



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des soumissions Travaux
publics et Services gouvernementaux Canada
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
Halifax
Nova Scotia
B3J 1T3
Bid Fax: (902) 496-5016

**SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise
indicated, all other terms and conditions of the Solicitation
remain the same.

Ce document est par la présente révisé; sauf indication contraire,
les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
Halifax
Nova Scot
B3J 1T3

Title - Sujet Human Factors Support	
Solicitation No. - N° de l'invitation W7707-196425/A	Amendment No. - N° modif. 003
Client Reference No. - N° de référence du client W7707-19-6425	Date 2019-07-09
GETS Reference No. - N° de référence de SEAG PW-\$HAL-200-10713	
File No. - N° de dossier HAL-8-81180 (200)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-07-31	Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Martin, Lisa	Buyer Id - Id de l'acheteur hal200
Telephone No. - N° de téléphone (506) 962-5328 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	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

Solicitation Amendment No. 003

This solicitation is hereby amended to provide the following questions and answers:

Question 5:

Comment:

The mandatory requirements represented by M2 indicate that the Proposed Project Management Resource have over five years' experience over the past ten years in similar projects. This is a reasonable expectation of an advanced Project Manager (PM) as required by this Program. In the associated definition of "similar projects" in Annex F, para a, there are five elements for consideration. This discussion will focus on sub-paragraph (i).

Sub-para (i) stipulates that "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)".

It is our understanding that the Crown is stipulating that all projects to be considered as evidence as to the capability of the Project Manager must have been conducted while the candidate was an employee of the Bidder. Please confirm.

Question:

Referring to ANNEX F Evaluation Criteria and Selection Method, para a) For Previous Similar Projects, sub-para (i): would the Crown modify the text from "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)" and replace it with "must be a full-time employee of the Bidder as of the date of the release of this RFP"? This will facilitate the assignment of the most appropriate resource to this category while maintaining the intent of the requirement. It will remain the responsibility of the Bidder to demonstrate that the experience of the PM will address the remaining requirements of the Program.

Answer 5:

The Crown is willing to change the wording in Annex F Evaluation Criteria and Selection Method, para a) For Previous Similar Projects, sub-para (i): to must be a full-time employee of the Bidder as of the date of the release of this RFP.

Question 6:

What is / is there a difference between "the resource has experience leading a minimum of ... projects" in criteria M7, M18 and "proposed resource has experience as a Contract Technical Lead on Projects" in criteria M27?

Answer 6:

They are the same. Evaluation criteria has been updated, and now reads "proposed resource has experience leading five Royal Canadian Navy Human Factors (Cognitive) or Royal Canadian Navy Human Factors Engineering contracted projects."

Question 7:

Regarding criteria **M7**, **M18** and **M27** would experience on project that are applicable or of value for Royal Canadian Navy would be considered as valid (Not RCN as direct client but work / project that could lead or be used by RCN as the end user), to be more precise experience on DnD projects, DnD IDEaS, DRDC Atlantics or Valcartier ?

Answer 7:

Experience on projects completed for DRDC or DND, where the application of the work was specifically focused on the RCN, are valid.

Experience on DND IDEaS projects are not valid.

Question 8:

Regarding criteria **M7**, **M18** and **M27** would Human Factors experience on project that cover subjects related to "Military scenario Narrative Development, Military measures of performance / of effectiveness (MOP / MOE), Statistical Analysis" in other service branches such as Army and Air Force would be considered valid ?

Answer 8:

No. Due to the unique nature of the RCN domain we require the Human Factors experience on projects to be directly linked to the RCN.

Question 9:

Regarding criteria **M7**, **M18** and **M27** would experience with other Armed Forces than Canadian Armed Force would be considered valid?

Answer 9:

No. Due to the unique nature of the RCN domain we require the Human Factors experience on projects to be directly linked to the RCN.

Question 10:

In Annex B Basis of Payment, the first two paragraphs are contradictory. Paragraph one states that estimated hours per year are NOT intended to estimate actual utilization. Paragraph 2 seems to state that the estimated hours DO represent estimated utilization but may be performed by numerous resources. Please clarify the intended meaning and whether "numerous resources" is within one category, or across several.

Answer 10:

Annex B Basis of Payment has been revised to remove the second sentence.

Question 11:

Please confirm that interpretation of Annex B Basis of Payment paragraph 3 that in the event that less than \$50k of labour (excluding expenses) is assigned and conducted then at year end, the Crown will pay the holder of the TAC the difference.

Answer 11:

Yes, DRDC confirms that your interpretation is correct.

Question 12:

The relevant degrees listed are limited. Other proposals for the Crown list more extensive examples of relevant degrees. There are other degrees which have similar workloads and educational requirements but are given different names by different institutions, for example cognitive neuroscience is now used equivalently for cognitive psychology. For evaluation criteria of resource categories A3, A4, A5 and A6, would the Crown consider re-wording the "Relevant Degrees" to "Examples of Relevant Degrees" or add the wording "other similar degrees" to the list?

Answer 12:

Relevant degrees in the specific resource category will be evaluated

Question 13:

The SOW suggests that work under this contract could entail evaluations and research pertaining to Navy procurements. For example, several companies are currently under contract to perform human factors work on the Canadian Surface Combatant (CSC) ship programme, thereby creating conditions for a conflict of interest with this TAC. Clearly, any conflict of interest would be counter to the best interests of Canada. Will persons engaged in human factors work for the CSC ship programme or other government maritime procurement programs be barred from bidding on this TAC?

Answer 13:

This statement "The Royal Canadian Navy (RCN) is undergoing platform refits, upgrades, and new procurements in order to meet the needs of today's defence and security operations. The work engages human factors, in the form of guidelines and research, to ensure that physical environments, platforms, and technology are designed and procured to meet the needs and capabilities of operational personnel." frames current work being completed by the RCN, and indicates how high-level research and development requirements from this TAC could be used to inform future procurements beyond the anticipated timeframe of the current CSC procurement timelines. Work in the current TAC is not linked to, and will not be used in, any current CSC ship programme procurements or evaluations.

The task categories in the SOW are reflective of the type of work expected in this TAC. All of those task categories are related to research and development, not to the evaluation and procurement of goods for any existing DND contracts.

No exclusions are required.

Question 14:

Some team members hold a degree from Universities outside of Canada, are Canadian citizens and have over 15 years of experience working for DND/DRDC. Their degrees have been provided and accepted by the Crown on numerous successfully competed solicitations. The requirement to have these academic credentials assessed by the Canadian Information Centre for International Credentials (CICIC) is new. Some degrees were earned before the CICIC started in 1990. We have been advised by CICIC it will take at least 8 weeks to have the credentials assessed.

Answer 14:

Answer in question 15 below.

Question 15:

Would the Crown accept degrees from Universities outside of Canada if they have previously been accepted by the Crown (demonstrated by Contracts awarded with named resources)?

Answer 15:

Yes. This would eliminate the need for CICICI confirmation.

Question 16:

Would the Crown accept the relevant pages from a Canadian University Official calendar listing the individual concerned and their degrees earned?

Answer 16:

Yes, but this is only necessary if there are individuals that do not satisfy the solution proposed in answer 15.

Question 17:

Would the Crown accept a letter from the CICIC indicating that the team member has applied to the CICIC for an assessment with information about the processing time?

Answer 17:

Yes, but this is only necessary if there are individuals that do not satisfy the solution proposed in answer 15.

Question 18:

Would the Crown grant a 4-week extension to 7 August to allow the recommended processing time for these assessments and ensure there is no competitive disadvantage?

Answer 18:

Yes, but this is only necessary if there are individuals that do not satisfy the solution proposed in answer 15.

Question 19:

A) The instructions are to use the Project Description Template provided for the point-rated criteria projects. Is this template also to be used for the proposed resources projects or are the projects simply to be clearly described in the resumes?

B) Can a project be used for more than one point-rated criteria if it satisfies multiple criterion?

Answer 19:

A.) Yes, please use the template for both the point-rated criteria and to describe the proposed resources projects.

B.) Yes.

Question 20:

We respectfully request an extension of the solicitation closing date of three weeks. The complexity and number of resources specified by the RFP has meant that we require some extra time to field the strongest possible team.

Answer 20:

The solicitation closing date will be changed to July 31, 2019.

and

This solicitation is hereby amended to:

(1) Reference: Annex B – Basis of Payment

DELETE the requirement for Annex B – Basis of Payment; and

INSERT the revised requirement for Annex B – Basis of Payment (revised July 9, 2019)

(2) Reference: Annex F – Evaluation Criteria and Selection Method

DELETE the requirement for Annex F – Evaluation Criteria and Selection Method; and

INSERT the revised requirement for Annex F – Evaluation Criteria and Selection Method (revised July 9, 2019)

(3) Reference: PART 3 – BID PREPARATION INSTRUCTIONS

DELETE the requirement for:

Section I: Technical Bid

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

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

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

Substantial Information

Bidders must demonstrate their compliance with the following sections of the bid solicitation by providing substantial information describing completely and in detail how the requirement is met or addressed.

Bidders must provide with their technical bid, a document indicating clearly where the substantial information for each of the sections identified below can be found.

- identified in Annex F - Technical Evaluation Criteria can be found.

and **INSERT:**

Section I: Technical Bid

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

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

Substantial Information

Bidders must demonstrate their compliance with the following sections of the bid solicitation by providing substantial information describing completely and in detail how the requirement is met or addressed. Bidders must provide with their technical bid, a document indicating clearly where the substantial information for each of the sections identified below can be found.

- identified in Annex F - Technical Evaluation Criteria can be found.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

If your bid has already been forwarded and you wish to revise same, this revision should be sent in a sealed envelope and mailed to the above address and reach the undersigned before the appropriate closing date. The solicitation number and the closing date are to be shown on the outside of the sealed envelope.

All other terms and conditions of the solicitation document remain unchanged.

All enquiries concerning this amendment are to be forwarded to:

Name: Lisa Martin
Telephone No.: (506) 962-5328

Annex B - Basis of Payment (revised July 9, 2019)

The tables below outline the "Estimated hours per Year" that will be used for the evaluation process only, and is not intended to estimate the actual utilization under the contract.

For the first year and each year of the contract, Defence Research and Development Canada (DRDC) guarantees a minimum commitment of \$50,000.00 per year. For each one (1) year option period to extend, DRDC guarantees a minimum commitment of \$30,000.

A. Initial Contract Period – Date of Contract Award to March 31, 2020

Resource Category		(A) Minimum Resources Required	(B) Estimated hours per year	(C) Firm hourly Rate	(D) Total Cost (B x C)
	Project Manager Associated Tasks 5.1, 5.2, 5.3	1	315	\$	\$
	Subject Matter Expert Associated Task 5.2	1	315	\$	\$
	Human Factors (Cognitive) Junior Associated Tasks 5.1, 5.2	2	1245	\$	\$
	Human Factors (Cognitive) Intermediate Associated Tasks 5.1, 5.2	2	1868	\$	\$
	Human Factors (Cognitive) Senior Associated Tasks 5.1, 5.2	1	623	\$	\$
	Human Factors (Physical) Junior Associated Tasks 5.1, 5.2	1	473	\$	\$
	Human Factors (Physical) Intermediate Associated Tasks 5.1, 5.2	1	623	\$	\$
	Human Factors Engineering Junior Associated Tasks 5.1, 5.2, 5.3	2	623	\$	\$
	Human Factors Engineering Intermediate Associated Task 5.1, 5.2, 5.3	2	1245	\$	\$
	Human Factors Engineering Senior Associated Tasks 5.1, 5.2, 5.3	1	315	\$	\$
	Modelling and Simulation Junior Associated Task 5.3	1	315	\$	\$
	Modelling and Simulation Intermediate Associated Task 5.3	1	623	\$	\$
Total Estimated Cost (Applicable Taxes Extra)					

Basis of Payment

B. Year # 2 – 1 April 2020 to 31 March 2021

Resource Category		(A) Minimum Resources Required	(B) Estimated hours per year	(C) Firm hourly Rate	(D) Total Cost (B x C)
	Project Manager Associated Tasks 5.1, 5.2, 5.3	1	315	\$	\$
	Subject Matter Expert Associated Task 5.2	1	315	\$	\$
	Human Factors (Cognitive) Junior Associated Tasks 5.1, 5.2	2	1245	\$	\$
	Human Factors (Cognitive) Intermediate Associated Tasks 5.1, 5.2	2	1868	\$	\$
	Human Factors (Cognitive) Senior Associated Tasks 5.1, 5.2	1	623	\$	\$
	Human Factors (Physical) Junior Associated Tasks 5.1, 5.2	1	473	\$	\$
	Human Factors (Physical) Intermediate Associated Tasks 5.1, 5.2	1	623	\$	\$
	Human Factors Engineering Junior Associated Tasks 5.1, 5.2, 5.3	2	623	\$	\$
	Human Factors Engineering Intermediate Associated Tasks 5.1, 5.2, 5.3	2	1245	\$	\$
	Human Factors Engineering Senior Associated Tasks 5.1, 5.2, 5.3	1	315	\$	\$
	Modelling and Simulation Junior Associated Task 5.3	1	315	\$	\$
	Modelling and Simulation Intermediate Associated Task 5.3	1	623	\$	\$
Total Estimated Cost (Applicable Taxes Extra)					

Annex B - Basis of Payment
(revised July 9, 2019)

C. Year # 3 – 1 April 2021 to 31 March 2022

Resource Category		(A) Minimum Resources Required	(B) Estimated hours per year	(C) Firm hourly Rate	(D) Total Cost (B x C)
	Project Manager Associated Tasks 5.1, 5.2, 5.3	1	315	\$	\$
	Subject Matter Expert Associated Task 5.2	1	315	\$	\$
	Human Factors (Cognitive) Junior Associated Tasks 5.1, 5.2	2	1245	\$	\$
	Human Factors (Cognitive) Intermediate Associated Tasks 5.1, 5.2	2	1868	\$	\$
	Human Factors (Cognitive) Senior Associated Tasks 5.1, 5.2	1	623	\$	\$
	Human Factors (Physical) Junior Associated Tasks 5.1, 5.2	1	473	\$	\$
	Human Factors (Physical) Intermediate Associated Tasks 5.1, 5.2	1	623	\$	\$
	Human Factors Engineering Junior Associated Tasks 5.1, 5.2, 5.3	2	623	\$	\$
	Human Factors Engineering Intermediate Associated Tasks 5.1, 5.2, 5.3	2	1245	\$	\$
	Human Factors Engineering Senior Associated Tasks 5.1, 5.2, 5.3	1	315	\$	\$
	Modelling and Simulation Junior Associated Task 5.3	1	315	\$	\$
	Modelling and Simulation Intermediate Associated Task 5.3	1	623	\$	\$
Total Estimated Cost (Applicable Taxes Extra)					

Basis of Payment

D. Option Year # 1 – 1 April 2022 to 31 March 2023

Resource Category		(A) Minimum Resources Required	(B) Estimated hours per year	(C) Firm hourly Rate	(D) Total Cost (B x C)
	Project Manager Associated Tasks 5.1, 5.2, 5.3	1	315	\$	\$
	Subject Matter Expert Associated Task 5.2	1	315	\$	\$
	Human Factors (Cognitive) Junior Associated Tasks 5.1, 5.2	2	1245	\$	\$
	Human Factors (Cognitive) Intermediate Associated Tasks 5.1, 5.2	2	1868	\$	\$
	Human Factors (Cognitive) Senior Associated Tasks 5.1, 5.2	1	623	\$	\$
	Human Factors (Physical) Junior Associated Tasks 5.1, 5.2	1	473	\$	\$
	Human Factors (Physical) Intermediate Associated Tasks 5.1, 5.2	1	623	\$	\$
	Human Factors Engineering Junior Associated Tasks 5.1, 5.2, 5.3	2	623	\$	\$
	Human Factors Engineering Intermediate Associated Tasks 5.1, 5.2, 5.3	2	1245	\$	\$
	Human Factors Engineering Senior Associated Tasks 5.1, 5.2, 5.3	1	315	\$	\$
	Modelling and Simulation Junior Associated Task 5.3	1	315	\$	\$
	Modelling and Simulation Intermediate Associated Task 5.3	1	623	\$	\$
Total Estimated Cost (Applicable Taxes Extra)					

Annex B - Basis of Payment
(revised July 9, 2019)

E. Option Year # 2 – 1 April 2023 to 31 March 2024

Resource Category		(A) Minimum Resources Required	(B) Estimated hours per year	(C) Firm hourly Rate	(D) Total Cost (B x C)
	Project Manager Associated Tasks 5.1, 5.2, 5.3	1	315	\$	\$
	Subject Matter Expert Associated Task 5.2	1	315	\$	\$
	Human Factors (Cognitive) Junior Associated Tasks 5.1, 5.2	2	1245	\$	\$
	Human Factors (Cognitive) Intermediate Associated Tasks 5.1, 5.2	2	1868	\$	\$
	Human Factors (Cognitive) Senior Associated Task 5.1, 5.2	1	623	\$	\$
	Human Factors (Physical) Junior Associated Tasks 5.1, 5.2	1	473	\$	\$
	Human Factors (Physical) Intermediate Associated Tasks 5.1, 5.2	1	623	\$	\$
	Human Factors Engineering Junior Associated Tasks 5.1, 5.2, 5.3	2	623	\$	\$
	Human Factors Engineering Intermediate Associated Tasks 5.1, 5.2, 5.3	2	1245	\$	\$
	Human Factors Engineering Senior Associated Task 5.1, 5.2, 5.3	1	315	\$	\$
	Modelling and Simulation Junior Associated Task 5.3	1	315	\$	\$
	Modelling and Simulation Intermediate Associated Task 5.3	1	623	\$	\$
Total Estimated Cost (Applicable Taxes Extra)					

Total Evaluated Price = Total Estimated Cost Initial Contract + Total Estimated Cost for All Option Periods.

Annex F EVALUATION CRITERIA AND SELECTION METHOD (revised July 9, 2019)

PURCHASE REQUEST TOOL TRACKING NUMBER: 2017-17898

The Bidder must provide the necessary documentation to support compliance with this requirement.

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

- (i) must be a full-time employee of the Bidder as of the date of the release of this RFP;
 - (ii) a project must have been completed by the bid closing date;
 - (iii) a project is considered to be a minimum of 3 months of full time effort
 - (iv) 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" – Statement of Work. 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.
- (v) Project Descriptions are requested to be limited to 1 page in length each and to use the provided template at Attachment A – Project Description Template

b) **For Proposed Resources:** The technical bid must include the number of résumés, per Resource Category, as identified in Annex "A" – Statement of Work. The same individual must not be proposed for more than one Resource Category at the Senior Level. The Technical bid must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, and work experience requirement). With respect to the proposed resources:

- (i) Proposed resources may be employees of the Bidder or employees of a subcontractor, or these individuals may be independent contractors to whom the Bidder would subcontract a portion of the Work
- (ii) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource by the time of bid closing. If the degree, designation or certification was issued by an educational institution outside of Canada, the Bidder must provide a copy of the results of the academic credential assessment and qualification recognition service issued by an agency or organization recognized by the Canadian Information Centre for International Credentials (CICIC). Degrees from outside of Canada that have been previously accepted by the Crown will be accepted in absence of CICIC assessments. Proof of previous acceptance required
- (iii) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal cooperative programme at a post-secondary institution.
- (iv) 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 technical bid 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.

Annex F
EVALUATION CRITERIA AND SELECTION METHOD (revised July 9, 2019)

- (v) For work experience to be considered by Canada, the technical bid 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. 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

Annex F EVALUATION CRITERIA AND SELECTION METHOD (revised July 9, 2019)

1. MANDATORY EVALUATION CRITERIA

The Phased Bid Compliance Process will apply to all mandatory technical criteria

In their proposals, bidders must demonstrate they meet the following mandatory criteria. Failure to meet any of the mandatory criteria will render the bid non-compliant and it will be given no further consideration.

Resource Category: A1 – Project Manager				
	CRITERIA	MET	NOT MET	Please Cross Reference to Specific Pages in your Proposal
M1	The Bidder must demonstrate that the proposed Project Management Resource holds a valid Project Management Certification.			
M2	The Bidder must demonstrate using project descriptions that the proposed Project Management Resource has a minimum of five years of experience leading similar projects within the last 10 years. <i>*similar projects see description above.</i>			

Resource Category: A2– Subject Matter Expert				
Description: is concerned with expertise in areas applicable to the maritime domain, including former members of the Canadian Armed Forces to be contracted or sub-contracted on an as needed basis to support project requirements.				
	CRITERIA	MET	NOT MET	Please Cross Reference to Specific Pages in your Proposal
M3	The Bidder must demonstrate that the proposed Subject Matter Expert Resource has experience as a Naval Warfare Officer at the Lieutenant Commander (LCdr) or above rank.			
M4	The Bidder must demonstrate that the proposed Subject Matter Expert Resource has successfully completed the Ops Room Officer course, or equivalent			

Annex F
EVALUATION CRITERIA AND SELECTION METHOD (revised July 9, 2019)

Resource Category: A3 – Human Factors (Cognitive)				
<p>Description: Cognitive human factors is concerned with mental processes, such as perception, memory, reasoning, and motor response, as they affect interactions among humans and other elements of a system. (Relevant topics include mental workload, decision-making, skilled performances, human-computer interaction, human reliability, work stress, training and learning.)</p> <p>Relevant experience: may include but is not limited to, interviews and focus groups, lab or simulator-based experiments, and field trials.</p> <p>Relevant degrees*: include Human Factors; Engineering – Human Systems; Psychology – Cognitive, Experimental, Applied, and Human Computer Interaction.</p> <p>*Relevant degrees in the specific resource category will be evaluated.</p>				
	CRITERIA	MET	NOT MET	Please Cross Reference to Specific Pages in your Proposal
M5	The Bidder must provide a resume including project descriptions of one proposed resource at the Senior Human Factors (Cognitive) level.			
M6	<p>The Bidder must demonstrate that the Senior Human Factors (Cognitive) proposed resource has:</p> <p>a PhD in a relevant specialty AND a minimum of six years of relevant experience as demonstrated using project descriptions.</p> <p>OR</p> <p>A Master's degree in a relevant specialty AND a minimum of eight years of relevant experience as demonstrated using project descriptions.</p>			
M7	The Bidder must demonstrate using project descriptions that the proposed Senior Human Factors (Cognitive) resource has experience in leading a minimum of three Royal Canadian Navy Human Factors projects.			
M8	The Bidder must provide a resume, including project descriptions, of two proposed resources at the Intermediate Human Factors (Cognitive) level.			

Annex F
EVALUATION CRITERIA AND SELECTION METHOD (revised July 9, 2019)

M9	<p>The Bidder must demonstrate that the Intermediate Human Factors (Cognitive) proposed resources have:</p> <p>a PhD in a relevant specialty and a minimum of four years' relevant experience as demonstrated using project descriptions.</p> <p>OR</p> <p>a Masters in a relevant specialty and a minimum of six years' relevant experience as demonstrated using project descriptions.</p> <p>OR</p> <p>a Bachelor's degree in a relevant specialty and a minimum of eight years' of relevant experience as demonstrated using project descriptions.</p>			
M10	<p>The Bidder must provide a resume including project descriptions of two proposed resources at the Junior Human Factors (Cognitive) level.</p>			
M11	<p>The Bidder must demonstrate that the Junior Human Factors (Cognitive) proposed resources have:</p> <p>a minimum of a Bachelor's degree in a relevant specialty</p> <p>AND</p> <p>a minimum of two years of relevant experience as demonstrated using project descriptions.</p>			

Annex F
EVALUATION CRITERIA AND SELECTION METHOD (revised July 9, 2019)

Resource Category: A4 – Human Factors (Physical) Description: Physical human factors are concerned with anatomical, anthropometric, physiological and biomechanical characteristics as they relate to physical activity. (Relevant topics include working postures, materials handling, repetitive movements, work related musculoskeletal disorders.). Relevant experience may include but is not limited to, interviews and focus groups, lab or simulator-based experiments, and field trials. Relevant degrees* include Human Factors; Engineering – Industrial, Systems, Systems Design, Human Systems; Psychology – Cognitive, Experimental, Applied, Human Computer Interaction, Industrial, Organizational; Kinesiology; Physiology; *Relevant degrees in the specific resource category will be evaluated.				
	CRITERIA	MET	NOT MET	Please Cross Reference to Specific Pages in your Proposal
M12	The Bidder must provide a resume including project descriptions of one proposed resource at the Intermediate Human Factors (Physical) level.			
M13	The Bidder must demonstrate that the Intermediate Human Factors (Physical) proposed resources have: a PhD in a relevant specialty AND a minimum of four years' relevant experience as demonstrated using project descriptions. OR a Masters in a relevant specialty and minimum of six years' relevant experience as demonstrated using project descriptions. OR a Bachelor's degree in a relevant specialty and a minimum of eight years' of relevant experience as demonstrated using project descriptions.			
M14	The Bidder must provide a resume including project descriptions of one proposed resource at the Junior Human Factors (Physical) level.			

Annex F
EVALUATION CRITERIA AND SELECTION METHOD (revised July 9, 2019)

M15	<p>The Bidder must demonstrate that the Junior Human Factors (Physical) proposed resources have:</p> <p>a minimum of a Bachelor's degree in a relevant specialty</p> <p>AND</p> <p>a minimum of two years of experience in the specific resource category as evidenced by project descriptions.</p>			
M16	<p>Resource Category: A5 – Human Factors Engineering</p> <p>Description: is concerned with the application of human factors to the analysis, development, design, certification, operation, and maintenance of human-machine systems. These systems may be used in command and control environments for, but not limited to, military planning, options analysis, or mission management.</p> <p>Relevant degrees* include Human Factors; Engineering – Industrial, Systems, Systems Design, Human Systems; Psychology – Cognitive, Experimental, Applied, Human Computer Interaction.</p> <p>*Relevant degrees in the specific resource category will be evaluated.</p> <p>CRITERIA</p> <p>The Bidder must provide a resume including project descriptions of one proposed resource at the Senior Human Factors Engineering level.</p>			<p>NOT MET</p> <p>MET</p> <p>Please Cross Reference to Specific Pages in your Proposal</p>

Annex F
EVALUATION CRITERIA AND SELECTION METHOD (revised July 9, 2019)

M17	<p>The Bidder must demonstrate that the Senior Human Factors Engineering proposed resource has:</p> <p>a PhD in a relevant specialty AND a minimum of six years of relevant experience as demonstrated using project descriptions.</p> <p>OR</p> <p>A Master's degree in a relevant specialty AND a minimum of eight years of experience of resource category relevant experience as demonstrated using project descriptions.</p>			
M18	<p>The Bidder must demonstrate using project descriptions that the proposed Senior Human Factors Engineering resource has experience in leading a minimum of three Royal Canadian Navy Human Factors projects</p>			
M19	<p>The Bidder must provide a resume including project descriptions of two proposed resources at the Intermediate Human Factors Engineering level.</p>			
M20	<p>The Bidder must demonstrate that the Intermediate Human Factors Engineering proposed resources have:</p> <p>a PhD in a relevant specialty AND a minimum of four years of relevant experience as demonstrated using project descriptions.</p> <p>OR</p> <p>a Masters in a relevant specialty and a minimum of six years of work experience as demonstrated using project descriptions.</p> <p>OR</p> <p>A Bachelor's degree in a relevant specialty and a minimum of eight years' of relevant experience as demonstrated using project descriptions.</p>			
M21	<p>The Bidder must provide a resume including project descriptions of two proposed resources at the Junior Human Factors Engineering level.</p>			

Annex F
EVALUATION CRITERIA AND SELECTION METHOD (revised July 9, 2019)

M22	<p>The Bidder must demonstrate that the Junior Human Factors Engineering proposed resources have:</p> <p>a minimum of a Bachelor's degree in a relevant specialty</p> <p>AND</p> <p>a minimum of two years of relevant experience as demonstrated using project descriptions.</p>			
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<p style="text-align: center;">Resource Category: A6 – Modelling and Simulation</p> <p>Description: is concerned with the design, development, testing, documentation, and technical support of software models and simulations to support human factors analysis, human factors research, human systems integration, or military training, experiments, or systems design.</p> <p>Relevant degrees* include Engineering – Software, Industrial, Systems Design; Computer Science – Software, Programming.</p> <p>* Relevant degrees in the specific resource category will be evaluated.</p>				
	CRITERIA	MET	NOT MET	Please Cross Reference to Specific Pages in your Proposal
M23	The Bidder must provide a resume including project descriptions of one proposed resource at the Intermediate Modelling and Simulation level.			

Annex F
EVALUATION CRITERIA AND SELECTION METHOD (revised July 9, 2019)

M24	<p>The Bidder must demonstrate that the Intermediate Modelling and Simulation proposed resources have:</p> <p>a PhD in a relevant specialty AND a minimum of four years of relevant experience as demonstrated using project descriptions.</p> <p>OR</p> <p>a Masters in a relevant specialty AND a minimum of six years of relevant experience as demonstrated using project descriptions.</p> <p>OR</p> <p>A Bachelor's degree in a relevant specialty and a minimum of eight years' of relevant experience as demonstrated using project descriptions.</p>			
M25	<p>The Bidder must provide a resume including project descriptions of one proposed resource at the Junior Modelling and Simulation level.</p>			
M26	<p>The Bidder must demonstrate that the Junior Modelling and Simulation proposed resources have:</p> <p>a minimum of a Bachelor's degree in a relevant specialty</p> <p>AND</p> <p>a minimum of two years of experience in the specific resource category as evidenced by project descriptions.</p>			

Bidder Experience - General				
	CRITERIA	MET	NOT MET	Please Cross Reference to Specific Pages in your Proposal
M27	<p>The Bidder must demonstrate using project descriptions that one Senior proposed resource has experience leading five Royal Canadian Navy Human Factors (Cognitive) or Royal Canadian Navy Human Factors Engineering contracted projects.</p>			

Annex F EVALUATION CRITERIA AND SELECTION METHOD (revised July 9, 2019)

2. POINT-RATED EVALUATION CRITERIA

Evaluation of each criterion will be based on the combined capability of the following identified personnel only (non-lead personnel are not being considered for the point-related criteria):

Contract Technical Lead (as identified in M27);
 Senior Human Factors (Cognition) resource (as identified in M5);
 Intermediate Human Factors (Physical) resource (as identified in M12);
 Senior Human Factors Engineering resource (as identified in M16); and
 Intermediate Modelling and Simulation resource (as identified in M23).

If any of the above personnel satisfy a requirement, points will be awarded once for the whole team.

With regards to the demonstration of experience for each criterion one project that covers all measures is sufficient for maximum points.

With regards to the demonstration of project descriptions requested below, the format indicated in **Attachment A- Project Description Template** must be used.

Note that the project descriptions provided for the mandatory criteria may be re-used to support the point-rated criteria, provided that the detail given is sufficient for the point-rated criteria.

POINT-RATED EVALUATION CRITERIA	POINT BREAKDOWN STRUCTURE	Minimum	Maximum	Please Cross Reference to Specific Pages in your Proposal
<p>P1</p> <p>The Bidder should demonstrate using project descriptions that the proposed resource(s) has experience in the following elements of human in the loop experimentation involving military personnel:</p> <ul style="list-style-type: none"> a. Military scenario Narrative Development b. Military measures of performance (MOP) and measures of effectiveness (MOE) Development c. Statistical Analysis 	<p>No more than 3 project descriptions will be reviewed to meet the following points:</p> <ul style="list-style-type: none"> a. Military scenario Narrative Development = 4 points b. Military measures of performance (MOP) and measures of effectiveness (MOE) Development = 4 points c. Statistical Analysis = 3 points 		11	

Annex F
EVALUATION CRITERIA AND SELECTION METHOD (revised July 9, 2019)

P2	<p>The bidder should demonstrate using project descriptions that the proposed resource(s) has experience in Naval Human Factors in the following areas:</p> <ul style="list-style-type: none"> a. Submarine command and control b. Surface ship command and control 	<p>No more than 2 project descriptions will be reviewed to meet the following points :</p> <ul style="list-style-type: none"> a. Submarine command and control = 4 points b. Surface ship command and control = 4 points 	8		
P3	<p>The Bidder should demonstrate using project descriptions that the proposed resource(s) has experience in performing and documenting the following analysis techniques related to military human factors:</p> <ul style="list-style-type: none"> a. Hierarchical Goal Analysis b. Mission, Function and Task Analysis (MFTA) c. Cognitive Work Analysis 	<p>No more than 3 project descriptions will be reviewed to meet the following points:</p> <ul style="list-style-type: none"> a. Hierarchical Goal Analysis = 2 points b. Mission, Function and Task Analysis (MFTA) = 3 points c. Cognitive Work Analysis = 5 points 	10		
P4	<p>The Bidder should demonstrate using project descriptions that the proposed resource(s) has experience with the application of the following Human Factors Design Standards:</p> <ul style="list-style-type: none"> a. Human Factors Design Standard (DOT/FAA/HF-STD-001B) b. MIL-STD 1472G Design Standards c. Command Decision Aiding Technology (COMDAT) Operator Machine Interface (OMI) Design Standards 	<p>No more than 3 project descriptions will be reviewed to meet the following points:</p> <ul style="list-style-type: none"> a. Human Factors Design Standard (DOT/FAA/HF-STD-001B) = 2 points b. MIL-STD 1472G Design Standards = 2 points c. Command Decision Aiding Technology (COMDAT) Operator Machine Interface Design Standards = 1 point 	5		
TOTAL			21	34	

Annex F
EVALUATION CRITERIA AND SELECTION METHOD (revised July 9, 2019)

SELECTION METHODOLOGY

Select the desired selection methodology.

Highest Responsive Combined Rating of Technical Merit and Price

- Weighting factor for the price: **40%**
- Weighting factor for the technical point-rated score: **60%**

Annex F
EVALUATION CRITERIA AND SELECTION METHOD (revised July 9, 2019)

ATTACHMENT A to Evaluation Criteria: Project Description Template

Project Title:		
Project Lead:		
Other Project Personnelⁱ:		
Project Timeframe (mm/yyyy):	Start:	End:
Organization that work was completed for (e.g., DRDC):		
Report(s) produced (provide reference(s)):		
Objective of the work:		
Description of the work (including how it addresses the relevant point-rated criteria, if applicable):		

ⁱ Only list "other project personnel" if they are included in the research team that you are proposing for this contract.