. Complete all cleanup and closeout activities.
- 7.4.5. Prepare and submit the final report for the TE, including coordination and insertion of all other participatory inputs for the report. The report shall include as a minimum:
  1. A description of the TE as conducted, including the objective, test environment, resources, costs, etc.;
  2. For each Innovator that attended, a description of their solution, their test plan, the test results, any resultant recommendations by the DND/CAF by the DND/CAF SMEs, any feedback from the Innovator; and
  3. Lessons observed on any aspect of the TE.

## **8. RESOURCE TYPES, QUANTITIES, CONSTRAINTS, AND RESTRAINTS**

To fulfill the requirement(s) tasked to the supplier, a sufficient amount of qualified resource(s) must be made available. The following describes the minimum roles and responsibilities required for each resource type.

### **8.1.1. TEEMS Program Manager**

1. The Program Manager provides the oversight and overall management of the total TEEMS contract and will be the single point of contact on behalf of the Contractor.

### **8.1.2. TE Specific Resources.** The Contractor will provide a specific team with named individuals for each issued task, this could include the following roles/positions:

1. Test Event Manager. The TE Manager manages the overall TE, the Contractor Team for that TE, and ensures that all tasks are completed for that TE.
2. TE Test Controller, responsible for conducting the operation of the event.
3. TE Logistics and Support Coordinator, responsible for transportation, accommodations, ablutions, Food Services, and Maintenance. Also responsible for transportation and warehousing of goods. Processes orders and oversees cycle of order fulfilment. Responsible for making sure supplies, stock, materials, packages, and/or products are processed through the delivery system efficiently and safely. Assists the TE Manager.
4. TE Administrative Coordinator, responsible for office services by implementing administrative systems, procedures, and policies. Maintains administrative workflow and resolves administrative problems Assists the TE Manager.
5. Safety Officer, responsible for monitoring and assessing hazardous and unsafe situations and developing measures to assure personnel safety. The Safety Officer will correct unsafe acts or conditions through the regular line of authority, although the Safety Officer may exercise emergency authority to prevent or stop unsafe acts when immediate action is required. Assists the TE Manager.

6. Event Assistant(s) if and as required. The EA will assist the Test Event Manager conceive, plan and execute Test Events.

8.2. Constraints and Restraints on Resource Quantities:

- 8.2.1. Commensurate with task load, complexity, and capacity, any one person may cover multiple roles within a specific TE where agreed with the TA, with the exceptions of:
  1. The Program Manager, who must not concurrently fulfill any role for a specific TE.
  2. The Safety Officer who:
    - a. Must not have any other responsibilities during the actual conduct of TE;
    - b. Unless at the sole discretion and determination of the TA the test environment is sufficiently benign that the safety duties are maintained as the first priority and not comprised with the assumption of other work. This would typically only occur if the TE is in an office type environment.

## 9. DELIVERABLES

Specific deliverables to be provided by the Contractor will be identified under each task authorization. Generally, the Contractor will be required to provide the following types of deliverables:

- 9.1.1. Preliminary TE plan and estimates
- 9.1.2. Official TE plan and cost
- 9.1.3. TE Master Test Implementation Plans (MTIP)
- 9.1.4. TE administrative materials, such as pre-event information for Innovators
- 9.1.5. All other plans required for an event.
- 9.1.6. TE Closeout Reports.
- 9.1.7. Monthly progress reports.
- 9.1.8. Final reports.

## 10. DATE OF DELIVERY

The dates of delivery will be confirmed with each task authorization and multiple task authorizations may be required to be performed in parallel.

## 11. LANGUAGE OF WORK

The TEEMS Program Manager shall be bilingual. The language of work for each specific Task may vary depending on the location and nature of the Task, and consequently will be specified in each Task.

## **12. LOCATION OF WORK**

Location of work shall be specified in a DND 626 – TASK AUTHORIZATION. The Test Events will occur in Canada and will most likely on Canadian Forces Bases.

## **13. TRAVEL**

The contracted resource(s) may be required to travel to locations outside of the National Capital Region (NCR). Travel must be arranged and paid for by the Supplier. The department will pay for authorized travel and living expenses, reasonably and properly incurred in the performance of the Work, at cost without any allowance for overhead or profit in accordance with the meal, private vehicle and incidental allowances specified in Appendices B and C of the Treasury Board/National Joint Council Travel Directive (<http://www.njccnm.gc.ca/directive/travel-voyage/index-eng.php>), and with other provisions of the directive referring to travelers, rather than those referring to employees. Travel outside the NCR will be specified for each individual task using DND form 626.

## **14. MEETINGS**

Any meetings, if required, will be identified on each Task Authorization.

## **15. GOVERNMENT SUPPLIED MATERIAL (GSM)**

Any GSM, if required, will be identified on each Task Authorization.

## **16. GOVERNMENT FURNISHED EQUIPMENT (GFE)**

Any GFE, if required, will be identified on each Task Authorization.

## ANNEX A

### Template for a Test Event Preliminary Estimate

**Who:** Prepared by the TEEMS Contractor for the TA's acceptance.

**Purpose.** To provide a preliminary estimate of the TE plan and its associated costs to assist the department to down select to those TEs they will actually conduct.

The format and content shall be as follows, unless adjusted with the TA for a specific TE:

1. Cover Page including the title of the Challenge and date.
2. An introduction, including a brief description of the associated Challenge.
3. A description of the basic concept of the TE.
4. Potential dates for the TE.
5. Potential location(s) for the TE.
6. The basic availability of the required support services, such as accommodations, food, and transportation.
7. A cost estimate for the TE.

## ANNEX B

### Template for a TE Final Estimate

**Who:** Prepared by the TEEMS Contractor for the TA's acceptance.

**Purpose.** To provide a final estimate of the TE plan and its associated costs to assist the department to down select to those TEs they will actually conduct.

The format and content shall be as follows, unless adjusted with the TA for a specific TE:

1. Cover Page including the title of the Challenge and date.
2. An introduction, including a brief description of the associated Challenge.
3. A description of the concept of the TE.
4. Proposed date for the TE.
5. Proposed location for the TE.
6. The cost/schedule estimate for the TE itself.
7. The availability of the major infrastructure and resource components of the proposed test environment.
8. The availability of the major required support services, such as accommodations, food, and transportation.
9. The number of Innovator companies that could be reasonably accommodated within the TE.
10. Identify any major impediments and risks to conducting the TE.

## ANNEX C

### Template for the Master Test Implementation Plan (MTIP)

**Who:** Prepared by the TEEMS Contractor for the TA's acceptance.

**Purpose.** A full description of the Test Event and the executable tasks for each stakeholder, including but not limited to the supporting logistics, administration, and other activities to conduct and closeout the TE.

**Additional Notes:**

- Each MTIP must use the following format and content as depicted as a minimum with additional elements as deemed necessary for each specific event, or will identify those elements that are not applicable to the specific TE. Other adjustments may also be included within a specific Task Authorization.
- The Contractor is expected to provide the resource competency to analyze and present plans for the TE below the level of detail presented in this general MTIP format.
- Initial approval of the MTIP can be made in advance of subordinate plans or supplemental information which can be added by amendment at a later date. For example, the annex containing the list of participating Innovators in the TE may not be available at the time of initial approval. Instead of delaying the MTIP, that annex can be marked as "to be issued when available".
- The MTIP may require amendment during the life of a TE and must be amended accordingly and recorded in the amendment table.

The template itself commences on the next page.

## ANNEX C

### Template for the Master Test Implementation Plan (MTIP)

1. Cover Page, including security classification.
2. Amendment Table
3. Introduction.
4. Objective.
5. Assumptions, Constraints, and Restraints.
6. Concept of Operations and Support.
  - a. Overall Concept.
  - b. Pre-Event Concept.
  - c. Event Concept.
  - d. Daily Event Concept.
  - e. Closeout Concept.
7. Tasks, grouped by Stakeholder, phased by Pre-Event, Event, and Post-Event tasks, and written utilizing a SMART approach and structure (Specific, Measurable, Achievable, Relevant, and Time-bound):
  - a. DND/CAF. Tasks that DND/CAF will do, broken down to the CAF tactical unit or DRDC Research Centre Section level of detail.
  - b. TEEMS Contractor tasks, to include as a minimum unless otherwise specified:
    - i. As the TE Manager, monitor and manage the implementation and risks of the MTIP, coordinating and ensuring completion of all tasks by all stakeholders.
    - ii. Conduct the change management of the MTIP including submissions of any and all amendments to the TA for DND approval.
    - iii. Preparation of all pre-event administration, such as welcome packages, registration material, etc.
    - iv. Conduct of the TE itself.
    - v. Preparation of all post-TE administration, including distribution of TE results to each Innovator, thank-you letters to appropriate organizations and/or individuals, etc.
    - vi. Prepare and submit the overall final report for the TE, including coordination and insertion of all other participatory inputs for the report.
  - c. Innovators.
    - i. Pre-Event (such as submission of test plans, shipment of test items)
    - ii. Event (such as registration activities, conduct of test)
  - d. Additional Stakeholder task sections as required.

## ANNEX C

### Template for the Master Test Implementation Plan (MTIP)

8. Coordinating Instructions.
  - a. Key Dates and Timings.
  - b. Overall Schedule.
  - c. Pre-event testing of the test environment.
  - d. Integration of each Innovators solution into the test environment.
  - e. Daily Schedule.
  - f. Closeout and Post-TE Instructions.
  - g. Additional sections as required.
9. Administration.
  - a. Pre-Event.
  - b. Arrival and Registration.
  - c. Visits and VIPs.
  - d. On-Site administrative services.
  - e. Departure.
  - f. Finance.
  - g. Additional sections as required.
10. Logistics and Support.
  - a. Transportation.
  - b. Accommodations.
  - c. Ablutions.
  - d. Food Services.
  - e. Maintenance.
  - f. Additional sections as required.
11. Training.
12. Communications.
13. Public Affairs.
14. Health and Safety. As a minimum to include the plans and procedures for:
  - a. the medical evacuation of any injured personnel; and
  - b. the plans and procedures for a site evacuation of all personnel.
15. Security.
16. Environment.

## ANNEX C

### Template for the Master Test Implementation Plan (MTIP)

17. Additional sections as may be required for each TE.
18. Command and Control, including as a minimum the main roles and who is filling them:
  - a. The overall TE authority for DND (usually the TA).
  - b. The Manager for the TE (usually the TEEMS TE Manager)
  - c. The DND on-site authority.
  - d. The authority for approving each specific test plan and any amendments.
  - e. The authority for commencing and/or ceasing each specific test within the TE.
  - f. The Safety Officer and their authorities.
  - g. Additional sections as required.

### DND Signature Block for Approval of the MTIP

#### Distribution List

- Annex A: List of Participating Innovators and OPI contact information.
- Annex B: Test Plan Template, to be submitted in advance by each Innovator.
- Annex C: Test Observations Template for use by DND/CAF SMEs.
- Annex D: Risk Register and Mitigation.
- Annex E: Test Environment Description.
- Annex F: Joining Instructions for DND/CAF and other Personnel.
- Annex G: Joining Instructions for Innovators.
- Other Annexes as required.