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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

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Title - Sujet Human Factors Support	
Solicitation No. - N° de l'invitation W7707-196425/A	Amendment No. - N° modif. 005
Client Reference No. - N° de référence du client W7707-19-6425	Date 2019-07-26
GETS Reference No. - N° de référence de SEAG PW-SHAL-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 2019-08-14	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

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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. 005

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

Question 21:

Please refer to page 18 of the RFP, Part 6 Security and Other Requirements which states that the security requirements must be met at the date of bid closing. Additionally, please refer to page 21, Part 7 Resulting Contract Clauses, 7.4 Security Requirements, 7.4.1 items 3 and 4 which outlines that candidates must have a Reliability, Secret, or NATO Secret clearance depending on the security level of the information they will have to work with. Further, please refer to pages 29-30, Annex A Statement of Work, items 5 and 6 which outline that tasks and deliverables will be outlined in the Task Authorization form as required.

Considering the requirements and subsequent security level for each of the 16 candidates will be outlined in detail at each task authorization but the security is required at time of bid close, please confirm that reliability clearance for all 16 candidates at bid close will be accepted and Secret or NATO Secret will be determined at Task Authorization.

Answer 21:

DRDC will accept proof of all levels of security clearances at award of contract.

Question 22:

Please refer to the project description template included on the last page of the RFP. Please clarify if the references for reports produced are references to the reports or if the references are professional references that can guarantee the personnel worked on the report.

Answer 22:

References to the report.

Question 23:

Our interpretation of Mandatory Requirement M2 suggests that the PM have acquired their experience, five years over the past ten year period with similar projects, as an employee of the Bidder. The requirement to have all work experience being with the Bidder organization, which is only applied to the PM category, is overly restrictive. It will disqualify many organizations from bidding and should be considered inappropriate.

We believe the clause in Annex F, section (a), para (i) is prejudicial and not additive to the formation of a superior Team. Would the Crown please strike this from the Evaluation Criteria in Annex F?

Answer 23:

Addressed in supplier Question 5. 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 24:

The mechanics associated with establishing a Team within the guidelines of the Mandatory Criteria is quite substantial. We are well underway but will require some additional time. Would the Crown please grant a 3 week extension to the Bid Closing Date?

Answer 24:

The solicitation closing date will be changed to August 14, 2019.

Question 25:

Please clarify the requirements for M4. Some senior MARS officers will have qualified for, and subsequently held command of, submarines, frigates or destroyers having completed courses other than the present ORO course. Will the Crown amend the wording of M4 toOps Room Officer course or equivalent?

Answer 25:

Yes, we will accept equivalent courses. The term "or equivalent" has been added to M4 in the evaluation criteria.

Question 26:

Please refer to Amendment 3, QA 18. Please confirm that the due date has been extended to August 7.

Answer 26:

The solicitation will now have a closing date of August 14, 2019.

Question 27:

Please refer to the education requirements for A3, A4, A5 and A6. Would the Crown accept a diploma, such as a Bachelor of Psychology, that does not specify the subfield of study?

Answer 27:

Yes.

Question 28:

Please refer to Amendment 3, QA 5 and Previous Similar Projects, Sub-para (i). Senior Level, PMP Certified PMs typically have experience gained through various employers and may not be current employees of a Bidder or may work as Independent Contractors. Stating that Project Managers must be a current employee of a Bidder significantly limits all Bidder's ability to source the best PM for this Royal Canadian Navy, Human Factors Support Contract. Would the Crown remove Previous Similar Projects, Sub-para (i)?

Answer 28:

We will not be removing the requested sub-para (i), but we have replaced "as of the date of the release of this RFP" with "prior to Contract Award".

Question 29:

The answer to Question 5 in Amendment 003 has changed the requirement for the Project Manager to be employed by the Bidder as of release of the RFP. The argument made to initiate this change was that a certified PM is process-driven and the mechanism for the accrual of experience is less relevant than the observance of the process. As such, we request that the requirement that the Project Manager be employed by the Bidder as of RFP release date be removed, either in it's entirely or replaced with "prior to Contract Award".

Answer 29:

We replaced "as of the date of the release of this RFP" with "prior to Contract Award".

Please see the updated Evaluation Criteria – Series 4

and

This solicitation is hereby amended to:

(1) Reference: PART 6- SECURITY AND OTHER REQUIREMENTS

DELETE the requirement for:

6.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
 - (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. 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) (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

and **INSERT:**

6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
 - (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
 2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
 3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- (2) **Reference: Annex F – Evaluation Criteria and Selection Method**
- DELETE** the requirement for Annex F – Evaluation Criteria and Selection Method (revised July 9, 2019); and
- INSERT** the revised requirement for Annex F – Evaluation Criteria and Selection Method (revised July 26, 2019)
- (3) **Reference: Closing date appearing of page one of the solicitation document**
- DELETE** the closing date of **2019-08-07**; and
- INSERT** the revised closing date of **2019-08-14**

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

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EVALUATION CRITERIA AND SELECTION METHOD (revised 26 July 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 prior to Contract award;
 - (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.
- 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
- (v)

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.

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- (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

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1. MANDATORY EVALUATION 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			

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Resource Category: A3 – Human Factors (Cognitive) 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.) 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 – Human Systems; Psychology – Cognitive, Experimental, Applied, and Human Computer Interaction. *Relevant degrees in the specific resource category will be evaluated.				
	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	The Bidder must demonstrate that the Senior Human Factors (Cognitive) proposed resource has: a PhD in a relevant specialty AND a minimum of six years of relevant experience as demonstrated using project descriptions. OR A Master's degree in a relevant specialty AND a minimum of eight years of relevant experience as demonstrated using project descriptions.			
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.			

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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>			

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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.			

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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>	MET	NOT MET	Please Cross Reference to Specific Pages in your Proposal

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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>			

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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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Resource Category: A6 – Modelling and Simulation 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. Relevant degrees* include Engineering – Software, Industrial, Systems Design; Computer Science – Software, Programming. *Relevant degrees in the specific resource category will be evaluated.				
	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.			
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	The Bidder must provide a resume including project descriptions of one proposed resource at the Junior Modelling and Simulation level.			

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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>			
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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>			

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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	

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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	

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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%**

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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.