



**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

Quebec

K1A0S5

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

Informatics Professional Services Division/Division des
services professionnels en informatique

Terrasses de la Chaudière 4th Floor

10 Wellington Street

Gatineau

Quebec

K1A0S5

Title - Sujet TBIPS Telecommunication System Spec	
Solicitation No. - N° de l'invitation W6369-190137/A	Date 2019-07-04
Client Reference No. - N° de référence du client W6369-190137	
GETS Reference No. - N° de référence de SEAG PW-\$IPS-013-35870	
File No. - N° de dossier 013ips.W6369-190137	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-07-25	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Laplante, Luc	Buyer Id - Id de l'acheteur 013ips
Telephone No. - N° de téléphone (613) 406-9015 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Department of National Defence/ Ministère de la défense nationale 101 Colonel By Drive Ottawa, ON K1A 0K2	

Instructions: See Herein

Instructions: Voir aux présentes

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

**BID SOLICITATION
FOR CONTRACT AGAINST A SUPPLY ARRANGEMENT FOR TASK-
BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS)
TELECOMMUNICATIONS SYSTEMS SPECIALIST SERVICES
FOR
THE DEPARTMENT OF NATIONAL DEFENCE**

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List of Annexes to the Resulting Contract:

Annex A Statement of Work

- Appendix A to Annex A – Tasking Assessment Procedure
- Appendix B to Annex A – Task Authorization Form
- Appendix C to Annex A – Resources Assessment Criteria and Response Table
- Appendix D to Annex A – Certification at the TA Stage

Annex B Basis of Payment

Annex C Security Requirements Check List

List of Attachment to Part 3 (Bid Preparation Instructions):

- Attachment 3.1: Bid Submission Form
- Attachment 3.2: Electronic Payment Instruments
- Attachment 3.3: Customer Reference Contact Information Form

List of Attachment to Part 4 (Evaluation Procedures and Basis of Selection):

- Attachment 4.1: Mandatory Evaluation Criteria
- Attachment 4.2: Point Rated Evaluation Criteria
- Attachment 4.3: Pricing Schedule

List of Attachment to Part 5 (Certifications):

- Attachment 5.1: Federal Contractors Program for Employment Equity – Certification

BID SOLICITATION

FOR CONTRACT AGAINST A SUPPLY ARRANGEMENT FOR TASK-BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS) TELECOMMUNICATIONS SYSTEMS SPECIALIST SERVICES FOR THE DEPARTMENT OF NATIONAL DEFENCE

PART 1 - GENERAL INFORMATION

1.1 Introduction

This document states terms and conditions that apply to this bid solicitation. It 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, if applicable, 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 annexes include the Statement of Work and any other annexes.

1.2 Summary

- (a) This bid solicitation is being issued to satisfy the requirement of the Department of National Defence (the "**Client**") for Task-Based Informatics Professional Services (TBIPS) under the TBIPS Supply Arrangement (SA) method of supply.
- (b) It is intended to result in the award of a contract, for three (3) years plus two (2) one-year irrevocable options allowing Canada to extend the term of the contract.
- (c) There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 – Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- (d) The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Peru Free Trade Agreement (CPFTA),

the Canada-Colombia Free Trade Agreement (CColFTA), the Canada-Panama Free Trade Agreement (CPanFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), and the Canadian Free Trade Agreement (CFTA).

- (e) This procurement is subject to the Controlled Goods Program. The Defence production Act defines Canadian Controlled Goods as certain goods listed in Canada's Export Control List, a regulation made pursuant to the Export and Import Permits Act (EIPA).
- (f) The Federal Contractor's Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7 – Resulting Contract Clauses and the attachment titled "Federal Contractors Program for Employment Equity – Certification."
- (g) This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will be treated as a separate procurement, outside the resulting contract.
- (h) This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled "Bidder Instructions, and Part 3 entitled "Bid Preparation Instructions", of the bid solicitation, for further information.
- (i) Only TBIPS SA Holders currently holding a TBIPS SA for Tier 2, in all resource categories and in the National Capital Region under the EN578-170432 series of SAs are eligible to compete. The TBIPS SA EN578-170432 is incorporated by reference and forms part of this bid solicitation, as though expressly set out in it, subject to any express terms and conditions contained in this bid solicitation. The capitalized terms not defined in this bid solicitation have the meaning given to them in the TBIPS SA.
- (j) SA Holders that are invited to compete as a joint venture must submit a bid as that joint venture SA Holder, forming no other joint venture to bid. Any joint venture must be already qualified under the SA #EN578-170432 as that joint venture at the time of bid closing in order to submit a bid.
- (k) The Resource Categories described below are required on an as and when requested basis in accordance with the TBIPS SA Annex "A":

RESOURCE CATEGORY	LEVEL OF EXPERTISE	ESTIMATED RESOURCES REQUIRED
Telecommunication System Specialist (Ottawa, ON)	LEVEL 3	7
Telecommunication System Specialist (Kingston, ON)	LEVEL 3	2
Telecommunication System Specialist (Abbotsford, BC)	LEVEL 3	2
Telecommunication System Specialist (Edmonton, AB)	LEVEL 3	1
Telecommunication System Specialist (Belleville, ON)	LEVEL 3	4
Telecommunication System Specialist (Newport Corner, NS)	LEVEL 3	2

1.3 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 provided in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

- (a) All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.
- (b) 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(s).
- (c) The 2003 (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation. If there is a conflict between the provisions of 2003 and this document, this document prevails.
- (d) Subsection 3.a. of Section 01, Integrity Provisions - Bid of Standard Instructions 2003 incorporated by reference above is deleted in its entirety and replaced with the following:
 - a. at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA), the Bidder has already provided a list of names, as requested under the *Ineligibility and Suspension Policy*. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names.
- (e) Subsection 4 of Section 05, Submission of bids of Standard Instructions 2003 incorporated by reference above, is amended as follows:

Delete: 60 days

Insert: 180 days
- (f) Subsection 1 of Section 08, Transmission by facsimile or by epost Connect of Standard Instructions 2003 incorporated by reference above, is deleted and replaced by the following:
 - 1. Facsimile

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

2.2 Submission of Bids

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

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions 2003, or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

- (b) Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to PWGSC will not be accepted.

2.3 Enquiries - Bid Solicitation

- (a) All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

- (b) 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 with copies to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4 Former Public Servant

- (a) Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, Bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

(b) **Definitions**

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

- (i) an individual;
- (ii) an individual who has incorporated;
- (iii) a partnership made of former public servants; or
- (iv) 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.

(c) **Former Public Servant in Receipt of a Pension**

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

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

- (i) name of former public servant;

- (ii) 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](#).

(d) **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:

- (i) name of former public servant;
- (ii) conditions of the lump sum payment incentive;
- (iii) date of termination of employment;
- (iv) amount of lump sum payment;
- (v) rate of pay on which lump sum payment is based;
- (vi) period of lump sum payment including start date, end date and number of weeks;
- (vii) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.5 Applicable Laws

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

Note to Bidders: Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of its bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of its choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidder. Bidders are requested to indicate the Canadian province or territory they wish to apply to any resulting contract in their Bid Submission Form.

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reasons for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority in accordance with the article entitled "Enquiries - Bid Solicitation". Canada will have the right to accept or reject any or all suggestions.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- (a) (i) **Bidders are encouraged to submit bids electronically through the epost Connect service provided by Canada Post Corporation.** If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 Standard Instructions (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/24#transmission-by-facsimile>). The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.
- (ii) The bid must be gathered per section and separated as follows:
- (A) Section I: Technical Bid
 - (B) Section II: Financial Bid
 - (C) Section III: Certifications
- (iii) For further information please refer to article 08 - Transmission by facsimile or by epost Connect at <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/23#transmission-by-facsimile>.
- (b) **Soft Copy Bid Submission (CD or USB key)**
- (i) If the Bidder chooses to submit its bid in soft copy via the PWGSC Bid Receiving Unit, Canada requests that the Bidder submits its bid in separate sections as follows:
- (A) Section I: Technical Bid – One soft copy on a CD or USB key
 - (B) Section II: Financial Bid – One soft copy on a SEPARATE CD or USB key
 - (C) Section III: Certifications – One soft copy on a CD or USB key
- (c) If the Bidder is simultaneously providing an epost Connect copy and soft copy of the bid and if there is a discrepancy between the wording of the epost Connect copy and soft copy, the wording of the epost Connect copy will have priority over the wording of the soft copy.
- (d) Canada is not requesting a hard copy of the bid. However, if the Bidder submits a hard copy of its bid, and if there is a discrepancy between the wording of the soft or epost Connect copy and the hard copy, the wording of the soft or epost Connect copy will have priority over the wording of the hard copy.
- Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- (i) **Format for Bid:** Canada requests that Bidders follow the format instructions described below in the preparation of their bid:
- (ii) use 8.5 x 11 inch (216 mm x 279 mm) page size;
 - (iii) use a numbering system that corresponds to the bid solicitation;
 - (iv) include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative; and
 - (v) include a table of contents.

Canada's Policy on Green Procurement: 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. See the Policy on Green Procurement (<http://www.tpsgc->

pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html). To assist Canada in reaching its objectives, Bidders should:

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

(e) **Submission of Only One Bid:**

- (i) 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 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 disqualified.
- (ii) 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:
 - (A) they are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
 - (B) they are "related persons" or "affiliated persons" according to the Canada Income Tax Act;
 - (C) 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
 - (D) 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.
- (iii) Individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture. .

(f) **Joint Venture Experience:**

- (i) 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.

- (ii) 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.

- (iii) 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.

- (iv) 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.

3.2 Section I: Technical Bid

- (a) The technical bid consists of the following:

- (i) **Bid Submission Form:** Bidders are requested to include the Attachment 3.1- Bid Submission Form with their bids. It provides a common form in which bidders can provide information required for evaluation and contract award, such as a contact name and the Bidder's Procurement Business Number, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.

- (ii) **Substantiation of Technical Compliance:**

- (A) **Mandatory Technical Criteria:** The technical bid must substantiate the compliance with the specific articles of "Attachment 4.1: Mandatory Evaluation Criteria", which is the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or resources comply is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be considered non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Bidder's Response" column of Attachment 4.1, where Bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.
- (B) **Point-Rated Technical Criteria:** The technical bid must substantiate the compliance with the specific articles of "Attachment 4.2: Point Rated Evaluation Criteria", which is the requested format for providing the substantiation. The

substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or resources comply is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be rated accordingly. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Bidder's Response" column of Attachment 4.2, where Bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.

(iii) **Previous Similar Projects:** Where the bid must include a description of previous similar projects:

- (A) a project must have been completed by the Bidder itself (and cannot include the experience of any proposed subcontractor or any affiliate of the Bidder);
- (B) a project must have been completed by the bid closing date;
- (C) each project description must include, at minimum, the name and either the telephone number or e-mail address of a customer reference; and
- (D) if more similar projects are provided than requested, Canada will decide in its discretion which projects will be evaluated. A project will be considered "similar" to the Work to be performed under any resulting contract if the project was for the performance of work that closely matches the descriptions of the Resource Categories identified in Annex A. Work will be considered to "closely match" if the work in the provided project is described in at least 50% of the points of responsibility listed in the description of the given Resource Category.

(iv) **Customer Reference Contact Information:**

- (A) The Bidder must provide customer references. The customer reference must each confirm, if requested by PWGSC, the facts identified in the Bidder's bid, as required by Attachment 4.1 and 4.2.
- (B) The form of question to be used to request confirmation from customer references is as follows:

Sample Question to Customer Reference: "Has [the Bidder] provided your organization with [describe the services and, if applicable, describe any required time frame within which those services must have been provided]?"

☐ Yes, the Bidder has provided my organization with the services described above.

☐ No, the Bidder has not provided my organization with the services described above.

☐ I am unwilling or unable to provide any information about the services described above.

- (C) For each customer reference, the Bidder must, at a minimum, provide the name and either the telephone number or e-mail address for a contact person. If only the telephone number is provided, it will be used to call to request the e-mail address and the reference check will be done by e-mail.

Bidders are also requested to include the title of the contact person. It is the sole responsibility of the Bidder to ensure that it provides a contact who is knowledgeable about the services the Bidder has provided to its customer and who is willing to act as a customer reference. Crown references will be accepted.

3.3 Section II: Financial Bid

- (a) **Pricing:** Bidders must submit their financial bid in accordance with the Pricing Schedule provided in "Attachment 4.3: Pricing Schedule". The total amount of Applicable Taxes must be shown separately, if applicable. Unless otherwise indicated, bidders must include a single, firm, all-inclusive per diem rate quoted in Canadian dollars in each cell requiring an entry in the pricing tables.
- (b) **Variation in Resource Rates By Time Period:** For any given resource category, where the financial tables provided by Canada allow different firm rates to be charged for a resource category during different time periods:
 - (i) the rate bid must not increase by more than 3% from one time period to the next, and
 - (ii) the rate bid for the same resource category during any subsequent time period must not be lower than the rate bid for the time period that includes the first month of the Initial Contract Period.
- (c) **All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option periods. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.
- (d) **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.
- (e) **Electronic Payment of Invoices – Bid:** If you are willing to accept payment of invoices by Electronic Payment Instruments, complete "Attachment 3.2 - Electronic Payment Instruments", to identify which ones are accepted. If "Attachment 3.2 - Electronic Payment Instruments" is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices. Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.4 Section III: Certifications

It is a requirement that bidders submit the certifications and additional information identified under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. There are several steps in the evaluation process, which are described below. Even though the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Bidder has successfully passed all the previous steps. Canada may conduct steps of the evaluation in parallel.
- (b) An evaluation team composed of representatives of the Client and PWGSC will evaluate the bids on behalf of Canada. Canada may hire any independent consultant, or use any Government resources, to evaluate any bid. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.
- (c) In addition to any other time periods established in the bid solicitation:
 - (i) **Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have two (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 will result in the bid being declared non-responsive.
 - (ii) **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:
 - (A) verify any or all information provided by the Bidder in its bid; or
 - (B) 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 two (2) working days of a request by the Contracting Authority.
 - (iii) **Extension of Time:** If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

4.1.1 Phased Bid Compliance Process

4.1.1.1 General

- (a) Canada will conduct the Phased Bid Compliance Process (PBCP) described below for this requirement ONLY if Canada receives four (4) or fewer Bids by the bid solicitation closing date.
- (b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE. THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.
- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2019-03-04) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

4.1.1.2 Phase I: Financial Bid

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those

- instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, only that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
 - (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
 - (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

4.1.1.3 Phase II: Technical Bid

- (a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.
- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full,

only that part of the original Bid as is permitted in this Section.

- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid.
- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

4.1.1.4 Phase III: Final Evaluation of the Bid

- (a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

4.2 Technical Evaluation

(a) Mandatory Technical Criteria:

- (i) Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.
- (ii) The mandatory technical criteria are described in Attachment 4.1.
- (iii) If the Phased Bid Compliance Process applies, it will apply to all mandatory technical criteria.

(b) Point-Rated Technical Criteria:

- (i) Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly.
- (ii) The rated requirements are described in Attachment 4.2.

(c) Reference Checks:

- (i) Whether or not to conduct reference checks is discretionary. However, if Canada 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.

- (ii) For reference checks, Canada will conduct the reference check in writing by email. Canada will send all email reference check requests to contacts supplied by all the Bidders within a 48-hour period using the email 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 5 working days of the date that Canada's email was sent.
- (iii) On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the Bidder by email, to allow the Bidder to contact its reference directly to ensure that it responds to Canada within 5 working days. If the individual named by a Bidder is unavailable when required during the evaluation period, the Bidder may provide the name and email 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 Bidder will have 1 working day to submit the name of a new contact. That contact will again be given 5 working days to respond once Canada sends its reference check request.
- (iv) 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.
- (v) 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.

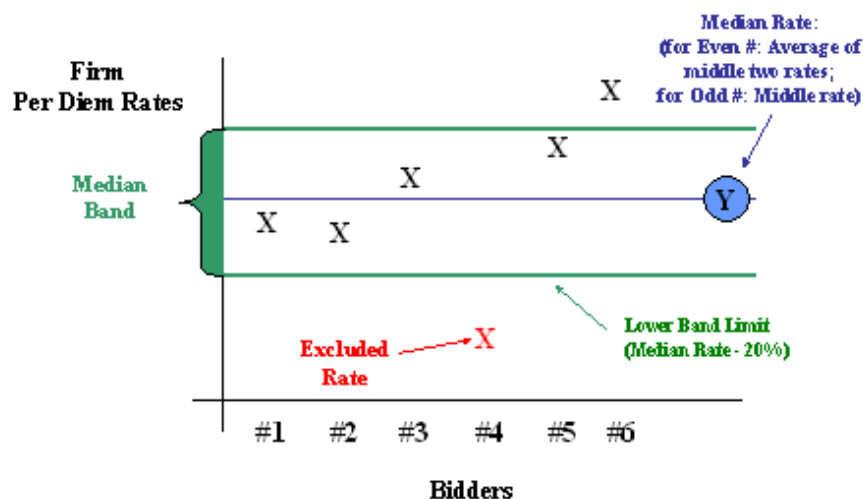
4.3 Financial Evaluation

- (a) There are two possible financial evaluation methods for this requirement. The first method will be used if three or more bids are determined responsive (see (b) Financial Evaluation - Method A below). The second method will be used if fewer than three bids are determined responsive (see (c) Financial Evaluation - Method B below).
- (b) **Financial Evaluation - Method A:** The following financial evaluation method will be used if three or more bids are determined responsive:
 - (i) **Calculation of Total Bid Price:** The financial evaluation will be conducted using the pricing tables completed by the Bidders and the Firm Per Diem Median Rate Evaluation Method explained below. A financial calculation will occur for each Bidder by multiplying its firm per diem rates, or Median Rate(s) if applicable, for the Initial Contract Period and the option period(s) with the estimated number of days of work for each period, for all the Resource Categories stated in Attachment 4.3 - Pricing Schedule. The sum of such rates will constitute the Total Bid Price for that Bidder.
 - (ii) **Firm Per Diem Median Rate Evaluation**
 - (A) **Use:** The firm per diem median rate calculation will apply to modify the rate to be assessed in the financial evaluation of a Bidder, where that Bidder submits a firm per diem rate for a resource category that is lower than the Lower Band Limit as calculated below. The firm per diem median rate calculation is for evaluation purposes only, and the actual submitted per diem rate will be used in any resulting contract in all instances.
 - (B) **Calculation for both the Initial Contract Period and the Option Period medians:** Using the per diem rate proposed for each individual Resource Category a Median Rate will be determined for each Resource Category for the Initial Contract Period, and for each of the option period(s). For each Resource Category, the Median Rate will be

calculated using the median function in Microsoft Excel. A Lower Band Limit will be calculated for each Resource Category and will represent a range that encompasses the Median Rate to a value of minus (-) 20% of the Median Rate. If a Bidder bids a firm per diem rate for a Resource Category that is lower than the Lower Band Limit, that Bidder's financial evaluation will be conducted using a per diem rate equal to the Median Rate for that Resource Category.

For example, if the Median Rate (Y) is determined to be \$500 for a Resource Category, the Lower Band Limit would be minus (-) 20% of \$500, or \$400. If a Bidder proposes a firm per diem rate that is lower than \$400, the Median Rate of \$500 will be used in the Bidder's financial evaluation for that Resource Category.

Resource Category Median Band Determination (Even Number of Bidders)



- (c) **Financial Evaluation - Method B:** The following financial evaluation method will be used if less than three bids are determined responsive:
- (i) **Calculation of Total Bid Price:** The financial evaluation will be conducted using the pricing tables completed by the Bidders. A financial calculation will occur for each Bidder by multiplying its firm per diem rates for the Initial Contract Period and the option period(s) with the estimated number of days of work for each period, for all the Resource Categories stated in Attachment 4.2 - Pricing Schedule. The sum of such rates will constitute the Total Bid Price for that Bidder.
- (d) **Substantiation of Professional Services Rates**
- In Canada's experience, bidders will from time to time propose rates at the time of bidding for one or more categories of resources that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. When evaluating the rates bid for professional services, Canada may, but will have no obligation to, require price support in accordance with this Article. If Canada requests price support, it will be requested from all otherwise responsive bidders who have proposed a rate that is at least 20% lower than the median rate bid by all responsive bidders for the relevant resource category or categories. If Canada requests price support, the Bidder must provide the following information:

- (i) an invoice (referencing a contract serial number or other unique contract identifier) that shows that the Bidder has provided and invoiced a customer (with whom the Bidder deals at arm's length) for services performed for that customer similar to the services that would be provided in the relevant region for the resource category, where those services were provided for at least three months within the eighteen months before the bid solicitation closing date, and the fees charged were equal to or less than the rate offered to Canada;
- (ii) in relation to the invoice in (i), evidence from the Bidder's customer that the services identified in the invoice include at least 50% of the tasks listed in the Statement of Work for the category of resource being assessed for an unreasonably low rate. This evidence must consist of either a copy of the contract (which must describe the services to be provided and demonstrate that at least 50% of the tasks to be performed are the same as those to be performed under the Statement of Work in this bid solicitation) or the customer's signed certification that the services subject to the charges in the invoice included at least 50% of the same tasks to be performed under the Statement of Work in this bid solicitation; and
- (iii) in respect of each contract for which an invoice is submitted as substantiation, a résumé for the resource that provided the services under that contract that demonstrates that, in relation to the resource category for which the rates are being substantiated, the resource would meet the mandatory requirements and achieve any required pass mark for any rated criteria; and
- (iv) the name, telephone number and, if available, e-mail address of a contact person at the customer who received each invoice submitted under (i), so that Canada may verify any information provided by the Bidder.

Once Canada requests substantiation of the rates bid for any resource category, it is the sole responsibility of the Bidder to submit information (as described above and as otherwise may be requested by Canada, including information that would allow Canada to verify information with the resource proposed) that will allow Canada to determine whether it can rely, with confidence, on the Bidder's ability to provide the required services at the rates bid. If Canada determines that the information provided by the Bidder does not adequately substantiate the unreasonably low rates, the bid will be declared non-responsive.

(e) Formulae in Pricing Tables

If the pricing tables provided to bidders include any formulae, Canada may re-input the prices provided by bidders into a fresh table, if Canada believes that the formulae may no longer be functioning properly in the version submitted by a bidder.

4.4 Basis of Selection

- (a) A bid must comply with the requirements of the bid solicitation, meet all mandatory evaluation criteria and obtain the required pass marks for the point rated criteria identified in this bid solicitation to be declared responsive.
- (b) The responsive bid that obtains the highest Total Bidder Score will be recommended for award of a contract. For any given Bidder, the greatest possible Total Technical Score is 60 while the greatest possible Total Financial Score is 40.
 - (i) Calculation of Total Technical Score: The Total Technical Score will be computed for each responsive bid by converting the Technical Score obtained for the point-rated technical criteria using the following formula, rounded to two decimal places:
$$\frac{\text{Technical Score}}{\text{Maximum Technical Points (bidders, please refer to the maximum technical points in Attachment 4.2)}} \times 60 = \text{Total Technical Score}$$

-
- (ii) Calculation of Total Financial Score: The Total Financial Score will be computed for each responsive bid by converting the Financial Score obtained for the financial evaluation using the following formula rounded to two decimal places:
- $$\frac{\text{Lowest Financial Evaluated Price}}{\text{The Bidder's Financial Evaluated Price}} \times 40 = \text{Total Financial Score}$$
- (iii) Calculation of the Total Bidder Score: The Total Bidder Score will be computed for each responsive bid in accordance with the following formula:
- $$\text{Total Technical Score} + \text{Total Financial Score} = \text{Total Bidder Score}$$
- (c) In the event of identical Total Bidder Scores occurring, then the bid with the highest Total Financial Score will become the top-ranked bidder.
- (d) One contract may be awarded in total as a result of this bid solicitation.
- (e) Bidders should note that all contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Despite the fact that the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to Canada's internal policies. If approval is not granted, no contract will be awarded.

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 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.

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

5.1 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html)" list available at the bottom of the page of 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>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html)" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed Attachment 5.1 - Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed Attachment Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2 Submission of Only One Bid

By submitting a bid, the Bidder is certifying that it does not consider itself to be related to any other bidder.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirement

- (a) At the date of bid closing, the following conditions must be met:
 - (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (ii) 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) For additional information on security requirements, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- (c) In the case of a joint venture bidder, each member of the joint venture must meet the security requirements.

6.2 Controlled Goods Requirement

- (a) SACC Manual clause A9130T (2014-11-27) Controlled Goods Program - Bid
- (b) In the case of a joint venture bidder, each member of the joint venture must meet the requirements of the Controlled Goods Program.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Requirement

- (a) _____ (the "**Contractor**") agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes providing professional services as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.
- (b) **Client:** Under the Contract, the "**Client**" is the Department of National Defence.
- (c) **Reorganization of Client:** The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.
- (d) **Defined Terms:** Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

7.2 Task Authorization

- (a) **As-and-when-requested Task Authorizations:** The Work or a portion of the Work to be performed under the Contract will be on an "as-and-when-requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.
- (b) **Assessment of Resources Proposed at TA Stage:** Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendices A,B, C and D of Annex A.
- (c) **Form and Content of draft Task Authorization:**
 - (i) The Technical Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Annex A.
 - (ii) The draft Task Authorization will contain the details of the activities to be performed, and must also contain the following information:
 - (A) The contract number;
 - (B) the task number;
 - (C) The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);
 - (D) the categories of resources and the number required;
 - (E) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);
 - (F) the start and completion dates;

- (G) any option(s) to extend initial end date (if applicable);
 - (H) milestone dates for deliverables and payments (if applicable);
 - (I) the number of person-days of effort required;
 - (J) whether the work requires on-site activities and the location;
 - (K) the language profile of the resources required;
 - (L) the level of security clearance required of resources;
 - (M) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and
 - (N) any other constraints that might affect the completion of the task.
- (d) **Contractor's Response to Draft Task Authorization:** The Contractor must provide to the Technical Authority, within two (2) working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), a quotation with the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract, as well as its corresponding proposed resource(s) in accordance with Appendix A to Annex A of the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.
- (e) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations:**
- (i) To be validly issued, a TA must include the following signatures:
 - (A) for any TA, inclusive of revisions, with a value less than or equal to \$400,000 (excluding Applicable Taxes), the TA must be signed by a representative from the Directorate of Electronic Systems Procurement (DES Proc 5); and
 - (B) for any TA, inclusive of revisions, with a value greater than this amount, a TA must include the following signatures:
 - (1) a representative from DES Proc 5; and
 - (2) the Contracting Authority.
- Any TA that does not bear the appropriate signatures is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TA's at any time, or reduce the dollar value threshold described in subarticle (A) above; any suspension or reduction notice is effective upon receipt.
- (f) **Administration of Task Authorization Process for DND:** The administration of the Task Authorization process will be carried out by DES Proc 5. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.
- (g) **Periodic Usage Reports:**
- (i) The Contractor must compile and maintain records on its provision of services to the federal government under Task Authorizations validly issued under the Contract. The Contractor

must provide this data to Canada in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The data must be submitted on a quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.

(ii) The quarterly periods are defined as follows:

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

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

(iii) Each report must contain the following information for each validly issued TA (as amended):

- (A) the Task Authorization number and the Task Authorization Revision number(s), if applicable;
- (B) a title or a brief description of each authorized task;
- (C) the name, Resource category and level of each resource involved in performing the TA, as applicable;
- (D) the total estimated cost specified in the validly issued TA of each task, exclusive of Applicable Taxes;
- (E) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- (F) the start and completion date for each authorized task; and
- (G) the active status of each authorized task, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).

(iv) Each report must also contain the following cumulative information for all the validly issued TA's (as amended):

- (A) the amount, exclusive of Applicable Taxes, specified in the Contract (as last amended, as applicable) as Canada's total liability to the Contractor for all validly issued TA's; and
- (B) the total amount, exclusive of Applicable Taxes, expended to date against all validly issued TA's.

- (h) **Consolidation of TA's for Administrative Purposes:** The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TA's for administrative purposes.

7.3 Minimum Work Guarantee

(a) In this clause,

- (i) **"Maximum Contract Value"** means the amount specified in the **"Limitation of Expenditure"** clause set out in the Contract; and
- (ii) **"Minimum Contract Value"** means CAD\$20,000.00 (excluding Applicable Taxes).

- (b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract.

Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

- (c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
- (d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract
 - (i) for default;
 - (ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or
 - (iii) for convenience within ten (10) business days of Contract award.

7.4 Standard Clauses and Conditions

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

(a) **General Conditions:**

- (i) 2035 (2018-06-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

With respect to Section 30 - Termination for Convenience, of General Conditions 2035, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

- 4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.
- 5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:
 - (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Work Guarantee, or due to the Contractor as of the date of termination, or
 - (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.
- 6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

(b) **Supplemental General Conditions:**

4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information applies to and forms part of the Contract.

7.5 Security Requirement

The following security requirements (Common PS SRCL #21 and related clauses provided by the Contract Security Program) as set out under Annex "B" to the Supply Arrangement, applies to and forms part of the Contract.

- 1. *The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Facility Security Clearance at the level of Secret, issued by*

the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)

2. *This contract includes access to Controlled Goods. Prior to access, the contractor must be registered in the Controlled Goods Program (CGP) of PWGSC*
3. *The Contractor/Offeror personnel requiring access to protected/classified information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of Reliability Status, Confidential or Secret as required, granted or approved by CISD/PWGSC*
4. *The Contractor/Offeror must not remove any protected/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*
5. *Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC*
6. *The Contractor/Offeror must comply with the provisions of the:*
 - a. *Security Requirements Check List and security guide (if applicable), attached at Annex*
 - b. *Industrial Security Manual (Latest Edition)*

7.6 Contract Period

- (a) **Contract Period:** The "Contract Period" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

- (i) The "Initial Contract Period", which begins on the date the Contract is awarded and ends three (3) years later; and
- (ii) The period during which the Contract is extended, if Canada chooses to exercise any.

- (b) **Option to Extend the Contract:**

- (i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional 1-year periods under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.
- (ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

7.7 Authorities

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Luc Laplante
Title: Supply Team Leader
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Professional Services Procurement Directorate
Address: 10 rue Wellington, Gatineau, Québec
Telephone: (613) 406-9015
E-mail address: luc.laplante@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.

(b) DND Procurement Representative

The DND Procurement Representative for the Contract is:

Name: _____
Title: _____
Organization: DES Proc 5
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

The DND Procurement Representative 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 administrative aspects of the Work under the Contract, communication with PSPC Contracting Authority on all matters concerning the Contract, procurement initiation authority, and providing PSPC reports on Contract utilization. Procurement matters may be discussed with the DND Procurement Representative; however, the Procurement 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.

(c) Technical Authority

The Technical Authority for the Contract 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.

(d) Contractor's Representative

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
E-mail address: _____

7.8 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 web sites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7.9 Payment

(a) Basis of Payment

- (i) **Professional Services provided under a Task Authorization with a Maximum Price:** For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.
- (ii) **Travel and Living Expenses – National Joint Council Travel Directive:**
The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal and private vehicle 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”. All travel must have the prior authorization of the Technical Authority. Travel requests will only be considered for a work location which is located more than 100 kilometers from the resource category location specified in the contract. The Contractor will be paid for actual time spent travelling at half the hourly rate. The hourly rate will be determined by dividing the firm per diem rate set out in Annex B by 7.5 hours. All payments are subject to government audit.
- (iii) **Competitive Award:** The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.
- (iv) **Contractor’s Firm Per Diem Rates:** The Contractor agrees that the rates set out in Annex B remain firm throughout the Contract Period, except as may be provided for in the express terms of the contract. In reference to Article 18(1) of SACC General Conditions 2035, the Contractor acknowledges that its obligation to provide services in accordance with the firm rates set out in Annex B is unaffected by the application of any existing law or any new law which may come into effect during the Contract Period.
- (v) **Professional Services Rates:** In Canada’s experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

(b) Limitation of Expenditure – Cumulative Total of all Task Authorizations

- (i) Canada’s total liability to the Contractor under the Contract for all validly issued Task Authorizations (TAs), inclusive of any revisions, must not exceed the amount set out on page 1 of the Contract, less any Applicable taxes. With respect to the amount set out on page 1 of the Contract, Customs duties are included and Applicable Taxes are included
- (ii) No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

- (iii) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (A) when it is 75 percent committed, or
 - (B) 4 months before the contract expiry date, or
 - (C) As soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
- (iv) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.
- (c) **Method of Payment for Task Authorizations with a Maximum Price:** For each Task Authorization validly issued under the Contract that contains a maximum price:
 - (i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.
 - (ii) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.
- (d) **Electronic Payment of Invoices – Contract**

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

 - (i) Visa Acquisition Card;
 - (ii) MasterCard Acquisition Card;
 - (iii) Direct Deposit (Domestic and International);
 - (iv) Electronic Data Interchange (EDI);
 - (v) Wire Transfer (International Only);
- (e) **Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.
- (f) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**
 - (i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
 - (ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises

7.10 Invoicing Instructions

- (a) The Contractor must submit invoices in accordance with the information required in the General Conditions.
- (b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.
- (c) By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- (d) The Contractor must provide the original of each invoice to the Technical Authority. On request, the Contractor must provide a copy of any invoices requested by the Contracting Authority.

7.11 Certifications and Additional Information

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, any TA quotation 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 Contract Period.

7.12 Federal Contractors Program for Employment Equity - Default by Contractor

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

7.13 Applicable Laws

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

7.14 Priority of Documents

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

- (a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) Supplemental General Conditions 4006 (2010-08-16), - Contractor to Own Intellectual Property Rights in Foreground Information;
- (c) General Conditions 2035 (2018-06-21), Higher Complexity - Services;
- (d) Annex A, Statement of Work, including its Appendices as follows;
 - (i) Appendix A to Annex A - Tasking Assessment Procedure;
 - (ii) Appendix B to Annex A - Task Authorization (TA) Form;
 - (iii) Appendix C to Annex A - Resource Assessment Criteria and Response Table;
 - (iv) Appendix D to Annex A - Certifications at the TA stage;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) the validly issued Task Authorizations and any required certifications (including all of their annexes, if any); and

(h) the Contractor's bid dated _____ as clarified on _____ or as amended _____.

7.15 Defence Contract

SACC Manual The Contract is a defence contract within the meaning of the Defence Production Act, R.S.C. 1985, c. D-1, and must be governed accordingly.

Title to the Work or to any materials, parts, work-in-process or finished work must belong to Canada free and clear of all claims, liens, attachments, charges or encumbrances. Canada is entitled, at any time, to remove, sell or dispose of the Work or any part of the Work in accordance with section 20 of the Defence Production Act.

7.16 Foreign Nationals (Canadian Contractor)

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

Note to Bidders: Either this clause or the one that follows, whichever applies (based on whether the successful Bidder is a Canadian Contractor or Foreign Contractor), will be included in any resulting contract.

7.17 Foreign Nationals (Foreign Contractor)

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

7.18 Insurance Requirements

(a) Compliance with Insurance Requirements

- (i) The Contractor must comply with the insurance requirements specified in this Article. 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.
- (ii) 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.
- (iii) The Contractor should 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. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor 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 the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

(b) **Commercial General Liability Insurance**

- (i) 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.
- (ii) 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.
 - (M) Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

(c) **Errors and Omissions Liability Insurance**

- (i) The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional 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 \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

- (ii) If the Professional Liability insurance 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.
- (iii) The following endorsement must be included:
Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

7.19 Controlled Goods Program

- (a) SACC Manual clause A9131C (2014-11-27) Controlled Goods Program
- (b) The Contract involves controlled goods as defined in the Schedule to the *Defence Production Act* (<https://laws-lois.justice.gc.ca/eng/acts/d-1/>). The Contractor must identify those controlled goods to the Department of National Defence.

7.20 Limitation of Liability - Information Management/Information Technology

- (a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.
- (b) **First Party Liability:**
 - (i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:
 - (A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";
 - (B) physical injury, including death.
 - (ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.
 - (iii) Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.
 - (iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.
 - (v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:
 - (A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and

- (B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$1,000,000.00.
- In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or \$1,000,000.00, whichever is more.
- (vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.
- (c) **Third Party Claims:**
- (i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.
- (ii) If Canada is required, as a result of joint and several liability or joint and solidarily liable, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.
- (iii) The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

7.21 Joint Venture Contractor

- (a) The Contractor confirms that the name of the joint venture is [REDACTED] and that it is comprised of the following members: *[list all the joint venture members named in the Contractor's original bid]*.
- (b) With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:
- (i) [REDACTED] has been appointed as the "representative member" of the joint venture Contractor and has fully authority to act as agent for each member regarding all matters relating to the Contract;
- (ii) by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and
- (iii) all payments made by Canada to the representative member will act as a release by all the members.

- (c) All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the Work in any way.
- (d) All the members are jointly and severally or solidarily liable for the performance of the entire Contract.
- (e) The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.
- (f) The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

Note to Bidders: *This Article will be deleted if the Bidder awarded the contract is not a joint venture. If the contractor is a joint venture, this clause will be completed with information provided in its bid.*

7.22 Professional Services - General

- (a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.
- (b) If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.
- (c) In General Conditions 2035, the Article titled "Replacement of Specific Individuals" is deleted and the following applies instead:

Replacement of Specific Individuals

- (i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of having this knowledge, the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:
 - (A) the name, qualifications and experience of a proposed replacement immediately available for Work; and
 - (B) security information on the proposed replacement as specified by Canada, if applicable.

The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.
- (ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:
 - (A) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract in whole or in part for default under the Article titled "Default of the Contractor", or
 - (B) assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor to propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that are similar or exceed those obtained for the original resource and be acceptable to

Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this sub-article (c).

Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the "Excusable Delay" Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

- (iii) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that an original or replacement resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order a resource to stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.
- (iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

7.23 Safeguarding Electronic Media

- (a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.
- (b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

7.24 Representations and Warranties

The Contractor made statements regarding its own and its proposed resources' experience and expertise in its bid that resulted in the award of the Contract and the issuance of TA's. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and adding work to it through TA's. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have and maintain, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

7.25 Access to Canada's Property and Facilities

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Technical Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

7.26 Government Property

Canada agrees to make computerized workstations (the "Government Property") available to the Contractor. The section of the General Conditions entitled "Government Property" also applies to the use of the Government Property by the Contractor.

7.27 Identification Protocol Responsibilities

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

- (a) Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify themselves as Contractor Representatives prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada;
- (b) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and
- (c) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.
- (d) If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five (5) working days to deliver the action plan to the Client and the Contracting Authority, and twenty (20) working days to rectify the underlying problem.
- (e) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

ANNEX A

STATEMENT OF WORK

1. BACKGROUND

- 1.1 The Department of National Defence (DND) national strategic tower, antenna and cabling systems, along with radio systems and navigational aids, including but not limited to Low Frequency (LF), High Frequency (HF), Very High Frequency (VHF) and Ultra High Frequency (UHF) constitute the only sovereign, strategic Communication systems that support domestic and expeditionary operations conducted by the Canadian Armed Forces (CAF). As part of the communications triad, they form a vital part of the CAF strategic Command and Control (C2) infrastructure, simultaneously providing multiple types of voice and data communications services to deployed CAF units and CAF weapons platforms.
- 1.2 The systems are remotely operated and geographically diverse multi-station systems, which use split-site station architecture. The primary radio sites have complements of five (5) to fifty (50) simultaneously operated antennas. The antenna structures and systems are physically very large (often in excess of 40 m in height). At the primary transmitter sites, each transmitter operates in excess of 1 kW, and in the case of LF, orders of magnitude in excess of 100 kW. The radio equipment (transmitters, receivers, transceivers, audio and Radio Frequency (RF) switches, radio operator consoles and ancillaries) in these systems, are often custom-designed and built to task. Cable systems are installed and maintained daily both domestically and in theatre in support of C2 infrastructure. The Navigational Aids sites are Air Traffic Control (ATC) centres conducting both Visual Flight Rules (VFR) and Instrument Flight Rules (IFR) operations. ATC communications involve low power radios (10 to 50 Watts) and antennas with infrastructure in Transmitter/Receiver sites for radios and Control Tower roofs and masts for antennas.
- 1.3 Joint Strategic Communications Support Services (JSCSS), a section of the Directorate of Joint Communications and Information Systems (DJCIS), ensures the security and availability of Canadian Forces Strategic Command, Control and Communications links through the provision of Life Cycle Materiel Management (LCMM) and engineering services for radio and antenna systems, Satellite Communications Systems, Remote Sensing Satellite Systems, Secured Video Teleconferencing Systems, Canadian Defence Red Switched Network (CDRSN), and the Deployed Operations Gateway and domestic and telecommunication cable plants. JSCSS has an ongoing requirement for technical services. These services are associated with maintenance and materiel management of the CAF strategic radio, antenna infrastructure and DND cable stock. These systems are at various stages of their service life and technical support services are required to maintain system operations and serviceability. JSCSS has the responsibilities of the DND Cable, Tower, Antenna, and various Radio LCMMs. These Technical Authority (TA) codes have over 10,000 Stock Coded (SC) items ranging from all DND communication cable, antennas, towers, radios, communication test sets, and confined space equipment for maintenance and support to the CAF domestic and deployed operations.

2. OBJECTIVE

- 2.1 DND has a requirement for information technology (IT) professional services for seventeen (17) Telecommunication System Specialist working from various location across Canada as detailed below.
- Seven (7) Telecommunication System Specialist-level 3 to work at NDHQ Tunney's Pasture, Ottawa, ON.
 - One (1) Telecommunication System Specialist-level 3 to work at CFB Kingston Material Maintenance Facility.
 - Two (2) Telecommunication System Specialist-level 3 to work at CFS Matsqui, BC.
 - One (1) Telecommunication System Specialist-level 3 to work at CFS Riverbend, AB.
 - Two (2) Telecommunication System Specialist-level 3 to work at Point Petre, ON.
 - Two (2) Telecommunication System Specialist-level 3 to work at Newport Corners, NS.

- Two (2) Telecommunication System Specialist-level 3 to work at CFB Trenton - 8 Wing Aerospace and Telecommunications Engineering Support Squadron (ATESS).

These services include identifying, cataloguing and maintaining configuration control in the DND supply system of the military materiel used in the Assistant Deputy Minister/ Information Management (ADM/IM). This includes direct support to CAF maintenance crews conducting strategic tower antenna, cable and radio maintenance. Also includes direct support to CAF installation and maintenance crews supporting DND Air Traffic Control Systems.

3. SCOPE

- 3.1 The Senior Lifecycle Telecommunication System Specialist (LTSS) #1 is responsible to review analyze and provide recommendations on telecommunication systems and sub-systems. Specifically in regards to towers, antenna and cable systems. Conduct maintenance management problems by liaising with telecommunication sub-system technical groups to ensure system integrity, performance, reliability and maintainability, specifically on strategic telecommunication LF and HF antenna systems and support structures and cable systems. Prepare planning and procurement support documentation. Use departmental materiel management information systems such as Canadian Forces Supply System (CFSS), Defence Resource Management Information System (DRMIS), DRMIS Query Tool, FED LOG, Defence Total Asset Visibility (DTAV) and the Canadian Government Cataloguing System (CGCS); modifying and updating existing technical documentation, lists and drawings for in-service antenna systems; and preparing new technical documentation for equipment entering CAF service. The ability to work aloft and in confined spaces competently is also required. Communication cable plant design is part of this work. The background for this type of work is that of a Communication Lineman. This work is out of Tunney's Pasture, Ottawa.
- 3.2 The Senior LTSS #2 is responsible to review analyze and provide recommendations on telecommunication systems and sub-systems. Specifically in regards to towers, antenna and cable systems. Conduct maintenance management problems by liaising with telecommunication sub-system technical groups to ensure system integrity, performance, reliability and maintainability, specifically on strategic telecommunication LF and HF antenna systems, support structures and cable systems; to remedy maintenance management problems by: conducting technical inspections, reporting on the reparability of the antenna systems and structures in the Materiel Management Facility (MMF) delivered to the MMF for overhaul; performing or assisting in the assessment of the need for maintenance and repair services for the antenna systems and structures; disposing of antenna systems and structures that are beyond economical repair; conducting technical inspections, and reporting on the quality of 3rd line repairs of strategic LF and HF antenna systems and structures in field locations; modifying, updating and developing antenna system technical documentation; managing MMF operations; and supporting the antenna system maintenance activities of 77 Line Regiment located at Canadian Forces Base (CFB) Kingston. The ability to work aloft and in confined spaces competently is also required. Communication cable plant design is part of this work. The background for this type of work is that of a Communication Lineman. This work is out of CFB Kingston or Ottawa, ON.
- 3.3 The Senior LTSS #3 is responsible to review analyze and provide recommendations on telecommunication systems and sub-systems. Specifically in regards to towers, antenna and cable systems. Conduct maintenance management problems by liaising with telecommunication sub-system technical groups to ensure system integrity, performance, reliability and maintainability, specifically on strategic telecommunication LF and HF antenna systems, support structures and cable systems. to remedy maintenance management problems by: conducting technical inspections, reporting on the reparability of the antenna systems and structures in the Materiel Management Facility (MMF) delivered to the MMF for overhaul; performing or assisting in the assessment of the need for maintenance and repair services for the antenna systems and structures; disposing of antenna systems and structures that are beyond economical repair; conducting technical inspections, and reporting on the quality of 3rd line repairs of strategic LF and HF antenna systems and structures in field locations; modifying, updating and developing antenna system technical documentation;

managing MMF operations; and supporting the antenna system maintenance activities of 77 Line Regiment located at Canadian Forces Base (CFB) Kingston. The ability to work aloft and in confined spaces competently is also required. Communication cable plant design is part of this work. The background for this type of work is that of a Communication Lineman. This work is out of CFS Riverbend, AB.

- 3.4 The Senior LTSS #4 is responsible to review analyze and provide recommendations on telecommunication systems and sub-systems. Specifically in regards to towers, antenna and cable systems. Conduct maintenance management problems by liaising with telecommunication sub-system technical groups to ensure system integrity, performance, reliability and maintainability, specifically on strategic telecommunication LF and HF antenna systems, support structures and cable systems. to remedy maintenance management problems by: conducting technical inspections, reporting on the reparability of the antenna systems and structures in the Materiel Management Facility (MMF) delivered to the MMF for overhaul; performing or assisting in the assessment of the need for maintenance and repair services for the antenna systems and structures; disposing of antenna systems and structures that are beyond economical repair; conducting technical inspections, and reporting on the quality of 3rd line repairs of strategic LF and HF antenna systems and structures in field locations; modifying, updating and developing antenna system technical documentation; managing MMF operations; and supporting the antenna system maintenance activities of 77 Line Regiment located at Canadian Forces Base (CFB) Kingston. Communication cable plant design is part of this work. The background for this type of work is that of a Communication Lineman. This work is out of CFS Matsqui, BC.
- 3.5 The Senior LTSS #5 is responsible to review analyze and provide recommendations on telecommunication systems and sub-systems. Specifically in regards to towers, antenna and cable systems. Conduct maintenance management problems by liaising with telecommunication sub-system technical groups to ensure system integrity, performance, reliability and maintainability, specifically on strategic telecommunication LF and HF antenna systems, support structures and cable systems. to remedy maintenance management problems by: conducting technical inspections, reporting on the reparability of the antenna systems and structures in the Materiel Management Facility (MMF) delivered to the MMF for overhaul; performing or assisting in the assessment of the need for maintenance and repair services for the antenna systems and structures; disposing of antenna systems and structures that are beyond economical repair; conducting technical inspections, and reporting on the quality of 3rd line repairs of strategic LF and HF antenna systems and structures in field locations; modifying, updating and developing antenna system technical documentation; managing MMF operations; and supporting the antenna system maintenance activities of 77 Line Regiment located at Canadian Forces Base (CFB) Kingston. Communication cable plant design is part of this work. The background for this type of work is that of a Communication Lineman. This work is out of CFS Point Petre, ON.
- 3.6 The Senior LTSS #6 is responsible to review analyze and provide recommendations on telecommunication systems and sub-systems. Specifically in regards to towers, antenna and cable systems. Conduct maintenance management problems by liaising with telecommunication sub-system technical groups to ensure system integrity, performance, reliability and maintainability, specifically on strategic telecommunication LF and HF antenna systems, support structures and cable systems. to remedy maintenance management problems by: conducting technical inspections, reporting on the reparability of the antenna systems and structures in the Materiel Management Facility (MMF) delivered to the MMF for overhaul; performing or assisting in the assessment of the need for maintenance and repair services for the antenna systems and structures; disposing of antenna systems and structures that are beyond economical repair; conducting technical inspections, and reporting on the quality of 3rd line repairs of strategic LF and HF antenna systems and structures in field locations; modifying, updating and developing antenna system technical documentation; managing MMF operations; and supporting the antenna system maintenance activities of 77 Line Regiment located at Canadian Forces Base (CFB) Kingston. Communication cable plant design is part of this work. The background for this type of work is that of a Communication Lineman. This work is out of CFS Newport Corners, NS.

- 3.7 The Senior LTSS#7 is responsible to review, analyze and provide recommendations on telecommunication system, and subsystem interface documentation. They assist the telecommunication Life Cycle Material Managers (LCMM) and ensure all telecommunication integrated logistics support (ILS) efforts are integrated with other program activities, and assists them to plan and implement logistic support elements which include maintenance tasks, spares, training, and technical publications. The LTSS must assist ADM (IM) by instructing and advising LCMMs to identify and catalogue materiel in DRMIS enabling them to maintain configuration control and supply of their equipment and systems and by recommending the appropriate DRMIS configurations and settings necessary to manage and control the data flow between the users, DRMIS Materiel Master Records (MMRs), CGCS item records, and the CFSS Item Master Records (IMRs). The LTSS will be instructing and advising LCMMs in the use of departmental equipment and Materiel Identification (MI) and mapping processes and tools; and maintaining the set of equipment associated to each LCMM in DRMIS/CGCS. The background for this type of work is that of a Supply Technician with Speciality in Telecommunications. This work is out of Tunney's Pasture, Ottawa, ON.
- 3.8 The Senior LTSS #8 is responsible to conduct system integration, testing and evaluation, specifically in the telecommunication speciality of High and Low frequency radio communications. Remedy maintenance management problems by re-establishing configuration control of strategic LF and HF radio systems by using departmental materiel management information systems such as CFSS, DRMIS, DRMIS Query Tool, FED LOG, DTAV and CGCS; modifying and updating existing technical documentation lists and drawings for in-service radio systems; preparing new technical documentation for equipment entering CAF service; recommending and testing modifications to CAF strategic radio system architecture that are made necessary by equipment obsolescence and disposal actions; and investigating and providing the Technical Authority (TA) with recommendations to resolve system failures or performance deficiencies. The background for this type of work is that of a Radio Technician with a speciality in HF & LF Radio Systems. The work is out of Tunney's Pasture, Ottawa, ON.
- 3.9. The Senior LTSS #9 is responsible to conduct system integration, testing and evaluation, specifically in the telecommunication speciality of High and Low frequency radio communications. Remedy maintenance management problems by re-establishing configuration control of strategic LF and HF radio systems by using departmental materiel management information systems such as CFSS, DRMIS, DRMIS Query Tool, FED LOG, DTAV and CGCS; modifying and updating existing technical documentation lists and drawings for in-service radio systems; preparing new technical documentation for equipment entering CAF service; recommending and testing modifications to CAF strategic radio system architecture that are made necessary by equipment obsolescence and disposal actions; and investigating and providing the Technical Authority (TA) with recommendations to resolve system failures or performance deficiencies. The background for this type of work is that of a Radio Technician with a speciality in HF & LF Radio Systems. The work is out of Newport Corners, NS.
- 3.10 The Senior LTSS #10 is responsible to conduct system integration, testing and evaluation, specifically in the telecommunication speciality of High and Low frequency radio communications. Remedy maintenance management problems by re-establishing configuration control of strategic LF and HF radio systems by using departmental materiel management information systems such as CFSS, DRMIS, DRMIS Query Tool, FED LOG, DTAV and CGCS; modifying and updating existing technical documentation lists and drawings for in-service radio systems; preparing new technical documentation for equipment entering CAF service; recommending and testing modifications to CAF strategic radio system architecture that are made necessary by equipment obsolescence and disposal actions; and investigating and providing the Technical Authority (TA) with recommendations to resolve system failures or performance deficiencies. The background of this type of work is that of a Radio Technician with a speciality in HF & LF Radio Systems. The work is out of CFS Matsqui, BC.
- 3.11 The Senior LTSS #11 is responsible to conduct system integration, testing and evaluation, specifically in the telecommunication speciality of High and Low frequency radio communications. Remedy maintenance management problems by re-establishing configuration control of strategic LF and HF radio systems by using departmental materiel management information systems such as CFSS,

DRMIS, DRMIS Query Tool, FED LOG, DTAV and CGCS; modifying and updating existing technical documentation lists and drawings for in-service radio systems; preparing new technical documentation for equipment entering CAF service; recommending and testing modifications to CAF strategic radio system architecture that are made necessary by equipment obsolescence and disposal actions; and investigating and providing the Technical Authority (TA) with recommendations to resolve system failures or performance deficiencies. The background for this type of work is that of a Radio Technician with a speciality in HF & LF Radio Systems. The work is out of CFS Point Petre, ON.

- 3.12 The Senior LTSS#12 is responsible to draft, review and maintain the Aerospace and Telecommunications Engineering Support Squadron (ATESS) Technical Data Package (TDP). The TDP assists DJCIS and Radar and Communications Systems (R&CS) LCMM's and ATESS Installation crews by providing an accurate source of technical drawings, wiring diagrams, circuit layouts, equipment reference material, manufacturer's drawings, and equipment photos of ATC communications infrastructure. The LTSS must assist in the coordination of ATESS Installation Teams systems equipment integration, testing and evaluation, specifically in the adaptation of telecommunication technical documentation to equipment interoperability within an Air Traffic Management System (ATMS). They must assist LCMM's with integration of new or repurposed equipment's documentation. The LTSS must have drafting and computer assisted drafting skills to properly maintain telecommunication system and subsystem documentation. The LTSS must have above average interpersonal skills to effectively communicate with LCMM's, Installation crews, ATMS maintainers and equipment providers. The background for this type of work is that of a Radio Technician with a speciality in Air Ground Air and Canadian Aerospace Defence Radio Systems. This work is out of CFB Trenton - 8 Wing Aerospace and Telecommunications Engineering Support Squadron (ATESS).
- 3.13 The Senior LTSS#13 is responsible to draft, review and maintain the Aerospace and Telecommunications Engineering Support Squadron (ATESS) Technical Data Package (TDP). The TDP assists DJCIS and Radar and Communications Systems (R&CS) LCMM's and ATESS Installation crews by providing an accurate source of technical drawings, wiring diagrams, circuit layouts, equipment reference material, manufacturer's drawings, and equipment photos of ATC communications infrastructure. The LTSS must assist in the coordination of ATESS Installation Teams systems equipment integration, testing and evaluation, specifically in the adaptation of telecommunication technical documentation to equipment interoperability within an Air Traffic Management System (ATMS). They must assist LCMM's with integration of new or repurposed equipment's documentation. The LTSS must have drafting and computer assisted drafting skills to properly maintain telecommunication system and subsystem documentation. The LTSS must have above average interpersonal skills to effectively communicate with LCMM's, Installation crews, ATMS maintainers and equipment providers. The background for this type of work is that of a Radio Technician with a speciality in Air Ground Air and Canadian Aerospace Defence Radio Systems. This work is out of CFB Trenton - 8 Wing Aerospace and Telecommunications Engineering Support Squadron (ATESS).
- 3.14 The Senior LTSS#14 is responsible to work with the LCMM-TA and the appropriate Base support-staff and stake holders to analyze radio system current abilities and develop viable APCO P25 trunking solutions to maintain and enhance those capabilities. This will include the drafting of site drawings and technical specifications, financial requirements, statement of requirement and statements of work as required to facilitate the site preparation and final deployment of the P25 Solutions. The LTSS is also responsible to test and evaluate the proposed solutions in a Laboratory setting for proof of concept and ensure adequate functionality and performance. The LTSS is also responsible to provide third level technical support to the various Base support Units to enhance their level of effort and knowledge in direct support of the CF APCO 25 Trunking system. The background for this type of work is that of a Radio Technician with a speciality in Trunked Radio Systems. The work is out of Tunney's Pasture, Ottawa, ON.
- 3.15 The Senior LTSS#15 is responsible for the developing the action plans associated with the deployment of new APCO P25 trunking system across the CF, the LTSS will work in conjunction with

LCMM-TA and senior staff both technical and procurement to source and obtain the required equipment and develop the substitution and installation plans to support the deployment of the Trunking system. The LTSS will work with the local technical staff to obtain and verify the coverage required for analysis by senior staff. The LTSS is also responsible to set upgrade and implementation schedules as well as provide direct onsite installation and programming support to Base Technical staff during the system deployment as well as third line technical support thereafter. The background for this type of work is that of a Radio Technician with a speciality in Trunked Radio Systems. The work is out of Tunney's Pasture, Ottawa, ON.

- 3.16 The Senior LTSS#16 is responsible to review, analyze and provide recommendations on telecommunication system, and subsystem interface documentation. They assist the telecommunication Life Cycle Material Managers (LCMM) and ensure all telecommunication integrated logistics support (ILS) efforts are integrated with other program activities, and assists them to plan and implement logistic support elements which include maintenance tasks, spares, training, and technical publications. The LTSS must assist ADM (IM) by instructing and advising LCMMs to identify and catalogue materiel in DRMIS enabling them to maintain configuration control and supply of their equipment and systems and by recommending the appropriate DRMIS configurations and settings necessary to manage and control the data flow between the users, DRMIS Materiel Master Records (MMRs), CGCS item records, and the CFSS Item Master Records (IMRs). The LTSS will be instructing and advising LCMMs in the use of departmental equipment and Materiel Identification (MI) and mapping processes and tools; and maintaining the set of equipment associated to each LCMM in DRMIS/CGCS. The background for this type of work is that of a Supply Technician with Speciality in Telecommunications and procurement. This work is out of Tunney's Pasture, Ottawa, ON.
- 3.17 The Senior LTSS #17 is responsible to conduct system integration, testing and evaluation, specifically in the telecommunication speciality of High and Low frequency radio communications. Remedy maintenance management problems by re-establishing configuration control of strategic LF and HF radio systems by using departmental materiel management information systems such as CFSS, DRMIS, DRMIS Query Tool, FED LOG, DTAV and CGCS; modifying and updating existing technical documentation lists and drawings for in-service radio systems; preparing new technical documentation for equipment entering CAF service; recommending and testing modifications to CAF strategic radio system architecture that are made necessary by equipment obsolescence and disposal actions; and investigating and providing the Technical Authority (TA) with recommendations to resolve system failures or performance deficiencies. Programming data-driven applications. Software development lifecycle, including gathering, analyzing, documenting user requirements, developing, testing, and implementation. Designing, building and maintaining database structures. Writing technical documentation. IM/IT operations. Developing client/server applications using UDP/TCP protocols. Using Linux. The background for this type of work is that of a communication integration specialist (cable, IT and RF). The work is out of Tunney's Pasture, Ottawa, ON.

4. ABBREVIATIONS AND ACRONYMS

ADM(IM)	Assistant Deputy Minister (Information Management)
ATESS	Aerospace and Telecommunications Engineering Support Squadron
ATMS	Air Traffic Management System
C2	Command and Control
CAF	Canadian Armed Forces
CADD	Computer Aided Design and Drafting
CADRS	Canadian Air Defense Radio System
CFARS	Canadian Forces Affiliate Radio System
CFB	Canadian Forces Base
CFSCE	Canadian Forces School of Communications and Electronics
CFSM	Canadian Forces Supply Manual
CFSS	Canadian Forces Supply System
CGCS	Canadian Government Cataloguing System

CDRSN	Canadian Defence Red Switched Network
CTAT	Controlled Technology Access and Transfer
DADS	Directorate of Applications Development and Support
DADD	Director of Air Domain Development
DAEPM	Director of Aerospace Equipment Program Management
DAOD	Defence Administrative Order and Directive
DES Proc	Directorate of Electronic Systems Procurement
DID	Data Item Description
DIL Proc	Directorate of Integrated Logistics and Procurement
DJCIS	Directorate of Joint Communications and Information Systems
DMC	Demilitarization Code
DMPP	Directorate of Materiel Policy and Procedures
DND	Department of National Defence
DoD	Department of Defense
DRMIS	Defence Resource Management Information System
DTAV	Defence Total Asset Visibility
DTD	Data Technical Description
DSCO	Director Supply Chain Operations
EAC	Equipment Application Codes
EDP	Electronic Data Processing
EID DB	Equipment Identification and Documentation Database
ELD	Equipment Logistic Directive
ERN	Equipment Registration Number
FAM	Financial Administration Manual
FED LOG	Federal Logistics
GES	Ground Entry Station
HF	High Frequency
ILS	Integrated Logistics Support
IMR	Item Master Record
ITAR	International Traffic in Arms Regulations
JSCSS	Joint Strategic Communications Support Services
JSR	Joint Signals Regiment
LAN	Local Area Network
LCMM	Life Cycle Materiel Management
LCMS	Life Cycle Management Specialist
LF	Low Frequency
LTSS	Lifecycle Telecommunication System Specialist
MA&S	Materiel Acquisition and Support
MACS	Military Aeronautical Communication System
Mat KNet	Materiel Knowledge Network
MIMS	Materiel Information Management System
MIR	Materiel Identification Request
MMF	Materiel Management Facility
MMI	Materiel Management Instruction
MMR	Materiel Master Record
MSDS	Material Safety Data Sheet
NATO	North Atlantic Treaty Organization
NCAGE	NATO Commercial and Government Entity
NCMA	National Capital Metropolitan Area
NDHQ	National Defense Headquarters
NSN	NATO Stock Number
PAM	Procurement Administration Manual
PMO	Project Management Office

PSCN	Permanent Stock Control Number
R&O	Repair and Overhaul
RAC	Repairable Arising Control
RCO	Record Control Officer
R&CS	Radar and Communications Systems
RDIMS	Records Documents and Information Management System
RF	Radio Frequency
RMR	Repairable Material Request
RNCC	Reference Number Category Code
RNVC	Reference Number Variation Code
RORM	Repair And Overhaul Reference Manual
SAP	Systems, Applications, and Products in Data Processing
SCI	Supply Chain Initiative
SM	Supply Manager
SolMan	SAP Solution Manager 7.1
SOP	Standard Operating Procedure
SOW	Statement of Work
TA	Technical Authority
TARCO	Technical Authority Record Control Officer
TDP	Technical Data Package
US	United States

5. APPLICABLE DOCUMENTS

5.1 The Technical Authority (TA) will provide the following material and other documentation to the Contractor after contract award:

- 5.1.1 A-LM-007-014/AG-001 Canadian Forces Supply Manual (CFSM);
- 5.1.2 A-LM-505 019/JS-001, LCMM Activities Handbook;
- 5.1.3 A-SJ-100-001/AS-001, Security Orders for the Department of National Defence;
- 5.1.4 Controlled Technology Access and Transfer (CTAT) Regulations;
- 5.1.5 DRMIS Materiel Identification Request;
- 5.1.6 DRMIS Record Control Officer (RCO) User Guide Delta to Materiel Creation;
- 5.1.7 Guide for Returning Surplus Material (Returns to the Depot).
- 5.1.8 International Traffic in Arms Regulations (ITAR);
- 5.1.9 MAT KNet Materiel Identification (MI);
- 5.1.10 Procurement Administration Manual (PAM);
- 5.1.11 US Department of Defence (DOD) Query FED LOG;
- 5.1.12 Information Maintenance Directive (IMD) 128;
- 5.1.13 C-63-060-000/MF-001 Antenna Maintenance Information Manual;
- 5.1.14 C-63-020-001/MF-000 NDHQ Antenna Farm Inspection and Maintenance;

- 5.1.15 Canadian Standards Association (CSA) S37-2013 Antennas, Towers and Antenna Supporting Structures;
- 5.1.16 Canadian Aviation Regulations (CAR) 621 Standards on Obstruction Lighting;
- 5.1.17 CSA Z259 Series, Fall Protection equipment;
- 5.1.18 CSA Z1006 Confined Space Entry;
- 5.1.19 Canada Labor Code Division 2;
- 5.1.20 Bill C 45, Canada Criminal Code, Section 217.1;
- 5.1.21 C-63-040-000/TS-001 & 002 DND Managed Fall Protection Program Part I & II;
- 5.1.22 1 Canadian Air Division Orders Volume 4 Communications;
- 5.1.23 International Civil Aviation Organization - ICAO Annex 10 Vol III;
- 5.1.24 Design and Installation Procedure (DAIP) for Air Traffic Control Communications Facilities; and
- 5.1.25 ATESS TDP Work Instruction.

6. CONSTRAINTS

6.1 The Constraints include:

- 6.1.1 The approach to be followed in providing services at heights, towers, on ladders, working in telecommunication confined spaces, crawling in ducts, and heavy lifting, this applies to LTSS 1 to 6;
- 6.1.2 Contractor's resources will be required to access information available exclusively at DND facilities located in the fixed LF, HF, VHF and UHF radio sites located across Canada as well all telecommunication cable situated on all bases for supply and demand accountability;
- 6.1.3 All correspondence initiated by the Contractor's resource(s) must be submitted to the TA. Correspondence is defined as records of conversation or decisions as well as any written correspondence in any format;
- 6.1.4 Canada may provide special training, on an "as and when required" basis, where the Contractor's resource is required to use DND unique computer systems/software tools to perform the Work. These systems include but are not limited to, Excel, AutoCAD, DRMIS and Records Documents and Information Management System (RDIMS). The DRMIS course is given within the National Capital Metropolitan Area (NCMA) and estimated to be five to eight days and DND 404 training on use of DND equipment and vehicles if so required;
- 6.1.5 The Contractor must ensure that their resources do not use Government of Canada or DND designations, logos or insignia on any business cards, cubicle/office signs or written/electronic correspondence that in any manner lead others to perceive Contractor's resources as being an employee of Canada; and
- 6.1.6 DND resources available between 9:00 to 15:00 Monday to Friday and contractor's resources must be available to work between 7:00 to 17:00 Monday to Friday.

7. TASKS AND DELIVERABLES

7.1 The **Senior LTSS #1 through #6** must on an “as and when requested” basis:

- 7.1.1 Conduct technical telecommunication system specialist inspections, prepare reports and project directives advising on the reparability of the telecommunication tower, antenna, and cable systems. The report must include technical requirements associated with each repair task, such as component part quantities required, sources of supply, sources of specialized skilled trade workers, etc. The report must also include the technical risks associated with each repair option, such as component parts availability, specialized skilled trade workers availability, cost, manpower, etc. The report must also include an implementation plan to return the antenna systems and structures to a state of serviceability. The resource must maintain a capability for rapid reaction (arrival on-site within 48 hours of being requested to travel by the TA);
- 7.1.2 Perform or assist in the assessment of the need for maintenance and repair services for the antenna systems and structures, such as: machinist tasks (e.g. milling, turning, grinding, and fabrication on manually and/or computer controlled machines); metal manipulation and welding tasks (e.g. involving oxy-acetylene, MIG, TIG and/or special metal welding techniques); and electrician and/or electrical technician tasks;
- 7.1.3 Dispose of antenna systems and structures that are determined by the TA, or a representative of the TA, to not be economically repairable;
- 7.1.4 Notify as necessary, Base Real Property (RPOps) and other CAF units such as 77 Line Regt, CFSCE, and Base Transport, of facility issues in regard to the operations and upkeep of the CAF Military Maintenance facility buildings in Kingston;
- 7.1.5 Assist the TA at the MMF to coordinate the use of the facilities and to ensure safe operations at the facilities;
- 7.1.6 Conduct technical inspections, and report on the quality of 3rd line repairs of antenna systems and structures in field locations;
- 7.1.7 Create, modify and update existing antenna systems' technical documentation and lists for in-service antenna systems and structures. The documentation must include:
 - a) Repair procedures or other SOPs;
 - b) Maintenance schedules;
 - c) Maintenance handbooks;
 - d) Lists of replaceable component parts;
 - e) RAC sheets;
 - f) Disposal certificates; and
 - g) Other related technical descriptors in accordance with DTDs and DIDs;
- 7.1.8 Perform supply-related activities in support of maintenance and R&O activities that will include:
 - a) Plan and implement materiel provisioning and distribution necessary to maintain antennas and structures;
 - b) Establish, verify and modify cataloguing data in the CFSS and DRMIS;
 - c) Establish and control stock reservations;
 - d) Set up, maintain and manage the MMF repair account;
 - e) Determine present CAF current stock levels of antenna systems, structures, component parts and maintenance materiel to identify shortfalls/surpluses and to recommend redistribution and/or procurement action; and
 - f) Provide technical support for the Canadian Forces Affiliated Radio System (CFARS)

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- operation, receiving, housing and shipping CFARS radio and antenna equipment and parts throughout Canada;
 - g) Instruct as required on the Complex Antenna Systems Maintainer course and at CFSCE; and
 - h) Work aloft as a competent climber on communications towers up to 600ft and in confined telecommunication maintenance holes, using appropriate safety equipment.
- 7.1.9 Liaise with 77 Line Regt to coordinate maintenance activities;
- 7.1.10 Drive DND owned and DND rental vehicles to move large components and antennas (as required)
- 7.1.11 Perform other related LCMS activities in accordance with A-LM-505-019/JS-001, LCMM Activities Handbook and the Mat KNet; and
- 7.1.12 Conduct cable plant design, conduct and coordinate 1st line cable plant and antenna maintenance.
- 7.2 The **Senior LTSS #7, LTSS # 16** must on an “as and when requested” basis:
- 7.2.1 Review, analyze and provide recommendation on telecommunication systems and subsystems interface documentation. Validate and approve all Materiel Identification Requests (MIRs) and MMRs for accuracy and completeness prior to entering the telecommunication management data in the DRMIS MI Portal. Management data includes such elements as the North Atlantic Treaty Organization (NATO) Commercial and Government Entity (NCAGE) code, the part number, the relevant Permanent System Code Number (PSCN), the NATO (Country) Stock Number (NSN), Item Name, Long Description, Reference Number Category Code (RNCC) and Reference Number Variation Code (RNVC) codes, supply management data, ERN data and any other relevant data field required by the DRMIS MI Portal;
- 7.2.2 Determine if there is a pre-existing record or part number within the CGCS or the US FED LOG system upon the receipt of the requests for new items. If no previous part number/NCAGE records are found, process the MIR Forms to obtain PSCNs. If there is a record found, the ILSS, as Records Control Officer (RCO), must inform the MI Requestor and notify the DRMIS Help Desk to stop unnecessary duplication of cataloguing records in DRMIS/CGCS/CFSS;
- 7.2.3 Modify, add or delete manufacturer part numbers, NCAGE, group class, item name, long description, characteristic/reply, RNCC and RNVC codes, user DF codes to the PSCNs and/or NATO Stock numbers (NSNs) in keeping with the criteria detailed within the DRMIS RCO User Guide (DELTA) to Materiel Creation, DRMIS MI Portal, MAT KNet Materiel Identification (MI) as per Director Supply Chain Operations (DSCO) policy in accordance with RCO and Technical Authority Records Control Officer (TARCO) SOPs, Directorate of Materiel Policy and Procedures (DMPP)-sponsored Materiel Management Instructions (MMI) and the CFSM Volume 3, Chapter 16, Materiel Identification (MI);
- 7.2.4 Monitor the ADM (IM) RCO positional e-mail inbox for cataloguing action requests from all ADM (IM) LCMMs, DSCO cataloguers, DND Supply Managers, DND LCMMs and other CAF personnel. Enter the changes into the DRMIS MI Portal as per the requests and notify the originator via e-mail once the action has been completed in DRMIS/CGCS/CFSS;
- 7.2.5 Process MMR data amendments through the DRMIS MI Portal in response to requests in keeping with the criteria detailed within the DRMIS RCO User Guide, DRMIS MI Portal, MAT KNet MI as per DSCO policy in accordance with RCO and TARCO SOPs, DMPP sponsored MMIs and the CFSM, Volume 3, Chapter 16, Materiel Identification (MI). Notify the originator
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via e-mail once the action has been completed in DRMIS/CGCS/CFSS;

- 7.2.6 Monitor the ADM (IM) RCO DRMIS MI Portal queue for new MIR/MMR requests from ADM (IM) LCMMs. Monitor any new DRMIS Communiqués sent from the DRMIS Help Desk or displayed on the DRMIS web site. Monitor any new CFSS Communiqués sent from CFSS Help Desk, the Director Applications Development and Support (DADS). Forward the updated information to the applicable ADM (IM) LCMMs, Directorate of Integrated Logistics and Procurement (DIL Proc) and Directorate of Electronic Systems Procurement (DES Proc) Supply Managers (SMs) and/or the TA;
 - 7.2.7 Confirm item migrations between SMs and between LCMMs within the DRMIS MI Portal. Obtain documented e-mail agreement from gaining and losing SMs and LCMMs in accordance with MMI 1304 policy;
 - 7.2.8 Provide advice in the development, implementation and modification to new MI and MMR cataloguing processes and tools through DRMIS Help Desk and changes to supply policies through the CFSS Help Desk (DADS). Such contributions must be made by reviewing drawings and other documentation provided by the Equipment Management Team (EMT) members, manufacturers, suppliers, and SMs in providing written input and comments by e-mail to the ADM (IM) LCMMs and the LCMM. Provide advice to DSCO cataloguers to merge in DRMIS and the CFSS the PSCN to NSN or NSN to NSN with proper justifications from the LCMMs and the SMs;
 - 7.2.9 Amend catalogue entries via the DRMIS MI/MMR Portal in response to feedback and e-mails from external agencies such as the CTAT Office (for example following a challenge settlement to an assigned DMC) and/or from DIL Proc and DES Proc Supply Managers, other Army, Navy and Air Force LCMMs with proper justification and approval from ADM IM) LCMMs and LCMM; and
 - 7.2.10 Provide advice and support to ADM (IM) LCMMs, DIL Proc and DES Proc SMs on DND materiel identification, outstanding CFSS and DRMIS trouble tickets (incident reports) and on the cataloguing processes. The following information must be delivered by the ILSS, as RCO, to the specific ADM (IM) LCMMs and or the DIL Proc and DES Proc SMs: CFSS weekly merge reports, information from the Lead RCO User Group, RCO updates to CFSS policies such as the CFSM, DRMIS policies and other software programs such as US FED LOG, CGCS, SAP Solution Manager (SolMan) 7.1, CFSS and DRMIS.
- 7.3 The **Senior LTSS #8 through #11** must on an “as and when requested” basis:
- 7.3.1 Conduct telecommunication system integration, testing and evaluation on HF and LF radio systems. Develop, modify and update existing technical documentation, lists and drawings for in-service radio systems as system modifications are made. The resource must also prepare new radio system technical documentation and lists for equipment entering CAF service. The resource must advise on the disposition of obsolete technical documentation for equipment being retired from CAF service. Any of the aforementioned actions must be recorded on the departmental Equipment and Identification and Documentation (EID) database. The types of documentation must include:
 - a. Equipment Logistic Directives (ELDs);
 - b. SOPs;
 - c. Repair procedures;
 - d. Maintenance schedules;
 - e. Maintenance handbooks;
 - f. Operating manuals;
 - g. Spare parts lists;
 - h. TDPs;
 - i. Technical specifications;

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- j. Technical drawings;
 - k. RAC sheets;
 - l. Hazardous material handling, clean-up, and protective clothing instructions and procedures;
 - m. MSDSs for hazardous material handling;
 - n. Disposal certificates; and
 - o. Other technical descriptors in accordance with DTDs and DIDs;
 - 7.3.2 Establish and maintain configuration control of the radio systems by using departmental materiel management information systems such as CFSS, MIMS, DRMIS, CFSS Web Query Tool, FED LOG, DRP and CGCS to:
 - a. Authorize radio equipment and parts requests from site maintenance personnel via the CFSS that are necessary to maintain radio systems;
 - b. Establish, verify and modify cataloguing data in the CFSS/DRMIS;
 - c. Establish, verify and modify ERNs and Equipment Application Codes EACs;
 - d. Plan and implement materiel provisioning and distribution;
 - e. Establish and control stock reservations;
 - f. Assist site maintenance personnel to set up, maintain and manage supply accounts in support of Materiel Acquisition and Support (MA&S) activities;
 - g. Determine present CAF current stock levels of radio system component parts and maintenance materiel to identify shortfalls/surpluses and to recommend redistribution and/or procurement action; and
 - h. Investigate queries and advise supply managers regarding equipment stock levels, and disposal actions;
 - 7.3.3 Recommend modifications to CAF strategic radio system architecture that are made necessary by equipment obsolescence and disposal actions;
 - 7.3.4 Participate in new equipment/system installations, integration and acceptance testing at designated DND LF and HF radio sites. The resource must provide "as built" documentation including detailed cross connectivity data forms, schematics, equipment configurations, upgraded operational procedures for each individual site, this will be done using VISIO or a similar CAD product;
 - 7.3.5 Investigate, isolate and resolve radio system failures/problems, including those associated with point-to-point commercial telecommunication networks at LF and HF radio sites located across Canada. The resource must, where applicable, participate in on-site testing and evaluation of system failures/problems. The resource must maintain a capability for rapid reaction (arrival on-site within 48 hours of being requested to travel by the TA) to urgent control system problems;
 - 7.3.6 Provide, as required, support in the development and testing of new control system software applications in the strategic radio laboratory; and
 - 7.3.7 Perform other LCMS activities as detailed in A-LM-505-019/JS-001, LCMM Activities Handbook and the Materiel Knowledge Network (Mat KNet).
 - 7.4 The **Senior LTSS#12 and #13** must on an "as and when requested" basis:
 - 7.4.1 Develop, verify and maintain a comprehensive ATESS TDP dedicated to Air Traffic Control (ATC) systems and Canadian Air Defense Radio System (CADRS). The TDP is required to maintain configuration control and manage future upgrades to the air traffic control and radios systems at CAF facilities.
 - 7.4.2 Perform under the guidance of ATESS Engineering for Configuration Management of ATMS
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and Air Force Ground Communications as directed by R&CS and DJCIS LCMM's and TA's. Administrative control would be through ATESS Engineering and ATESS Chain of Command.

7.4.3 Perform the following tasks:

- a) Review and validate all TDP's for current and new infrastructure as they relate to airfield communications and ATMS;
- b) Participate in site visits and surveys to verify/determine site requirements and update TDP's accordingly;
- c) Work closely with Technical Authorities to maintain system integrity;
- d) Share and exchange TDP information with ATMS modernization PMOs and TA's, associated offices including NDHQ matrix organizations, DAEPM (R&CS) , DJCIS, ATESS and DND airfields;
- e) Review and validate site data packages including all supporting documentation (plans, drawings, specifications, etc.) using software such as Microsoft Visio, Microsoft Excel, or a CADD considered appropriate by the TA/Delegate;
- f) Define, refine, compile, and deliver plans, drawings, and specifications;
- g) Create TDPs for ATESS installation crews for installation activities as required;
- h) Assist ATESS installation crews with configuration strategies; and
- i) Provide site preparation status reports to various DND organizations, contractors, and others as dictated by the ATESS Project Officer.

7.4.4 Demonstrate functional proficiency on the following ATM systems;

- a) Rack mounted radio system transmitters, receivers, combiners and antenna systems operating in the VHF and UHF frequency bands;
- b) Building structured wiring systems such as BIX fields, fiber/copper patch panels and cabling;
- c) Navigational Aids systems such as Instrument Landing Systems (ILS), VHF Omni Range (VOR), Tactical Air Navigation (TACAN), and Non Directional Beacon (NDB);
- d) Digital Voice Systems such as Liberty Star and Frequentis;
- e) Radar systems such as Area Surveillance Radars (ASR), Secondary Surveillance radars (SSR) and Precision Approach Radar (PAR); and Radar Environmental Data Display System (REDDS); and
- f) Interoperability of the ATM system.

7.4.5 Demonstrate a working knowledge of the following ATM directives;

- a) International Civil Aviation Organization - ICAO Annex 10 Vol III;
- b) 1 Canadian Air Division Orders Volume 4 Communications;
- c) Design and Installation Procedure (DAIP) for Air Traffic Control Communications Facilities;
- d) ATESS TDP Work Instruction.

7.4.6 Possess a minimum of 2 years' experience within the last 5 years designing TDPs. The TDPs designed must have documented system level interconnectivity between at least 3 of the 6 types of airfield systems or infrastructure as outlined in para 7.4.4.

7.5 The **Senior LTSS #14** must on an "as and when requested" basis:

7.5.1 Work under the direction of LCMM – TA and with various Base Technical staff to analyze radio coverage requirements and design appropriate equipment configurations to implement a P25 Based trunking solution.

7.5.2 Once System Implementation is completed provide Third line technical support to the local technical support staff tasked with maintaining the provided P25 Trunking solution.

7.5.3 Perform the following duties:

- a) Estimate, detail, plan and coordinate the resources needed to overhaul or deploy a radio site solution.
- b) Pre-stage and test new site configurations in a laboratory setting to ensure functionality and performance.
- c) Travel to DND radio sites to:
 - i. Test and inspect land fixed and mobile radio site equipment,
 - ii. Document configurations and identify deficiencies,
 - iii. Troubleshoot as required based on inspection and test results
 - iv. Ensure electrical standards for grounding and surge protection are adhered to,
 - v. Re-tune RF multi-couplers, combiners and duplexers as required,
 - vi. Sweep antenna and transmission lines to verify performance,
 - vii. Align repeaters and perform back haul system performance testing as required,
 - viii. Investigate and resolve system malfunctions or interference problems
 - ix. Familiarize local support staff with site equipment and testing and maintenance procedures and
 - x. Assist with subscriber equipment configuration and set-up where warranted.
- d) Draft Statements of Work and Statements of Requirement in support of system installations to engage professional services support through the equipment provider.
- e) Log and report progress of solution through development to final implementation;
- f) Maintain site files with most up to date information reflecting as deployed configuration, including but limited too (radio models, locations, serial numbers, frequency license numbers, software version, etc.).

7.5.4 Experience requirements:

- a) Five (5) years' experience within the last ten (10) years designing, configuring, provisioning and troubleshooting APCO P25 land mobile radio systems conventional and multi-site trunking infrastructure equipment in a centralized system controller environment.
- b) Five (5) years' experience within the last ten (10) years working with stakeholders to analyze radio dispatch communications needs in an APCO P25 environment including 1st and 2nd level console support requirements in order to generate baseline procurement documents like Statements of Requirement and Statements of Work.
- c) Experience in the last two (2) years inspecting, accessing, planning, coordinating and leading the refit of at least two (2) legacy radio sites with modern integrated trunking radio repeater equipment and the associated supporting infrastructure.
- d) Experience in the last two (2) years in the procurement of radio site refit equipment and services in a federal government context including standing offer call-ups and local purchase order contracts.
- e) Must be capable of safely lifting up to 25 kg, travelling as part of a maintenance team and working in harsh conditions away from urban areas for at least 1 week per month.

7.6 The Senior **LTSS #15** must on an "as and when requested" basis:

- 7.6.1 Under direction of the LCMM-TA work with Team members and engage with stakeholders to verify radio coverage effectiveness, install and document deployed equipment configurations to enable on-site implementation of solutions.
- 7.6.2 Provide Third line troubleshooting and configuration support to base technical support staff. This would include but not limited to digital Handheld, mobile and fixed base station units.
- 7.6.3 Perform the following duties;
 - a) Review installation plans, develop an action plan and work with procurement staff to

- ensure required resources are acquired to meet tasking timelines.
- b) Co-ordinate and execute overhaul and upgrade activities required to bring fleet holdings up to required capabilities and numbers.
- c) Travel to DND radio sites and facilities to:
 - Inspect and Test land mobile radio site and subscriber equipment;
 - Provide 3rd line support toward troubleshooting operating and configuration issues;
 - Investigate interference issues and resulting malfunctions;
 - Provide 3rd line support to troubleshoot and resolve infrastructure issues;
 - Fabricate and repair broken or speciality cables as required, make tuning adjustments to RF multi-couplers, combiners and duplexers as required;
 - Perform antenna and transmission to verify proper performance; and
 - Provide 3rd line support to local tech staff in the areas of programming, alignment and testing of subscriber units.
- d) Using, Visio, Excel maintain up to date records on individual base holdings, configurations, models of subscriber equipment.
- e) Submit written reports, minutes of meetings and other pertinent details related to tasks and duties to the LCMM-TA as required.
- f) Maintain a professional demeanor at all times when dealing with Base personnel in the performance of all support actions and interactions.

7.6.4 Required experience;

- a) Must hold diplomas from a recognized Canadian post-secondary Institution in wireless mobility telecommunications engineering, network and security.
- b) Three (3) years of experience in the last four (4) years, inspecting, troubleshooting, configuring, upgrading, aligning and programming portable APCO P25 portable and mobile radio transceivers as well the permanent installation of this equipment and its associated antennas, brackets and wiring harnesses.
- c) Minimum of two (2) years' experience in the last three (3) of fabricating cables to interface trunking and conventional digital radios using crimping, clamping and soldering techniques.
- d) Minimum of one (1) year experience in the last three (3) years in RF coverage measurement, antenna performance testing and RF filter tuning used for narrow-band voice land mobile radio communications. (Familiarity with the Anritsu and Aeroflex Analyzer equipment essential).
- e) Must be capable of safely lifting up to 25Kg, travelling as part of a maintenance team and working in harsh conditions away from urban areas for up to at least 1 week per month.

7.8 The Senior **LTSS #17** must on an "as and when requested" basis:

- 7.8.1 Conduct telecommunication system integration, testing and evaluation on HF and LF radio systems. Develop, modify and update existing technical documentation, lists and drawings for in-service radio systems as system modifications are made. The resource must also prepare new radio system technical documentation and lists for equipment entering CAF service. The resource must advise on the disposition of obsolete technical documentation for equipment being retired from CAF service. Any of the aforementioned actions must be recorded on the departmental Equipment and Identification and Documentation (EID) database. The types of documentation must include:

- a) Equipment Logistic Directives (ELDs);
- b) SOPs;
- c) Repair procedures;
- d) Maintenance schedules;
- e) Maintenance handbooks;
- f) Operating manuals;

- g) Spare parts lists;
 - h) TDPs;
 - i) Technical specifications;
 - j) Technical drawings;
 - k) RAC sheets;
 - l) Hazardous material handling, clean-up, and protective clothing instructions and procedures;
 - m) MSDSs for hazardous material handling;
 - n) Disposal certificates; and
 - o) Other technical descriptors in accordance with DTDs and DIDs;
- 7.8.2 Establish and maintain configuration control of the radio systems by using departmental materiel management information systems such as CFSS, MIMS, DRMIS, CFSS Web Query Tool, FED LOG, DRP and CGCS to:
- a) Authorize radio equipment and parts requests from site maintenance personnel via the CFSS that are necessary to maintain radio systems;
 - b) Establish, verify and modify cataloguing data in the CFSS/DRMIS;
 - c) Establish, verify and modify ERNs and Equipment Application Codes EACs;
 - d) Plan and implement materiel provisioning and distribution;
 - e) Establish and control stock reservations;
 - f) Assist site maintenance personnel to set up, maintain and manage supply accounts in support of Materiel Acquisition and Support (MA&S) activities;
 - g) Determine present CAF current stock levels of radio system component parts and maintenance materiel to identify shortfalls/surpluses and to recommend redistribution and/or procurement action; and
 - h) Investigate queries and advise supply managers regarding equipment stock levels, and disposal actions;
- 7.8.3 Recommend modifications to CAF strategic radio system architecture that are made necessary by equipment obsolescence and disposal actions;
- 7.8.4 Participate in new equipment/system installations, integration and acceptance testing at designated DND LF and HF radio sites. The resource must provide "as built" documentation including detailed cross connectivity data forms, schematics, equipment configurations, upgraded operational procedures for each individual site, this will be done using VISIO or a similar CAD product;
- 7.8.5 Investigate, isolate and resolve radio system failures/problems, including those associated with point-to-point commercial telecommunication networks at LF and HF radio sites located across Canada. The resource must, where applicable, participate in on-site testing and evaluation of system failures/problems. The resource must maintain a capability for rapid reaction (arrival on-site within 48 hours of being requested to travel by the TA) to urgent control system problems;
- 7.8.6 Provide, as required, support in the development and testing of new control system software applications in the strategic radio laboratory; and
- 7.8.7 Perform other LCMS activities as detailed in A-LM-505-019/JS-001, LCMM Activities Handbook and the Materiel Knowledge Network (Mat KNet).
- 7.8.8 Programming data-driven applications. Software development lifecycle, including gathering, analyzing, documenting user requirements, developing, testing, and implementation. Designing, building and maintaining database structures. Writing technical documentation. IM/IT operations. Developing client/server applications using UDP/TCP protocols. Using Linux.

8. REPORTING REQUIREMENTS

- 8.1 The Contractor must provide, to the DND Procurement Authority, a monthly progress report with the monthly invoice. At a minimum, each report must include the following information:
- a) Resource Name(s);
 - b) Work Start Date;
 - c) Work End Date;
 - d) Amount invoiced for Services for each resource;
 - e) Amount of Travel and Living expenses for each resource;
 - f) Applicable taxes;
 - g) Total amount invoiced to date;
 - h) Contract % Complete;
 - i) Contract Value; and
 - j) Funds Remaining in the Contract.
 - k) All significant activities performed by each resource during the monthly period, and to include the hours performed on each applicable task;
 - l) All significant issues that may impact the performance of the Work;
 - m) Status of all action/decision items as well as a list of outstanding activities;
 - n) Description of any problems encountered which will require attention or escalation by the TA;
 - o) Any recommendations relating to the conduct of the work; and
 - p) Travel costs incurred and applicable receipts (including originals of all receipts).
- 8.2 All reports must be provided in one soft copy, in a format acceptable to the Procurement Authority and TA. The soft copy must be compatible with versions of Microsoft Office or Adobe Reader currently in use by DND.

9. LANGUAGE REQUIREMENTS

- 9.1 The resources must be fluent in the English language. Fluent means that the individuals must be able to communicate orally and in writing without any assistance and with minimal errors.

10. LOCATION OF WORK

- 10.1 The work is to be performed at the following locations:
- National Capital Region (NCR) NDHQ, Tunney's pasture for LTSS 1, 7, 8, 14, 15, 16 & 17;
 - CFB Kingston in Bldg. ME 45A for LTSS 2;
 - CFB Trenton ATESS for LTSS 12 & 13;
 - NRS Matsqui, BC for LTSS 4 & 10;
 - NRS Newport Corners, NS for LTSS 6 & 9;
 - MACS Point Petrie, ON for LTSS 5 & 11; and
 - MACS Riverbend, AB for LTSS 3.

Work hours are 37.5 hours per week, and a workspace and computer workstation will be provided by DND.

- 10.2 All work must be completed at DND facilities within Canada or at a CAF unit deployed.

11. TRAVEL

- 11.1 Travel outside of normal work place may be required. Travel costs will be paid as per Treasury Board Canada guideline. All travel outside of the primary work locations must be pre-approved by the TA via the "Contractor Travel pre-approval form", local travel will not be reimbursed.
- 11.2 The Contractor's resources may be required to travel within the NCR to attend meetings and to consult with DND stakeholders.

- 11.3 All travel must be pre-approved by the TA, the secondary TA or the delegated authority and must be in accordance with the National Joint Council Travel Directive;
- 11.4 Direct expenses for pre-approved travel outside the NCR will be reimbursed in accordance with the National Joint Council Travel Directive;
- 11.5 The Contractor's resource(s) must submit a trip report in a format acceptable to the TA, no later than 10 working days upon return from travel.
- 11.6 The requirement for any travel and trip report (content and format) will be identified. All travel will require prior approval of the TA and must, in all cases, be in accordance with the Supply Arrangement for Task-based Informatics Professional Services PWGSC File No. EN578-170432 and the National Joint Council Travel Directive.
- 11.7 It is estimated that each resource will be required to travel between 5 to 14 days each year of the contract is in effect.

12. ACCEPTANCE

- 12.1 All reports, deliverables, documentation and services rendered will be subject to inspection, review, approval and signature (where required) by the TA or designated representative, evaluated on the basis of suitability, quality and adherence to this SOW and any resultant tasking. All evaluations will be completed within a reasonable time frame, as determined by the TA, based on the particular deliverable.
- 12.2 Should any report, document, or service not be in accordance with the requirements of this SOW and to the satisfaction of the TA, the TA will have the right to reject it or require its correction.

13. DND SUPPORT TO THE CONTRACTOR

- 13.1 The TA will:
 - a) Be the primary point of contact for the Contractor's resources;
 - b) Act as a liaison between the Contractor and Canada's Subject Matter Experts;

APPENDIX A TO ANNEX A

TASKING ASSESSMENT PROCEDURE

1. Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix B to Annex A will be provided to the Contractor. Once a draft TA Form is received, the Contractor must submit to the Technical Authority a quotation of rates to supply the requested Resource Categories based on the information identified in the TA Form, as well as its corresponding proposed resource(s). The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of two (2) working days (or any longer time period specified in the draft TA) turnaround time to submit a quotation.
2. With each quotation the Contractor must propose the required number of resources and for each proposed resource the Contractor must supply a résumé, the requested security clearance information and must complete the Response Tables at Appendix C of Annex A applicable to the Resource Categories identified in the draft TA. The same individual must not be proposed for more than one Resource Category. The résumés must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:
 - (i) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix D to Annex A, Certifications).
 - (ii) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the draft TA was first issued to the Contractor.
 - (iii) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this Contract or if the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued.
 - (iv) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.
 - (v) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.
 - (vi) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the

duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

3. The qualifications and experience of the proposed resources will be assessed against the requirements set out in Appendix C to Annex A to determine each proposed resource's compliance with the mandatory and rated criteria. Canada may request proof of successful completion of formal training, as well as reference information. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will not assess any points or consider a mandatory criterion met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. Points will not be allocated or a mandatory criteria considered as met if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the Contractor). Nor will points be allocated or a mandatory criteria considered as met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Contractor. Crown references will be accepted.
4. During the assessment of the resources proposed, should the references for two or more resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contractor's quotation may be found to be non-responsive.
5. Only quotations that meet all of the mandatory criteria will be considered for assessment of the point rated criteria. Each resource proposed must attain the required minimum score for the point rated criteria for the applicable Resource Category. If the minimum score for any proposed resource is less than what is required, the Contractor's quotation will be found to be non-responsive.
6. Once the quotation has been accepted by the Technical Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

APPENDIX B TO ANNEX A

TASK AUTHORIZATION FORM



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	TO THE CONTRACTOR 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. 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. À L'ENTREPRENEUR 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. 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.	
Delivery location – Expédiez à		
Delivery/Completion date – Date de livraison/l'achèvement	Date _____	_____ for the Department of National Defence pour le ministère de la Défense nationale
Contract item no. N° d'article du contrat	Services	Cost Prix
		GST/HST TPS/TVH
		Total
APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract. NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.		
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux		
DND 626 (01-05)		
Design: Forms Management 993-4050		

**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.

A

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.

APPENDIX C TO ANNEX A

RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Annex. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page number of the résumé should be incorporated so that Canada can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

Telecommunication System Specialist L3 – LTSS #1, LTSS #2, LTSS #3, LTSS #4, LTSS #5, LTSS #6

MANDATORY CRITERIA

#	REQUIREMENT	MET	NOT MET	JUSTIFICATION
MA1	The proposed resource must demonstrate a minimum of ten (10) years of experience as a Telecommunication System Specialist (lineman) within the last twelve (12) years. A year is defined as 220 working days. This experience must include; <ul style="list-style-type: none"> • Working knowledge to inspect, evaluate and maintain Copper and Fibre cable plants; • Working knowledge of Antenna systems and Structures for evaluation, inspection and maintenance • Splicing of Copper and Fibre optic cables • Working knowledge of test equipment, tools and equipment associated with Cable plants and Antenna structures. 			
MA2	The proposed resource must demonstrate experience working in Telecommunication Project Management on HF & LF projects.			
MA3	The proposed resource must have training and experience in working aloft on communication poles and towers as a competent climber. The resource must also be trained and have experience working in confined spaces.			
MA4	The proposed resource must demonstrate, with the help of examples, experience working with HF & LF antennas and has a good understanding of HF & LF antenna maintenance.			
MA5	The proposed resource must have completed a four (4) year telecommunications line and cable apprenticeship program. Or Completed a two (2) year technician program in an electronics and/or telecommunications discipline offered by a recognized technical institute. Or Qualified at the CAF QL6 trade level with a Lineman and/or Communications Electronics Technician certification. <i>*The Contractor must provide a copy of the resource's certificate, diploma, or transcript in support of this.</i>			

#	REQUIREMENT	MET	NOT MET	JUSTIFICATION
MA6	<p>The proposed resource must have demonstrated experience in supply chain management information system and a materiel classification and codification system such as Systems, Applications, and Products in Data Processing (SAP) to perform a minimum of five (5) of the following nine (9) cataloguing and supply system activities:</p> <ul style="list-style-type: none"> • Order maintenance materiel necessary to maintain antennas and structures; • Establish, verify and modify cataloguing data in the supply chain management information system; • Establish, verify and modify Equipment Registration Numbers (ERNs) and Equipment Application Codes (EACs); • Plan and implement materiel provisioning and distribution; • Establish and control stock reservations; • Set up, maintain and manage supply accounts as a LCMM or LCMM support team; • Determine current on-site and depot stock levels for antenna systems, structures, component parts and maintenance materiel to identify shortfalls/surpluses and to recommend redistribution and/or procurement action; • Advise and assist Supply Managers (SMs) in completing outstanding materiel demand; and • Investigate queries and advise the SMs regarding equipment stock levels, and disposal actions. 			
MA7	<p>The proposed resource must possess a current Canadian Driver's license that is valid for the operation of a full sized passenger vehicle.</p> <p><i>*The Contractor must provide a copy of the resource's license and driver's abstract in support of this.</i></p>			
MA8	<p>The proposed resource must have demonstrated practical hands-on experience in the following LF and HF antenna system maintenance activities for in-service LF and HF antenna systems and structures:</p> <ul style="list-style-type: none"> • Conducting technical inspections of the LF and HF antenna systems and structures; • Performing or assisting in the procurement of maintenance and repair services for the antenna systems and structures; • Disposing of LF and HF antenna systems and structures; • Conducting technical inspections of 3rd line repairs of LF and HF antenna systems and structures in field locations; and • Writing technical reports on the reparability of the LF and HF antenna systems and structures. 			
MA9	<p>The proposed resource must attain a minimum score of 15 points in the rated criteria below.</p>			

RATED CRITERIA

#	REQUIREMENT	SCORING GUIDELINES	MAX POINTS	SCORE	JUSTIFICATION
RA1	Demonstrated combined experience installing, upgrading, and maintaining antenna systems/antenna structures in the last three (3) years.	1 points - 0 to 12 months 2 point - 13 to 24 months 3 points - 25+ months	3		
RA2	Demonstrated combined experience installing, upgrading, and maintaining communication cabling systems and working in confined spaces in the last three (3) years.	1 points - 0 to 12 months 2 point - 13 to 24 months 3 points - 25+ months	3		
RA3	Demonstrated experience managing Antenna, tower and cable communication projects in the last three (3) years.	2 points - 0 to 12 months 3 point - 13 to 24 months 5 points - 25+ months	5		
RA4	Demonstrated experience working as a Telecommunication LCMM or part of a Telecommunication LCMM team in the last three (3) years.	2 points - 0 to 12 months 3 point - 13 to 24 months 5 points - 25+ months	5		
RA5	Demonstrated experience conducting antenna and cable plant maintenance in the last three (3) years.	2 points - 0 to 12 months 3 point - 13 to 24 months 5 points - 25+ months	5		
	Total:	Minimum Passing Score: 15	Max Score: 21		

Telecommunication System Specialist L3 - LTSS #7, LTSS # 16

MANDATORY CRITERIA

#	REQUIREMENT	MET	NOT MET	JUSTIFICATION
MA1	The proposed resource must demonstrate a minimum of three (10) years of experience as a Telecommunication System Specialist (telecom records control) within the last four (12) years. A year is defined as 220 working days.			
MA2	The proposed resource must demonstrate experience using SAP or similar tools.			
MA3	The proposed resource must demonstrate a experience using the NATO stock coding system.			
MA4	The proposed resource must demonstrate experience working on the Life cycling of communication equipment such as towers, antennas, radios, communication cable drums etc..			
MA5	<p>The proposed resource must demonstrate experience in using a supply chain management information system and a materiel classification and codification system such as Systems, Applications, and Products in Data Processing (SAP) to perform a minimum of five (5) of the following nine (9) cataloguing and supply system activities:</p> <ul style="list-style-type: none"> • Assign stock codes to materiel necessary to maintain towers, antenna, cable and radios; • Establish, verify and modify cataloguing data in the supply chain management information system; • Establish, verify and modify Equipment Registration Numbers (ERNs) and Equipment Application Codes (EACs); • Plan and implement materiel provisioning and distribution; • Establish and control stock reservations; • Set up, maintain and manage record control officer accounts as a LCMM or LCMM support team; • Determine current on-site and depot stock levels for antennas, towers, radio systems, structures, component parts and maintenance materiel to identify shortfalls/surpluses and to recommend redistribution and/or procurement action; • Advise and assist Supply Managers (SMs) in completing outstanding materiel demand; <p>Investigate queries and advise the SMs regarding equipment stock levels, and disposal actions.</p>			
MA6	<p>The proposed resource must possess a current Canadian Driver's license that is valid for the operation of a full sized passenger vehicle.</p> <p><i>*The Contractor must provide a copy of the resource's license and driver's abstract in support of this.</i></p>			

#	REQUIREMENT	MET	NOT MET	JUSTIFICATION
MA7	<p>The proposed resource must demonstrate a minimum of practical hands-on experience using a supply chain management information system such as SAP within the military sector and/or Defence industry to provide the following types of support services:</p> <ul style="list-style-type: none"> Validating and approving Materiel Identification Requests (MIRs) and Materiel Master Records (MMRs) for entry into the supply chain management information system; Modifying, adding and deleting of manufacturer part numbers, in keeping with the criteria detailed within the supply chain management information system and following of applicable User Guides and Standard Operating Procedures; Processing MMR data amendments through the supply chain management information system; Processing organization's Supplier Manager Control (SMC) codes, code migrations and Item Master Records (IMRs) through the supply chain management information system in accordance with the applicable Material Management Instructions (MMI) policies; and Processing of temporary item records and merging through the supply chain management information system. 			
MA8	<p>The proposed resource must demonstrate practical hands-on experience in developing, modifying and updating a minimum of nine (9) of the following eighteen (18) types of LF and HF or other radio system technical documentation and lists for in-service antenna, tower, telecommunications cable, LF and HF or other radio systems:</p> <ul style="list-style-type: none"> Equipment Logistics Directives (ELDs); ESLs; SOPs; Repair procedures; Maintenance schedules; Maintenance handbooks; Operating manuals; Parts Lists; Directives TDPs; Technical specifications; Technical drawings; RAC sheets; RMRs; Hazardous material handling, clean-up, and protective clothing instructions and procedures; MSDSs; Disposal certificates; and Other technical descriptors in accordance with DTDs and DIDs. 			

#	REQUIREMENT	MET	NOT MET	JUSTIFICATION
MA9	The proposed resource must demonstrate experience in managing sustainment and providing advice on the delivery of strategic antenna, tower, cable, LF/HF radio communications systems, radio and electronic equipment fleets and telecommunications infrastructure.			
MA10	The proposed resource must attain a minimum score of 12 points in the rated criteria below.			

RATED CRITERIA

#	REQUIREMENT	SCORING GUIDELINES	MAX POINTS	SCORE	JUSTIFICATION
RA1	Demonstrated combined experience developing, and having assigned NSNs for HF/LF antenna, tower, cable and radio systems in the last three (3) years.	1 points - 0 to 12 months 2 point - 13 to 24 months 3 points - 25+ months	3		
RA2	Demonstrated experience working within records control of communication antenna, tower, cable and radio systems in the last three (3) years.	1 points - 0 to 12 months 2 point - 13 to 24 months 3 points - 25+ months	3		
RA3	Demonstrated experience managing communication record projects in the last three (3) years.	1 points - 0 to 12 months 2 point - 13 to 24 months 3 points - 25+ months	3		
RA4	Demonstrated experience working as a Telecommunication LCMM or part of a Telecommunication LCMM team in the last three (3) years.	2 points - 0 to 12 months 3 point - 13 to 24 months 5 points - 25+ months	5		
RA5	Demonstrated experience using SAP and managing NATO stock coded items in the CFSS supply system in the last three (3) years.	1 points - 0 to 12 months 2 points - 13 to 24 months 3 points - 25+ months	3		
	Total:	Minimum Passing Score: 12	Max Score: 17		

Telecommunication System Specialist L3 - LTSS #8, LTSS #9, LTSS #10, LTSS #11

MANDATORY CRITERIA

#	REQUIREMENT	MET	NOT MET	JUSTIFICATION
MA1	<p>The proposed resource must demonstrate a minimum of five (5) years of experience as a Telecommunication System Specialist (Radio Technician) within the last ten (10) years.</p> <ul style="list-style-type: none"> • Working knowledge of test equipment associated with RF communications equipment; • Ability to fault locate and repair high power LF/HF transmitter and receiver systems. • Working knowledge of telecommunication infrastructure and networks; • Working knowledge of advanced HF protocols, and; • Working knowledge of control systems, data bases and procedures associated with LF/HF communications. 			
MA2	<p>The proposed resource must demonstrate, with examples, experience in working with LF and HF radios and has a good understanding of HF & LF radio maintenance.</p>			
MA3	<p>The proposed resource must have completed a four (4) year telecommunications line and cable apprenticeship program. Or Completed a two (2) year technician program in an electronics and/or telecommunications discipline offered by a recognized technical institute. Or Qualified at the CAF QL6 trade level with a Lineman and/or Communications Electronics Technician certification. <i>*The Contractor must provide a copy of the resource's certificate, diploma, or transcript in support of this.</i></p>			
MA4	<p>The proposed resource must demonstrate experience in using a supply chain management information system and a materiel classification and codification system such as Systems, Applications, and Products in Data Processing (SAP) to perform a minimum of five of the following cataloguing and supply system activities:</p> <ul style="list-style-type: none"> • Order maintenance materiel necessary to maintain radios; • Establish, verify and modify cataloguing data in the supply chain management information system; • Establish, verify and modify Equipment Registration Numbers (ERNs) and Equipment Application Codes (EACs); • Plan and implement materiel provisioning and distribution; • Establish and control stock reservations; • Set up, maintain and manage supply accounts as a LCMM or LCMM support team; • Determine current on-site and depot stock levels for radio systems, structures, component parts and maintenance materiel to identify shortfalls/surpluses and to recommend redistribution and/or procurement action; • Advise and assist Supply Managers (SMs) in completing outstanding materiel demand; and • Investigate queries and advise the SMs regarding equipment stock levels, and disposal actions. 			

#	REQUIREMENT	MET	NOT MET	JUSTIFICATION
MA5	<p>The proposed resource must possess a current Canadian Driver's license that is valid for the operation of a full sized passenger vehicle.</p> <p><i>*The Contractor must provide a copy of the resource's license and driver's abstract in support of this.</i></p>			
MA6	<p>The proposed resource must demonstrate practical hands-on experience within the past in the following LF and HF radio system maintenance activities for in-service LF and HF antenna systems and structures:</p> <ul style="list-style-type: none"> • Conducting technical inspections of the LF and HF radio systems and structures; • Performing or assisting in the procurement of maintenance and repair services for the radio systems and structures; • Disposing of LF and HF radio systems and structures; • Conducting technical inspections of 3rd line repairs of LF and HF radio systems and structures in field locations; and • Writing technical reports on the reparability of the LF and HF radio systems and structures. 			
MA7	<p>The proposed resource must demonstrate practical hands-on experience in developing, modifying and updating a minimum of nine (9) of the following eighteen (18) types of LF and HF radio system technical documentation and lists for in-service LF and HF radio systems:</p> <ul style="list-style-type: none"> • Equipment Logistics Directives (ELDs); • ESLs; • SOPs; • Repair procedures; • Maintenance schedules; • Maintenance handbooks; • Operating manuals; • Parts Lists; • Directives • TDPs; • Technical specifications; • Technical drawings; • RAC sheets; • RMRs; • Hazardous material handling, clean-up, and protective clothing instructions and procedures; • MSDSs; • Disposal certificates; and • Other technical descriptors in accordance with DTDs and DIDs. 			
MA8	<p>The proposed resource must attain a minimum score of 14 points in the rated criteria below.</p>			

RATED CRITERIA

#	REQUIREMENT	SCORING GUIDELINES	MAX POINTS	SCORE	JUSTIFICATION
RA1	Demonstrated combined experience installing, upgrading, and maintaining HF/LF radio systems in the last three (3) years.	1 points - 0 to 12 months 2 point - 13 to 24 months 3 points - 25+ months	3		
RA2	Demonstrated combined experience installing, upgrading, and maintaining communication cabling systems that supports HF/LF radio systems in the last three (3) years.	1 points - 0 to 12 months 3 point - 13 to 24 months 5 points - 25+ months	5		
RA3	Demonstrated experience using VISIO or another similar product on a radio communication projects in the last three (3) years.	1 points - 0 to 12 months 2 point - 13 to 24 months 3 points - 25+ months	3		
RA4	Demonstrated experience working as a Telecommunication LCMM or part of a Telecommunication LCMM team in the last three (3) years.	2 points - 0 to 12 months 3 points - 13 to 24 months 5 points - 25+ months	5		
RA5	Demonstrated experience conducting antenna and cable plant maintenance in the last three (3) years.	2 points - 0 to 12 months 3 point - 13 to 24 months 5 points - 25+ months	5		
	Total:	Minimum Passing Score: 14	Max Score: 20		

Telecommunication System Specialist L3 - LTSS #12, LTSS #13

MANDATORY CRITERIA

#	REQUIREMENT	MET	NOT MET	JUSTIFICATION
MA1	<ul style="list-style-type: none"> The proposed resource must demonstrate a minimum of two (2) years of experience as a Telecommunication System Specialist (Technical Data Package Designer) within the last five (5) years. 			
MA2	<p>The proposed resource must demonstrate proficiency in a minimum of three (3) of the following six (6) ATM systems:</p> <ul style="list-style-type: none"> a) Airfield Communications Systems; b) Building Structured Wiring; c) Navigational Systems; d) Digital Voice Systems; e) Radar Systems; and f) ATM interoperability 			
MA3	<p>The proposed resource must have completed a four (4) year telecommunications line and cable apprenticeship program.</p> <p>Or</p> <p>Completed a two (2) year technician program in an electronics and/or telecommunications discipline offered by a recognized technical institute.</p> <p>Or</p> <p>Qualified at the CAF QL6 trade level with a Lineman and/or Communications Electronics Technician certification.</p> <p><i>*The Contractor must provide a copy of the resource's certificate, diploma, or transcript in support of this.</i></p>			
MA4	The proposed resource must demonstrate experience maintaining ATMS communications equipment.			
MA5	The proposed resource must demonstrate practical hands-on experience utilizing design and installation procedures for Air Traffic Control Communications Facilities and TDP Work Instruction.			
MA6	<p>The proposed resource must demonstrate experience in the following technical documentation fields:</p> <ul style="list-style-type: none"> Defining, refining, compiling and delivering plans, drawings and specifications; Using drafting software; Producing site visit reports; Producing status reports; Producing installation strategies; and Coordinating and exchanging of TDP documentation in relation to ATMS modernization. 			

#	REQUIREMENT	MET	NOT MET	JUSTIFICATION
MA7	The proposed resource must demonstrate experience evaluating equipment configurations, proposing configuration modifications, and coordinating information flow to Installation Crews.			
MA8	The proposed resource must demonstrate an in-depth knowledge of ATMS directives.			
MA9	The proposed resource must attain a minimum score of 14 points in the rated criteria below.			

RATED CRITERIA

#	REQUIREMENT	SCORING GUIDELINES	MAX POINTS	SCORE	JUSTIFICATION
RA1	Demonstrate experience on ATM systems	1 point - 0 to 2 systems 2 point - 3 systems 3 points - 4+ systems	3		
RA2	Demonstrate experience working with TDP systems on Military Airfield Communications Equipment within the last three (3) years.	1 points - 0 to 12 months 2 point - 13 to 24 months 3 points - 25+ months	3		
RA3	Demonstrate experience managing communication systems records and projects within the last three (3) years.	1 points - 0 to 12 months 3 point - 13 to 24 months 5 points - 25+ months	5		
RA4	Demonstrated experience with TDP related communications software tools within the last three (3) years.	1 points - 0 to 12 months 2 point - 13 to 24 months 3 points - 25+ months	3		
RA5	Demonstrated overall experience working in the Airfield Telecommunications field within the last fifteen (15) years.	1 points - 0 to 9 years 2 point - 10 to 14 years 3 points - 15+ years	3		
	Total:	Minimum Passing Score: 12	Max Score: 17		

Telecommunication System Specialist L3 - LTSS #14, LTSS #15

MANDATORY CRITERIA

#	REQUIREMENT	MET	NOT MET	JUSTIFICATION
MA1	<p>The proposed resource must demonstrate a minimum of ten (10) years of experience working on Trunked Line of Sight Radio systems within the last (12) years. A year is defined as 220 working days. The Resource must:</p> <ul style="list-style-type: none"> Have completed a diploma program from a recognized post-secondary institution in wireless mobility Telecommunications engineering, network and internet security or have an acceptable combination of education and experience (Accredited Training courses in RF Theory, Equipment/ APCO P25 maintenance and System design). <p>A copy of the diploma must be provided.</p>			
MA2	The proposed resource must demonstrate having worked with Stakeholders to analyze and develop solutions to meet 1 st and 2 nd level APCO P25, or similar radio systems support team requirements and developing SOR and SOWs for implementation.			
MA3	The proposed resource must demonstrate experience in the application of installation and cable fabrication techniques required to support digital Trunked and conventional radios which operate in different frequency bands.			
MA4	The proposed resource must demonstrate experience, in the assessment, planning and co-ordination of at least 2 legacy radio systems to APCO P25 Trunk radio setups.			
MA5	The proposed resource must demonstrate experience in Radio frequency (RF) coverage measurement, antenna performance testing and the tuning RF filters used in narrow-band voice land mobile radio communications. Using an Anritsu and AeroFlex analyzer or similar testing equipment.			
MA6	The proposed resource must demonstrate experience in the procurement of APCO P25 equipment using GOV Local purchase contracts and Standing Offers.			
MA7	The proposed resource must be able demonstrate safe lifting techniques to lift 25kg (if requested) and must agree to travel as part of a maintenance team and work in harsh conditions urban areas for up to one week per month(as required).			
MA8	The proposed resource must attain a minimum score of 14 points in the rated criteria below.			

RATED CRITERIA

#	REQUIREMENT	SCORING GUIDELINES	MAX POINTS	SCORE	JUSTIFICATION
RA1	Demonstrated experience in design and configuration of APCO P25 Systems within the last three (3) years.	1 points - 0 to 12 months 3 point - 13 to 24 months 5 points - 25+ months	5		
RA2	Demonstrated experience in development and coordination of APCO P25 system Installations within the last three (3) years.	1 points - 0 to 12 months 2 point - 13 to 24 months 4 points - 25+ months	4		
RA3	Demonstrated experience managing communication systems records and projects in the last three (3) years.	1 points - 0 to 12 months 2 point - 13 to 24 months 3 points - 25+ months	3		
RA4	Demonstrated experience with DND procurement vehicles LPO/Call-ups within the last three (3) years.	1 points - 0 to 12 months 2 point - 13 to 24 months 3 points - 25+ months	3		
RA5	Demonstrated experience conducting radio maintenance in the last three (3) years.	1 points - 0 to 12 months 3 point - 13 to 24 months 5 points - 25+ months	5		
	Total:	Minimum Passing Score: 14	Max Score: 20		

Telecommunication System Specialist L3 - LTSS #17

MANDATORY CRITERIA

#	REQUIREMENT	MET	NOT MET	JUSTIFICATION
MA1	<p>The proposed resource must demonstrate a minimum of five (5) years of experience as a Telecommunication System Specialist (communication integration) within the last seven (7) years. A year is defined as 220 working days. This experience must include:</p> <ul style="list-style-type: none">• Installing and terminating of Copper and Fibre optic cables• Working knowledge of test equipment, tools and equipment associated with Cable plants and Antenna structures. <p>Working knowledge of test equipment associated with RF communications equipment;</p> <ul style="list-style-type: none">• Ability to fault locate and repair high power LF/HF transmitter and receiver systems.• Working knowledge of telecommunication infrastructure and networks;• Working knowledge of control systems, data bases and procedures associated with LF/HF communications.			
MA2	<p>The proposed resource must demonstrate, with examples, experience in working with LF and HF radios systems and has a good understanding of HF & LF radio system maintenance.</p>			
MA3	<p>The Bidder's proposed resource must have completed a telecommunication line and cable program, a program is normally from apprentice to supervisor in telecommunications line, cable, and building databases.</p> <p>Or</p> <p>Completed a two (2) year technician program in an electronics and/or telecommunications discipline offered by a recognized technical institute.</p> <p>Or</p> <p>Qualified at the CAF QL6 trade level with a Lineman and/or Communications Electronics Technician certification.</p> <p>The Bidder must provide a copy of the certificate.</p>			

#	REQUIREMENT	MET	NOT MET	JUSTIFICATION
MA4	<p>The proposed resource must demonstrate experience, in the The proposed resource must demonstrate in using a supply chain management information system and a materiel classification and codification system such as Systems, Applications, and Products in Data Processing (SAP) to perform a minimum of five (5) of the following nine (9) cataloguing and supply system activities:</p> <ul style="list-style-type: none"> • Order maintenance materiel necessary to maintain radios; • Establish, verify and modify cataloguing data in the supply chain management information system; • Establish, verify and modify Equipment Registration Numbers (ERNs) and Equipment Application Codes (EACs); • Plan and implement materiel provisioning and distribution; • Establish and control stock reservations; • Set up, maintain and manage supply accounts as a LCMM or LCMM support team; • Determine current on-site and depot stock levels for radio systems, structures, component parts and maintenance materiel to identify shortfalls/surpluses and to recommend redistribution and/or procurement action; • Advise and assist Supply Managers (SMs) in completing outstanding materiel demand; and • Investigate queries and advise the SMs regarding equipment stock levels, and disposal actions. 			
MA5	<p>The proposed resource must possess a current Canadian Driver's license that is valid for the operation of a full sized passenger vehicle.</p> <p><i>*The Contractor must provide a copy of the resource's license and driver's abstract in support of this.</i></p>			
MA6	<p>The proposed resource must demonstrate practical hands-on experience in the following LF and HF radio system maintenance activities for in-service LF and HF antenna systems and structures:</p> <ul style="list-style-type: none"> • Conducting technical inspections of the LF and HF radio systems and structures; • Performing or assisting in the procurement of maintenance and repair services for the radio systems and structures; • Disposing of LF and HF radio systems and structures; • Conducting technical inspections of 3rd line repairs of LF and HF radio systems and structures in field locations; and • Writing technical reports on the reparability of the LF and HF radio systems and structures. 			

#	REQUIREMENT	MET	NOT MET	JUSTIFICATION
MA7	<p>The proposed resource must demonstrate practical hands-on experience s in developing, modifying and updating a minimum of twelve (12) of the following twenty-five (25) types of LF and HF radio system technical documentation and lists for in-service LF and HF radio systems:</p> <ul style="list-style-type: none"> • Equipment Logistics Directives (ELDs); • ESLs; • SOPs; • Repair procedures; • Maintenance schedules; • Maintenance handbooks; • Operating manuals; • Parts Lists; • Directives • TDPs; • Technical specifications; • Technical drawings; • RAC sheets; • RMRs; • Hazardous material handling, clean-up, and protective clothing instructions and procedures; • MSDSs; • Disposal certificates; • Other technical descriptors in accordance with DTDs and DIDs; • Programming data-driven applications; • Software development lifecycle, including gathering, analyzing, documenting user requirements, developing, testing, and implementation; • Designing, building and maintaining database structures; • Writing technical documentation; • IM/IT operations; • Developing client/server applications using UDP/TCP protocols; and • Using Linux. 			
MA8	The proposed resource must attain a minimum score of 15 points in the rated criteria below.			

RATED CRITERIA

#	REQUIREMENT	SCORING GUIDELINES	MAX POINTS	SCORE	JUSTIFICATION
RA1	Demonstrated combined experience installing, upgrading, and maintaining HF/LF radio systems in the last three (3) years.	<p>1 points - 0 to 12 months</p> <p>3 point - 13 to 24 months</p> <p>5 points - 25+ months</p>	5		

#	REQUIREMENT	SCORING GUIDELINES	MAX POINTS	SCORE	JUSTIFICATION
RA2	Demonstrated combined experience installing, upgrading, and maintaining communication cabling systems that supports HF/LF radio systems in the last three (3) years.	1 points - 0 to 12 months 3 point - 13 to 24 months 5 points - 25+ months	5		
RA3	Demonstrated experience using VISIO or another similar product on a radio communication projects in the last three (3) years.	1 points - 0 to 12 months 2 point - 13 to 24 months 3 points - 25+ months	3		
RA4	Demonstrated experience working as a Telecommunication LCMM or part of a Telecommunication LCMM team in the last three (3) years.	1 points - 0 to 12 months 2 point - 13 to 24 months 3 points - 25+ months	3		
RA5	Demonstrated experience working Software development lifecycle, including gathering, analyzing, documenting user requirements, developing, testing, and implementation. Designing, building and maintaining database structures in the last three (3) years.	1 points - 0 to 12 months 2 point - 13 to 24 months 3 points - 25+ months	3		
RA6	Demonstrated experience using SAP and managing NATO stock coded items in the CFSS supply system in the last three (3) years.	1 points - 0 to 12 months 2 point - 13 to 24 months 3 points - 25+ months	3		
	Total:	Minimum Passing Score: 15	Max Score: 22		

APPENDIX D TO ANNEX A

CERTIFICATIONS AT THE TA STAGE

The following Certifications are to be used, as applicable. If they apply, they must be signed and attached to the Contractor's quotation when it is submitted to Canada.

1. CERTIFICATION OF EDUCATION AND EXPERIENCE

The Contractor certifies that all the information provided in the résumés and supporting material proposed for completing the subject work, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Contractor to be true and accurate. Furthermore, the Contractor warrants that every individual proposed by the Contractor for the requirement is capable of performing the Work described in the Task Authorization.

Print name of authorized individual & sign above

Date

2. CERTIFICATION OF AVAILABILITY OF PERSONNEL

The Contractor certifies that, should it be authorized to provide services under this Task Authorization, the persons proposed in the quotation will be available to commence performance of the work within a reasonable time from the date of issuance of the valid Task Authorization, or within the time specified in the TA Form, and will remain available to perform the work in relation to the fulfillment of the requirement.

Print name of authorized individual & sign above

Date

3. CERTIFICATION OF STATUS OF PERSONNEL

If the Contractor has proposed any individual who is not an employee of the Contractor, the Contractor certifies that it has permission from that individual to propose his/her services in relation to the Work to be performed under this TA and to submit his/her résumé to Canada. At any time during the Contract Period the Contractor must, upon request from the Contracting Authority, provide the written confirmation, signed by the individual, of the permission that was given to the Contractor of his/her availability. Failure to comply with the request may result in a default under the Contract in accordance with the General Conditions.

Print name of authorized individual & sign above

Date

4. CERTIFICATION OF LANGUAGE

The Contractor certifies that the proposed resource(s) in response to this draft Task Authorization is/are fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

Print name of authorized individual & sign above

Date

APPENDIX E TO ANNEX A
EMBEDDED CONTRACTOR LETTER OF ACKNOWLEDGMENT

Reference: Defence Administrative Orders and Directives (DAOD) Series 3003
(<http://www.forces.gc.ca/en/about-policies-standards-defence-admin-orders-directives/index.page>)

Name of Person (Contractor): _____

Name of Company: _____

DND Contract Number: **W369-190137/001**

You have been identified by the Canadian Department of National Defence (DND) as an “embedded contractor” with a need to examine, possess or transfer controlled goods and/or controlled technical data as defined in the DAOD 3003-0 regarding controlled goods. “Embedded contractors” are specifically identified individuals under contract to DND working under the day-to-day direction and control of the DND, within a DND establishment.

In accordance with the DAOD 3003-1, Management, Security and Access Requirements Relating to Controlled Goods, “embedded contractors” are permitted to have access to controlled goods and/or controlled technical data on the same basis as DND personnel on the condition that certain criteria are met. Your initials are required next to each of the following items to confirm that you, as an individual, meet these criteria:

_____ (a) You, or your parent company, is registered, or exempt from registration, with the Controlled Goods Directorate at Public Works and Government Services Canada (PWGSC – CGD);

- (i) Company Name: _____
- (ii) Registration No.: _____
- (iii) Registration Expiry Date: _____

_____ (b) You have a specific need to know; and

_____ (c) You maintain a Level II (Secret) clearance issued by the Government of Canada.

By receiving this permission to access controlled material within DND when such access is required, you are under an obligation to comply with all elements of the DAOD 3003-1 with respect to the handling and safeguarding of controlled goods. You are also required to complete all applicable training on controlled goods.

Solicitation Number:
[W6369-190137/A](#)

Amendment Number:

Buyer ID:
013 IPS

As an “embedded contractor” in DND, you are not permitted to disclose controlled goods or technical data to anyone other than authorized DND personnel who have a need to know, and have a minimum SECRET level clearance. This includes other individuals who have been identified as embedded contractors. You MUST NOT disclose or transfer controlled goods including controlled technical data to any outside third parties, including the company employing you or contracting for your services, unless authorized by the CTAT Office.

Non-compliance with the terms of the DAOD 3003-1 and this letter may result in the denial to access controlled goods/technical data and/or may be considered a default under your current contract and may be subject to violations under the *Defence Production Act* (DPA).

By signing below, you acknowledge your obligations and responsibilities as an embedded contractor in DND with respect to controlled goods.

I, the undersigned, hereby agree to abide by the terms of this letter and the DAOD 3003.

Signature:

Name of Contractor (Print):

Date:

Name of DND/CAF Commanding Officer/

Manager (Print):

ANNEX B BASIS OF PAYMENT

1. Professional Services

In accordance with the terms of the contract, Canada will pay the contractor firm per diem rates for work performed under the contract (applicable taxes extra).

INITIAL CONTRACT PERIOD:

Initial Contract Period		
Resource Category	Level of Expertise	Firm Per Diem Rate
LTSS #1 Telecommunication System Specialist (Ottawa, ON)	Level 3	
LTSS #2 Telecommunication System Specialist (CFB Kingston, ON)	Level 3	
LTSS #3 Telecommunication System Specialist (CFS Riverbend, AB)	Level 3	
LTSS #4 Telecommunication System Specialist (CFS Masqui ,QC)	Level 3	
LTSS #5 Telecommunication System Specialist (CFS Point Pitre, ON)	Level 3	
LTSS #6 Telecommunication System Specialist (CFS Newport Corners, NS)	Level 3	
LTSS #7 Telecommunication System Specialist (Ottawa, ON)	Level 3	
LTSS #8 Telecommunication System Specialist (Ottawa, ON)	Level 3	
LTSS #9 Telecommunication System Specialist (CFS Newport Corners, NS)	Level 3	
LTSS #10 Telecommunication System Specialist (CFS Masqui ,QC)	Level 3	
LTSS #11 Telecommunication System Specialist (CFS Point Pitre, ON)	Level 3	
LTSS #12 Telecommunication System Specialist (CFB Trenton, ON)	Level 3	
LTSS #13 Telecommunication System Specialist (CFB Trenton, ON)	Level 3	
LTSS #14 Telecommunication System Specialist (Ottawa, ON)	Level 3	
LTSS #15 Telecommunication System Specialist (Ottawa, ON)	Level 3	
LTSS #16 Telecommunication System Specialist (Ottawa, ON)	Level 3	
LTSS #17 Telecommunication System Specialist (Ottawa, ON)	Level 3	

OPTION PERIODS:

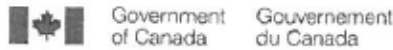
Option Period #1		
Resource Category	Level of Expertise	Firm Per Diem Rate
LTSS #1 Telecommunication System Specialist (Ottawa, ON)	Level 3	
LTSS #2 Telecommunication System Specialist (CFB Kingston, ON)	Level 3	
LTSS #3 Telecommunication System Specialist (CFS Riverbend, AB)	Level 3	

LTSS #4 Telecommunication System Specialist (CFS Masqui ,QC)	Level 3	
LTSS #5 Telecommunication System Specialist (CFS Point Pitre, ON)	Level 3	
LTSS #6 Telecommunication System Specialist (CFS Newport Corners, NS)	Level 3	
LTSS #7 Telecommunication System Specialist (Ottawa, ON)	Level 3	
LTSS #8 Telecommunication System Specialist (Ottawa, ON)	Level 3	
LTSS #9 Telecommunication System Specialist (CFS Newport Corners, NS)	Level 3	
LTSS #10 Telecommunication System Specialist (CFS Masqui ,QC)	Level 3	
LTSS #11 Telecommunication System Specialist (CFS Point Pitre, ON)	Level 3	
LTSS #12 Telecommunication System Specialist (CFB Trenton, ON)	Level 3	
LTSS #13 Telecommunication System Specialist (CFB Trenton, ON)	Level 3	
LTSS #14 Telecommunication System Specialist (Ottawa, ON)	Level 3	
LTSS #15 Telecommunication System Specialist (Ottawa, ON)	Level 3	
LTSS #16 Telecommunication System Specialist (Ottawa, ON)	Level 3	
LTSS #17 Telecommunication System Specialist (Ottawa, ON)	Level 3	

Option Period #2		
Resource Category	Level of Expertise	Firm Per Diem Rate
LTSS #1 Telecommunication System Specialist (Ottawa, ON)	Level 3	
LTSS #2 Telecommunication System Specialist (CFB Kingston, ON)	Level 3	
LTSS #3 Telecommunication System Specialist (CFS Riverbend, AB)	Level 3	
LTSS #4 Telecommunication System Specialist (CFS Masqui ,QC)	Level 3	
LTSS #5 Telecommunication System Specialist (CFS Point Pitre, ON)	Level 3	
LTSS #6 Telecommunication System Specialist (CFS Newport Corners, NS)	Level 3	
LTSS #7 Telecommunication System Specialist (Ottawa, ON)	Level 3	
LTSS #8 Telecommunication System Specialist (Ottawa, ON)	Level 3	
LTSS #9 Telecommunication System Specialist (CFS Newport Corners, NS)	Level 3	
LTSS #10 Telecommunication System Specialist (CFS Masqui ,QC)	Level 3	
LTSS #11 Telecommunication System Specialist (CFS Point Pitre, ON)	Level 3	
LTSS #12 Telecommunication System Specialist (CFB Trenton, ON)	Level 3	
LTSS #13 Telecommunication System Specialist (CFB Trenton, ON)	Level 3	
LTSS #14 Telecommunication System Specialist (Ottawa, ON)	Level 3	
LTSS #15 Telecommunication System Specialist (Ottawa, ON)	Level 3	
LTSS #16 Telecommunication System Specialist (Ottawa, ON)	Level 3	
LTSS #17 Telecommunication System Specialist (Ottawa, ON)	Level 3	

ANNEX C
SECURITY REQUIREMENTS CHECK LIST

COMMON-PS-SRCL#21



Contract Number / Numéro du contrat <i>New CONTRACT (W330-19-012)</i>
Security Classification / Classification de sécurité UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <i>DND</i>	2. Branch or Directorate / Direction générale ou Direction <i>ADM(EM)/DG-EMD/D CAI FD</i>	
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 <i>Telecommunications CONTRACTORS</i>		
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 type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input 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:	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 type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input checked="" type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input checked="" type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

COMMON-PS-SRCL#21



Government
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Contract Number / Numéro du contrat

W330-19-012

Security Classification / Classification de sécurité
UNCLASSIFIED

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?
If Yes, indicate the level of sensitivity.
Dans l'affirmative, indiquer le niveau de sensibilité.

☒ No ☐ Yes
Non ☐ Oui

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input checked="" type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> 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?

☒ No ☐ Yes
Non ☐ Oui

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

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

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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 ☐ Yes
Non 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 ☐ Yes
Non Oui

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

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Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) [Redacted]	Title - Titre [Redacted]	Signature [Redacted]
Telephone No. - N° de téléphone [Redacted]	Facsimile No. - N° de télécopieur [Redacted]	E-mail address - Adresse courriel [Redacted]
		Date 16-03-2018

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Tippy Graham - DDSO - Industrial Security	Title - Titre Senior Security Analyst	Signature [Signature]
Telephone No. - N° de téléphone Tel: 613-996-0283	Facsimile No. - N° de télécopieur [Redacted]	E-mail address - Adresse courriel E-mail: tippy.graham@forces.gc.ca
		Date 16 Mar 2018

15. Are there additional instructions (e.g., Security Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No / Non ☒ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) Luc Laplante	Title - Titre Supply Team Leader	Signature [Signature]
Telephone No. - N° de téléphone 613-406-9015	Facsimile No. - N° de télécopieur [Redacted]	E-mail address - Adresse courriel luc.laplante@tpsgc-pwgsc.gc.ca
		Date Jan 09, 2019

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées) [Redacted]	Title - Titre [Redacted]	Signature Saumur, Jacques D
Telephone No. - N° de téléphone [Redacted]	Facsimile No. - N° de télécopieur [Redacted]	E-mail address - Adresse courriel [Redacted]
		Date [Redacted]

Digitally signed by Jacques D. Saumur, DN: cn=Jacques D. Saumur, o=TPSGC-PWGC, email=Jacques.D.Saumur@tpsgc-pwgsc.gc.ca, c=CA, Date: 2017.03.03 16:27:04 -0500

Jacques Saumur
Contract Security Officer
Contracts Security Division / Division des contrats sécurité /
Contract Security Program / Programme de sécurité des contrats /
Public Services and Procurement Canada / Services publics et Approvisionnement Canada
Jacques.Saumur@tpsgc-pwgsc.gc.ca
Telephone / Téléphone 613-948-1732
Facsimile / Télécopieur 613-948-1712

ATTACHMENT 3.1

BID SUBMISSION FORM		
Bidder's full legal name		
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name	
	Title	
	Address	
	Telephone #	
	Fax #	
	Email	
Bidder's Procurement Business Number (PBN) [see the Standard Instructions 2003] [Note to Bidders: Please ensure that the PBN you provide matches the legal name under which you have submitted your bid. If it does not, the Bidder will be determined based on the legal name provided, not based on the PBN, and the Bidder will be required to submit the PBN that matches the legal name of the Bidder.]		
Jurisdiction of Contract: Province or territory in Canada the Bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)		
Former Public Servants See the Article in Part 2 of the bid solicitation entitled Former Public Servant for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____ If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"	
	Is the Bidder a FPS who received a lump sum payment under the terms of the Work Force Adjustment Directive? Yes ____ No ____ If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"	
Security Clearance Level of Bidder [include both the level and the date it was granted] [Note to Bidders: Please ensure that the security clearance matches the legal name of the Bidder. If it does not, the security clearance is not valid for the Bidder.]	LEVEL	DATE GRANTED
Controlled Goods Registration Number [Note to Bidders: Please enter the Controlled Goods Registration number assigned to the legal entity submitting a bid.]		

Solicitation Number:
W6369-190137/A

Amendment Number:

Buyer ID:
013 IPS

[illegible]

ATTACHMENT 3.2

ELECTRONIC PAYMENT INSTRUMENTS

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

- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);
- ☐ Wire Transfer (International Only);

ATTACHMENT 3.3

CUSTOMER REFERENCE CONTACT INFORMATION FORM

Customer Reference Contact Information:	
Name of client organization: _____	
Name of client: _____	
Client's title: _____	
Client telephone n°. _____ Email address: _____	
Contract Information: The Bidder must provide with this Form a copy of the reference contract.	
Contract n°: _____	
Start date: _____ End date: _____	
Total contract value (excluding Applicable Taxes and not including amendments): _____	
Core categories provided: _____	
By signing below, the Bidder certifies that the information provided in this Form is accurate.	
Signature of authorized representative of the Bidder:	Name: _____ Title: _____ Signature: _____ Date: _____

ATTACHMENT 4.1

MANDATORY EVALUATION CRITERIA

The bidder's proposal must meet all MANDATORY requirements listed below. Bidders must complete the grid and clearly substantiate how the bidder meets each of these mandatory criteria.

For all experience claimed, bidders must provide a brief description of the roles and responsibilities, the name and description of the client organization and include a current reference (name, email address and phone number) who can validate the information provided. In providing this information, the bidder acknowledges and consents to the fact that Canada may confirm the validity of the information provided by contacting the client reference.

*Current contracts may be used to demonstrate the following criteria provided that they meet all the elements requested by the RFP publication date.

** A Sample Form has been provided in Attachment 3.3, and is intended to be used as a sample to demonstrate the suggested format and required content to be provided by Bidders.

#	MANDATORY REQUIREMENT	BIDDER'S RESPONSE
M1 (PB)	<p>The Bidder must provide two (2) references, for two (2) individual telecommunication, antenna, tower, cable and/or radio frequency related contracts (one reference for each contract managed within the last five (5) years). The references must include the name of the organization, the contract number, a short description of the services provided, the name and either the telephone number or email address of the organization's responsible manager, as well as the award date, expiry date and dollar value of each contract.</p> <p>For each single contract identified:</p> <ul style="list-style-type: none">- The value must be at least CAD \$5M (taxes excluded);- The duration must be at least two (2) consecutive years within the last five (5) years. (note: duration does not include option periods that have not been exercised);- The bidder must have provided at least six (6) resources simultaneously for a period of at least twelve (12) consecutive months within the last five (5) years;	

M2 (PB)	<p>The Bidder must demonstrate that it has at least five (5) cumulative years of corporate experience within the last ten (10) years in providing telecommunication services in support of Large* and/or Evolutionary** projects or programs by providing a summary of the activities and responsibilities for five (5) of the following (7) criteria:</p> <ol style="list-style-type: none">1. Project management.2. Strategic planning.3. Radio Maintenance.4. Cable plant design and maintenance.5. Antenna systems maintenance.6. Options analysis.7. Development and maintenance of technical documentation. <p><i>* Large telecommunications projects or programs are defined as a project or program valued at CAD \$5M (taxes excluded).</i></p> <p><i>**The TBS (Treasury Board Secretariat) uses the PCRA (Project Complexity and Risk Assessment) to define projects with the highest levels complexity and risk as Level 3 – Evolutionary.</i></p> <p>https://www.tbs-sct.gc.ca/pm-gp/doc/pcrag-ecrpg/pcrag-ecrpg05-eng.asp#a4</p>	
M3 (PB)	<p>The Bidder must demonstrate recent* corporate experience providing telecommunication resources in support of Large* and/or Evolutionary** projects or programs for four (4) of the following six (6) levels within the last five (5) years:</p> <ul style="list-style-type: none">- Lineman - Level 3- HF/LF Radio Technician – Level 3- Telecommunication Supply Specialist – Level 3- Telecommunications Technical Writer – Level 3- Trunked Radio Technician – Level 3- Trunked Radio Technician – Level 2 <p><i>* Large Telecommunication project or programs are defined as a project or program valued at CAD \$5M (taxes excluded).</i></p> <p><i>**The TBS (Treasury Board Secretariat) uses the PCRA (Project Complexity and Risk Assessment) to define projects with the highest levels complexity and risk as Level 3 – Evolutionary.</i></p> <p>https://www.tbs-sct.gc.ca/pm-gp/doc/pcrag-ecrpg/pcrag-ecrpg05-eng.asp#a4</p>	

ATTACHMENT 4.2
POINT RATED EVALUATION CRITERIA

Requirement	Scoring Guideline	Bidder's response	Score
R1 The Bidder should demonstrate that it has successfully managed two (2) *large task-based telecommunication or, network related contracts for any of the following federal government departments and/or Crown Corporations: <i>* large is defined as CAD \$5M (taxes excluded) or more</i>	<u>Points per Contract</u> Canada Border Services Agency (CBSA) = 6 points Department of National Defense/Canadian Armed Forces (DND/CAF) = 6 points Royal Canadian Mounted Police (RCMP) = 6 points Communication Security Establishment (CSE) = 6 points Other Federal, Provincial, Municipal, Crown Corporations) = 3 points No contracts with federal government departments and/or Crown Corporation = 0 points		<u>Max=12</u>
R2 The Bidder should have demonstrated corporate experience in the conduct of in-service support activities such as radio, cable plant, tower and antenna maintenance, support and implementation.	More than 12 months of experience = 10 points >0 to 12 months of experience = 5 points No experience = 0 points		<u>Max=10</u>

<p>R3 The Bidder should have demonstrated corporate experience in radio, cable plant, tower and antenna maintenance A management support capacity liaising with clients and Network Service Providers* at a national level.</p> <p><i>* Network Service Providers may include, but are not limited to: telecommunications companies; data carriers; wireless communications providers; Internet service providers; and cable television operators offering Internet access.</i></p>	<p>More than 12 months of experience = 10 points</p> <p>>0 to 12 months of experience = 5 points</p> <p>No experience = 0 points</p>		<p>Max=10</p>
<p>R4 The bidder should have demonstrated corporate experience in developing, contributing, assessing, or improving project management and/or organizational maturity best practices using an industry recognized methodology and/or framework. (Refer to Scoring Guidelines)</p>	<p>Experience with (1) one of the following industry recognized methodologies and/or frameworks: •PMI/PMBOK •PRINCE2 •ITIL •ISO = 4 points</p> <p>Experience with (1) one of the following industry recognized methodologies and/or frameworks: •Organizational Project Management Maturity Model (OPM3®) •Capability Maturity Model (CMM) •People Capability Maturity Model (PCMM) •Six Sigma •Agile •COBIT •ISO •Other = 2 points</p> <p>No experience with an industry recognized methodology and/or framework = 0 points</p>		<p>Max=4</p>
	<p>Minimum Passing Score : 25</p>	<p>Bidder's score:</p>	

ATTACHMENT 4.3 PRICING SCHEDULE

In respect of the "Estimated Number of Days" listed below in (C*) the estimated number of days is for evaluation purposes only during the solicitation process and does not represent a commitment of the future usage.

Initial Contract Period:

Initial Contract Period				
	(B)	(C)	(D)	(E)
Resource Category	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate or Median Rate (if applicable)	Total Cost (C x D)
LTSS #1 Telecommunication System Specialist (Ottawa, ON)	3	720	\$	\$
LTSS #2 Telecommunication System Specialist (CFB Kingston, ON)	3	720	\$	\$
LTSS #3 Telecommunication System Specialist (CFS Riverbend, AB)	3	720	\$	\$
LTSS #4 Telecommunication System Specialist (CFS Masqui ,QC)	3	720	\$	\$
LTSS #5 Telecommunication System Specialist (CFS Point Pitre, ON)	3	720	\$	\$
LTSS #6 Telecommunication System Specialist (CFS Newport Corners, NS)	3	720	\$	\$
LTSS #7 Telecommunication System Specialist (Ottawa, ON)	3	720	\$	\$
LTSS #8 Telecommunication System Specialist (Ottawa, ON)	3	720	\$	\$
LTSS #9 Telecommunication System Specialist (CFS Newport Corners, NS)	3	720	\$	\$
LTSS #10 Telecommunication System Specialist (CFS Masqui ,QC)	3	720	\$	\$
LTSS #11 Telecommunication System Specialist (CFS Point Pitre, ON)	3	720	\$	\$
LTSS #12 Telecommunication System Specialist (CFB Trenton, ON)	3	720	\$	\$
LTSS #13 Telecommunication System Specialist (CFB Trenton, ON)	3	720	\$	\$
LTSS #14 Telecommunication System Specialist (Ottawa, ON)	3	720	\$	\$
LTSS #15 Telecommunication System Specialist (Ottawa, ON)	3	720	\$	\$
LTSS #16 Telecommunication System Specialist (Ottawa, ON)	3	720	\$	\$
Total Price Initial Contract Period				\$ <TBD>

Option Periods:

Option Period #1				
	(B)	(C)	(D)	(E)
Resource Category	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate or Median Rate (if applicable)	Total Cost (C x D)
LTSS #1 Telecommunication System Specialist (Ottawa, ON)	3	240	\$	\$
LTSS #2 Telecommunication System Specialist (CFB Kingston, ON)	3	240	\$	\$
LTSS #3 Telecommunication System Specialist (CFS Riverbend, AB)	3	240	\$	\$
LTSS #4 Telecommunication System Specialist (CFS Masqui ,QC)	3	240	\$	\$
LTSS #5 Telecommunication System Specialist (CFS Point Pitre, ON)	3	240	\$	\$
LTSS #6 Telecommunication System Specialist (CFS Newport Corners, NS)	3	240	\$	\$
LTSS #7 Telecommunication System Specialist (Ottawa, ON)	3	240	\$	\$
LTSS #8 Telecommunication System Specialist (Ottawa, ON)	3	240	\$	\$
LTSS #9 Telecommunication System Specialist (CFS Newport Corners, NS)	3	240	\$	\$
LTSS #10 Telecommunication System Specialist (CFS Masqui ,QC)	3	240	\$	\$
LTSS #11 Telecommunication System Specialist (CFS Point Pitre, ON)	3	240	\$	\$
LTSS #12 Telecommunication System Specialist (CFB Trenton, ON)	3	240	\$	\$
LTSS #13 Telecommunication System Specialist (CFB Trenton, ON)	3	240	\$	\$
LTSS #14 Telecommunication System Specialist (Ottawa, ON)	3	240	\$	\$
LTSS #15 Telecommunication System Specialist (Ottawa, ON)	3	240	\$	\$
LTSS #16 Telecommunication System Specialist (Ottawa, ON)	3	240	\$	\$
Total Price Initial Contract Period				\$ <TBD>

Option Period #2				
	(B)	(C)	(D)	(E)
Resource Category	Level of Expertise	Estimated Number of Days	Firm Per Diem Rate or Median Rate (if applicable)	Total Cost (C x D)
LTSS #1 Telecommunication System Specialist (Ottawa, ON)	3	240	\$	\$
LTSS #2 Telecommunication System Specialist (CFB Kingston, ON)	3	240	\$	\$
LTSS #3 Telecommunication System Specialist (CFS Riverbend, AB)	3	240	\$	\$
LTSS #4 Telecommunication System Specialist (CFS Masqui ,QC)	3	240	\$	\$
LTSS #5 Telecommunication System Specialist (CFS Point Pitre, ON)	3	240	\$	\$
LTSS #6 Telecommunication System Specialist (CFS Newport Corners, NS)	3	240	\$	\$
LTSS #7 Telecommunication System Specialist (Ottawa, ON)	3	240	\$	\$
LTSS #8 Telecommunication System Specialist (Ottawa, ON)	3	240	\$	\$
LTSS #9 Telecommunication System Specialist (CFS Newport Corners, NS)	3	240	\$	\$
LTSS #10 Telecommunication System Specialist (CFS Masqui ,QC)	3	240	\$	\$
LTSS #11 Telecommunication System Specialist (CFS Point Pitre, ON)	3	240	\$	\$
LTSS #12 Telecommunication System Specialist (CFB Trenton, ON)	3	240	\$	\$
LTSS #13 Telecommunication System Specialist (CFB Trenton, ON)	3	240	\$	\$
LTSS #14 Telecommunication System Specialist (Ottawa, ON)	3	240	\$	\$
LTSS #15 Telecommunication System Specialist (Ottawa, ON)	3	240	\$	\$
LTSS #16 Telecommunication System Specialist (Ottawa, ON)	3	240	\$	\$
Total Price Initial Contract Period				\$ <TBD>

Total Bid Price	
(Initial Contract Period + Option Period 1 + Option Period 2)	\$ <TBD>

ATTACHMENT 5.1
**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 [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

Complete both A and B.

A. Check only one of the following:

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

OR

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

B. Check only one of the following:

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

OR

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