

**SOLICITATION CLOSES
L'INVITATION PREND FIN**

**at - à 02:00 PM
on - le 6 November 2019**

**Time Zone: - Fuseau horaire :
Eastern Standard Time (EST)
Heure normale de l'Est (HNE)**

**REQUEST FOR STANDING
OFFERS
DEMANDE D'OFFRES À
COMMANDES**

Proposal to: Department of National Defence

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 au : ministère de la Défense
nationale (MDN)**

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

**THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT / CE DOCUMENT CONTIENT
DES EXIGENCES RELATIVES À LA SÉCURITÉ.**

Issuing Office - Bureau de distribution

D Maj Proc 7

Title - Sujet Instructors for Delivery of DND-Owned Joint Intelligence Surveillance and Reconnaissance (JISR) Courses					
Solicitation No. - N° de l'invitation W8484-19-9449/A					
Date 27 September 2019					
Reference No. (optional) - N° de référence (facultatif)					
RETURN OFFERS TO: RETOURNER LES OFFRES À : By e-mail to / Par courriel au : DMajProc7Bids.DAchatsImp7Soumissions@forces.gc.ca					
Address enquiries to: Adresser toute demande de renseignements à : Kim Seguin <table><tr><td>Telephone No. N° de téléphone</td><td>E-Mail Address Courriel</td></tr><tr><td></td><td>Kim.Seguin@forces.gc.ca</td></tr></table>		Telephone No. N° de téléphone	E-Mail Address Courriel		Kim.Seguin@forces.gc.ca
Telephone No. N° de téléphone	E-Mail Address Courriel				
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FOB - FAB See herein / Voir dans les présentes.					
Destination See herein / Voir dans les présentes.					
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur <table><tr><td>Telephone No. - N° de téléphone</td><td>Facsimile No. - N° de télécopieur</td></tr></table>		Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur		
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) <table><tr><td>Signature</td><td>Date</td></tr></table>		Signature	Date		
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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, 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 Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the PWGSC-TPSGC 942 Call-up against a Standing Offer, and any other annexes

1.2 Summary

1.2.1 The Department of National Defence (DND) has a requirement to establish one Standing Offer Arrangement for the provision of up to two Instructors to deliver DND-owned Joint Intelligence Surveillance and Reconnaissance (JISR) courses.

The period of the resulting Standing Offer will be from the date of award to five years later.

1.2.2 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-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors 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.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2018-05-22) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Section 02, Procurement Business Number is deleted in its entirety.

Section 05, Submission of Offers – Subsection 2(d) is deleted and replaced by:

It is the Offeror's responsibility to:

send its offer only to Department of National Defence (DND) organization receiving the offers as specified on page 1 of the bid solicitation.

Section 05, Submission of Offers - Subsection 5.4, is amended as follows:

Delete: 60 days

Insert: 90 days

Section 07, Delayed Offers is deleted and replaced by:

It is the Offeror's responsibility to ensure that the Contracting Authority has received the entire submission. Misrouting or other electronic delivery issues resulting in late submission of offers will not be accepted.

Section 08, Transmission by Facsimile is deleted in its entirety.

Section 20, Further Information is deleted in its entirety

2.2 Submission of Offers

Unless specified otherwise in the RFSO, offers must be received by the Standing Offer Authority at the electronic address identified by the date, time and place indicated on page 1 of the solicitation.

Electronic Submissions: Individual e-mails that may include certain scripts, formats, embedded macros and/or links, or those that exceed five (5) megabytes may be rejected by Canada's e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority. Larger bids may be submitted through more than one e-mail. The Contracting Authority will confirm receipt of documents. It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Bidders should not assume that all documents have been received unless the Contracting Authority confirms receipt of each document. In order to minimize the potential for technical issues, Bidders are requested to allow sufficient time before the closing date and time to confirm receipt. Technical and financial documents received after the closing date and time will not be accepted.

If your offer is transmitted by electronic mail (e-mail), Canada will not be responsible for late offers received at destination after the closing date and time.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, Offerors must provide the information required below before the issuance of a Standing Offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer non-responsive.

Definitions

For the purposes of this clause,

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension?

YES () NO ()

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

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror'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.

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? YES () NO ()

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. 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.

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors 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 Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Canada requests that Offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (one soft copy);

Section II: Financial Offer (one soft copy); and

Section III: Certifications (one soft copy).

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer:

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment".

3.1.2 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications Offerors must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

MANDATORY SECURITY CRITERIA	
M1.1	<p>The Bidder must clearly demonstrate that it is in possession of a valid Facility Security Clearance (FSC) at the SECRET level issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC) or National equivalent at bid closing.</p> <p>This should be demonstrated by including a copy of the clearance letter issued to the firm by PWGSC/CISD or by providing the organization screening number as provided by PWGSC/CISD or National equivalent.</p> <p>Note: Although it is required that the bidder be in possession of a valid FSC at the SECRET level by bid closing, it is also a requirement that, <u>by contract award</u>, the bidder must be in possession of a NATO SECRET FSC.</p> <p>After the technical and financial evaluations have been completed, DND will rank the compliant bidders based on the selection methodology of the RFP. If the first ranked bidder is not in possession of a valid NATO SECRET FSC, the bidder will be required to provide the DND contracting authority representative with proof that it has submitted a request to PWGSC/CISD to obtain the NATO SECRET FSC within five (5) days of being notified that it is the first-ranked bidder. Failure to do so will result in the bidder being deemed non-compliant and DND will then contact the second-ranked bidder and so on.</p> <p>The bidder will be required to provide the DND contracting authority with written proof that PWGSC/CISD or National equivalent has successfully completed the NATO SECRET FSC process.</p> <p>A contract, if awarded, will only be awarded after the bidder is in possession of a valid NATO SECRET FSC issued by PWGSC/CISD or National equivalent.</p>
M1.2	<p>The Bidder must clearly demonstrate that both of its proposed resources are in possession of a valid personnel security clearance of NATO SECRET at bid closing.</p> <p>This should be demonstrated by providing the names of the resources and their Security Clearance Certificate and Briefing Form file numbers as provided by PWGSC/CISD, or National equivalent.</p>
MANDATORY TECHNICAL CRITERIA – RESOURCE 1	
M2.1	<p>The Bidder must clearly demonstrate that its proposed resource has a minimum of 3 years' experience within the last 15 years conducting JISR operations at the tactical or operational levels.</p>
M2.2	<p>The Bidder must clearly demonstrate that its proposed resource is a former military professional who has deployed to an operational theatre supporting JISR operations.</p>

M2.3	The Bidder must clearly demonstrate that its proposed resource has a minimum of 3 years' experience in the past 10 years working in a joint operational environment.
M2.4	The Bidder must clearly demonstrate that its proposed resource has successfully completed one or more of the following courses: <ul style="list-style-type: none"> • Qualified Weapons Instructor Intelligence Surveillance and Reconnaissance (QWI ISR) course delivered by the Royal Air Force (RAF); or • Intelligence Sensor Weapons Instructor course delivered by the United States Air Force (USAF); or • Intelligence Weapons Instructor course delivered by the United States Air Force (USAF).
M2.5	The Bidder must clearly demonstrate that its proposed resource has a minimum of 3 years' experience in maintaining and delivering JISR-related training within the resource's own National Forces or NATO training programs.
MANDATORY TECHNICAL CRITERIA – RESOURCE 2	
M3.1	The Bidder must clearly demonstrate that its proposed resource has a minimum of 3 years' experience within the last 15 years conducting JISR operations at the tactical or operational levels.
M3.2	The Bidder must clearly demonstrate that its proposed resource is a former military professional who has deployed to an operational theatre supporting JISR operations.
M3.3	The Bidder must clearly demonstrate that its proposed resource has a minimum of 3 years' experience in the past 10 years working in a joint operational environment.
M3.4	The Bidder must clearly demonstrate that its proposed resource has successfully completed one or more of the following courses: <ul style="list-style-type: none"> • Qualified Weapons Instructor Intelligence Surveillance and Reconnaissance (QWI ISR) course delivered by the Royal Air Force (RAF); or • Intelligence Sensor Weapons Instructor course delivered by the United States Air Force (USAF); or • Intelligence Weapons Instructor course delivered by the United States Air Force (USAF).
M3.5	The Bidder must clearly demonstrate that its proposed resource has a minimum of 3 years' experience in maintaining and delivering JISR-related training within the resource's own National Forces or NATO training programs.

4.1.2 Financial Evaluation

4.1.2.1 The price of the offer will be evaluated as follows:

- a. Canadian-based offerors must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded.
- b. Foreign-based offerors must submit firm prices, Canadian customs duties, excise taxes and Applicable Taxes excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based offerors.

4.1.2.2 Unless the Request for Standing Offers (RFSO) specifically requires offers to be submitted in Canadian currency, offers submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the RFSO closing date, or on another date specified in the RFSO, will be applied as a conversion factor to the offers submitted in foreign currency.

4.1.2.3 Although Canada reserves the right to issue the Standing Offer either on an FOB plant or FOB destination, Canada requests that offerors provide prices FOB their plant or shipping point and FOB destination. Offers will be assessed on an FOB destination basis.

4.1.2.4 For the purpose of the RFSO, offerors with an address in Canada are considered Canadian-based offerors, and offerors with an address outside of Canada are considered foreign-based offerors.

4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a Standing Offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](https://www.canada.ca/en/employment-social-development/canada-labour) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.2 Status and Availability of Resources

M3020T (2016-01-28) - Status of Availability of Resources - Offer

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. At the Request for Standing Offers closing date, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicate in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, offerors 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.

6.2 Insurance Requirements

The Offeror is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Standing Offer and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Offeror is at its own expense and for its own benefit and protection. It does not release the Offeror from or reduce its liability under the Standing Offer.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex A.

7.2 Security Requirements

7.2.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Standing Offer.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE #: W8484-199449

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **NATO SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **NATO SECRET or SECRET, as required**, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror personnel requiring access to NATO CLASSIFIED information, assets or sensitive work site(s) must be permanent residents of Canada or citizens of a NATO member country and EACH hold a valid personnel security screening at the level of **NATO SECRET**, granted or approved by the appropriate delegated NATO Security Authority.
4. The Contractor must complete and submit a Foreign Ownership, Control and Influence (FOCI) Questionnaire and associated documentation identified in the FOCI Guidelines for Organizations prior to contract award to identify whether a third party individual, firm or government can gain unauthorized access to **NATO CLASSIFIED** information/assets. Public Works and Government Services Canada (PWGSC) will determine if the company is "Not Under FOCI" or "Under FOCI". When an organization is determined to be Under FOCI, PWGSC will ascertain if mitigation measures exist or must be put in place by the company so it can be deemed "Not Under FOCI through Mitigation".
5. The contractor shall at all times during the performance of the contract possess a letter from PWGSC identifying the results of the FOCI assessment with a FOCI designation of Not Under FOCI or Not Under FOCI through Mitigation.
6. All changes to Questionnaire and associated FOCI evaluation factors must immediately be submitted to the Industrial Security Sector (ISS) to determine if the changes impact the FOCI designation.
7. The Contractor/Offeror **MUST NOT** remove any CLASSIFIED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
8. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

9. The Contractor/Offeror must comply with the provisions of the:

- (a) Security Requirements Check List and security guide (if applicable), attached at Annex C
- (b) Industrial Security Manual (Latest Edition).

SECURITY REQUIREMENTS FOR FOREIGN SUPPLIERS
PWGSC FILE #: W8484-199449

The contractor and/or any and all subcontractors must be from a country with which Canada has an international bilateral industrial security instrument. The Contract Security Program (CSP) has international bilateral industrial security instruments with the countries listed on the following PSPC website: <http://www.tpsgc-pwgsc.gc.ca/esc-src/international-eng.html>. For the exchange of NATO information the contractor/offeror/subcontractor must be a NATO member in good standing.

All **NATO AND CANADA CLASSIFIED** information/assets, furnished to the Foreign recipient **Contractor / Offeror / Subcontractor** shall be safeguarded as follows:

1. The Foreign recipient **Contractor / Offeror / Subcontractor** shall, at all times during the performance of the **Contract / Standing Offer / Subcontract**, hold a valid Facility Security Clearance (FSC), issued by the NSA/DSA of **the supplier's country**, at the equivalent level of **SECRET and NATO SECRET** in accordance with the national policies of **the supplier's country**.
2. All **NATO AND CANADA CLASSIFIED** information/assets accessed by the Foreign recipient **Contractor / Offeror / Subcontractor** shall NOT be safeguarded at the Foreign recipient's sites.
3. **NATO AND CANADA CLASSIFIED** information/assets shall be released only to Foreign recipient **Contractor / Offeror / Subcontractor** personnel, who have a need-to-know for the performance of the **Contract / Standing Offer / Subcontract** and who have a Personnel Security Clearance at the level of **SECRET and/or NATO SECRET**, granted by their respective National Security Authority (NSA) or Designated Security Authority (DSA) of **the supplier's country**, in accordance with national policies of **the supplier's country**.
4. The Foreign recipient **Contractor / Offeror / Subcontractor** personnel requiring access to **NATO CONFIDENTIAL or above** information/assets and/or sensitive work sites shall hold a valid personnel security screening at the level of **NATO SECRET**, have been properly cleared, briefed and approved by the respective delegated NATO responsible security authority.
5. **NATO AND CANADA CLASSIFIED** information/assets provided or generated pursuant to this **Contract / Standing Offer / Subcontract** shall not be further provided to a third party Foreign recipient Subcontractor unless:
 - a. written assurance is obtained from the third-party Foreign recipient's National Security Authority (NSA) or Designated Security Authority (DSA) to the effect that the third-party Foreign recipient Subcontractor has been approved for access to **NATO AND CANADA CLASSIFIED** information/assets by the third-party Foreign recipient's NSA/DSA; and
 - b. written consent is obtained from the NSA/DSA of **the supplier's country**, if the third-party Foreign recipient Subcontractor is located in a third country.
6. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of their respective National Security Authority (NSA) or Designated Security

Authority (DSA), in accordance with the national policies of **the supplier's country**.

7. The Foreign recipient **Contractor / Offeror / Subcontractor** shall not use the **NATO AND CANADA CLASSIFIED** information/assets for any purpose other than for the performance of the **Contract / Standing Offer / Subcontract** without the prior written approval of the Government of Canada. This approval must be obtained from the Canadian DSA.
8. The Foreign recipient **Contractor / Offeror / Subcontractor** visiting Canadian Government or industrial facilities, under this contract, will submit a Request for Visit form to Canada's Designated Security Authority (DSA) through their respective National Security Authority (NSA) or Designated Security Authority (DSA).
9. The Foreign recipient **Contractor / Offeror / Subcontractor** shall immediately report to the Canadian DSA all cases in which it is known or there is reason to suspect that **NATO AND CANADA CLASSIFIED** information/assets pursuant to this **Contract / Standing Offer / Subcontract** has been compromised.
10. The Foreign recipient **Contractor / Offeror / Subcontractor** shall immediately report to its respective National Security Authority (NSA) or Designated Security Authority (DSA) all cases in which it is known or there is reason to suspect that **NATO AND CANADA CLASSIFIED** information/assets accessed by the Foreign recipient **Contractor / Offeror / Subcontractor**, pursuant this **Contract / Standing Offer / Subcontract**, have been lost or disclosed to unauthorized persons.
11. The Foreign recipient **Contractor / Offeror / Subcontractor** shall not disclose **NATO AND CANADA CLASSIFIED** information/assets to a third party government, person, firm or representative thereof, without the prior written consent of the Government of Canada. Such consent shall be sought through the recipient's National Security Authority/ Designated Security Authority (NSA/DSA).
12. The Foreign recipient **Contractor / Offeror / Subcontractor** shall comply with the provisions of the International bilateral industrial security instrument between **the supplier's country** and Canada, in relation to equivalencies.
13. The Foreign recipient **Contractor / Offeror / Subcontractor** must comply with the provisions of the Security Requirements Check List attached at Annex C.

In the event that a Foreign recipient **Contractor / Offeror / Subcontractor** is chosen as a supplier for this Contract, subsequent Country-Specific Foreign security requirement clauses shall be generated and promulgated by the Canadian DSA, and provided to the Government of Canada Contracting Authority, to ensure compliance with the security provisions, as defined by the Canadian DSA, in relation to equivalencies.

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from the date of award to five years later (date to be specified in the resulting Standing Offer).

7.5 Authorities (To be specified in the resulting Standing Offer)

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Kim Seguin
Title: Senior Procurement Officer
Organization: Department of National Defence
Directorate: D Maj Proc 7-5-4
Address: 101 Colonel By Drive
Ottawa, ON
K1A 0K2
Telephone: _____ - _____ - _____
E-mail address: Kim.Seguin@forces.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Technical Authority

The Technical Authority for the Standing Offer 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 will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Offeror's Representative

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

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence, Directorate of Major Procurement Services, D Maj Proc 7 group.

7.8 Call-up Procedures

- 7.8.1 Call-ups will be issued and approved by authorized Identified Users (Paragraph 7.7) using the PWGSC-TPSGC 942 Call-up Against a Standing Offer forms. A sample call up form is attached at Annex "D".
- 7.8.2 All Call-ups against this Standing Offer may only be approved by the Identified Users designated as authorized to sign and approve the 942 Form.
- 7.8.3 For all Call-ups from the Identified Users, the Offeror will be provided with a description of the work to be performed on a 942 Call-up form based on rates from the Offeror's proposal. Call-ups can be paper-based, hard copy versions of the 942 Call-up form OR may be sent to the Offeror via email, with the 942 Call-up form included as attachments. If Call-ups are handled by email a hard copy if the 942 form will also be printed and placed on the procurement file.
- 7.8.4 Offeror Acceptance: Upon receipt of a 942 Call-up against a Standing Offer form, the Offeror will acknowledge the 942. The acknowledgement can be in hard copy or by email, but must contain the following: "(Name of Offeror) has received and acknowledges Call-up No. _____ and agrees with the cost and time estimated stated in the Call-up".
- 7.8.5 In the event the Offeror does not agree with the cost or time estimate in the Call-up, the Offeror shall contact the Call-up originator (Identified User) to notify its concerns. The parties shall work together to come to an agreement.
- 7.8.6 Upon receipt of the Call-up acknowledgement from the offeror, the Call-up originator (Identified User) shall place the acknowledgement on the Call-up Contract file.

7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form *PWGSC-TPSGC 952, Call-up Against a Standing Offer*.

7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ _____ **(to be specified in the resulting Standing Offer)** (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) Annex A, Statement of Work;
- e) Annex B, Basis of Payment;
- f) Annex C, Security Requirements Check List;
- g) Annex D, 942 Call-up Against a Standing Offer; and
- h) the Offeror's offer dated _____.

7.12 Foreign Nationals

SACC Manual clause A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)

OR

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

7.13 Certifications and Additional Information

7.13.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

7.14 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.15 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.16 Standard Clauses and Conditions

7.16.1 General Conditions

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

7.17 Term of Contract

7.17.1 Period of the Contract

The period of the Contract is from date of Contract to [REDACTED] inclusive (to be specified in the resulting Standing Offer).

7.17.2 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

7.18 Proactive Disclosure of Contracts with Former Public Servants

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

7.19 Payment

7.19.1 Basis of Payment

The Contractor will be paid for the Work performed, in accordance with the Basis of payment at Annex B, to a limitation of expenditure of \$ [REDACTED] (to be specified in the resulting standing offer). Customs duties are [REDACTED] included and Applicable Taxes are extra.

7.19.2 Limitation of Expenditure

7.19.2.1 Canada's total liability to the Contractor under the Contract must not exceed \$ [REDACTED] (to be specified in the resulting standing offer). Customs duties are [REDACTED] included and Applicable Taxes are extra.

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

- a. when it is 75% committed, or
- b. four months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

7.19.3 Multiple Payments

Canada will pay the Offeror upon completion and delivery of the Work in accordance with the payment provisions of the PWGSC –TPSGC 942 Call-Up Against a Standing Offer if:

- a. an accurate and complete invoice and any other documents required by the PWGSC-TPSGC 942 have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada; and
- c. the Work performed has been accepted by Canada.

7.19.4 Electronic Payment of Invoices – Call-up

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

[List below to be modified in the resulting standing offer as indicated by the successful offeror in its bid, if applicable]

- a. Direct Deposit (Domestic and International); OR
- b. Wire Transfer (International Only);

7.20 Invoicing Instructions

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

7.20.2 Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.21 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance

7.22 Defence Contract

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

ANNEX "A"

STATEMENT OF WORK

1. TITLE

- 1.1 Instructor for the provision of the Department of National Defence (DND)-owned Joint Intelligence Surveillance and Reconnaissance (JISR) Management Training.

2. REQUIREMENT

- 2.1 DND has a requirement for the professional services of two instructors to deliver three DND-owned Joint Intelligence Surveillance and Reconnaissance (JISR) Management Training courses on an if and required basis.

These courses will include the following:

- a two-day Canadian Armed Forces (CAF) Senior Officers JISR Familiarisation course;
- a five-day Officers and Senior Non-Commissioned Officers JISR Orientation course; and
- a twenty-day Practitioner Collection Operations Management (COM) course.

These courses are to be delivered to the JISR enterprise in support of current operations, where the risks to the deployed CAF members are high and the consequences of error are critical. The language of delivery will be English.

- 2.2 Prior to each course delivery, the content of the training material and course outline shall be updated by the Contractor as required to reflect the most recent doctrine, Canadian and Allied operational lessons learned procedures and enabling technology.
- 2.3 The Contractor shall deliver these courses in a classroom setting at government-provided training facilities in: the National Capital Region (NCR), Ottawa, Ontario and Kingston, Ontario; DND will be responsible for providing training facilities. The cost of the training facilities will be the responsibility of DND.

3. BACKGROUND

- 3.1 Joint Intelligence Surveillance and Reconnaissance (JISR) is defined as "An integrated intelligence and operations set of capabilities which synchronises and integrates the planning and operations of all collection capabilities with the processing, exploitation and dissemination of the resulting information in direct support of planning, preparation and execution of operations." JISR operations are complex. The core component of the JISR enterprise is collection operations driven by information and intelligence requirements. COM is focused upon generating collection requirements and the subsequent tasking, and command and control of collection resources. Within this context, professionalising the JISR workforce is a CAF critical requirement.

4. COURSE STRUCTURE

- 4.1 The CAF Senior Officers JISR Familiarisation course consists of 2 training days for a maximum of 13 hours of classroom time, offered to a minimum load of 6 students and a maximum of 18 students per iteration. To successfully complete the course module, knowledge will be confirmed through seminar interaction and discussion.

4.2 The Officers and Senior Non-Commissioned Officers JISR Orientation course consists of 5 training days for a maximum of 32.5 hours of classroom time, offered to a minimum load of 12 students and a maximum of 40 students per iteration. To successfully complete the course module, a combination of interactive and knowledge based skills will be assessed through student participation and discussion.

4.3 The Practitioner Collection Operations Management (COM) course consists of 20 training days, to a maximum of 130 hours of classroom time, offered to a minimum load of 12 students and a maximum of 18 students per iteration. To successfully complete the course module, each student must pass two academic assessments.

5. TRAINING OBJECTIVES

5.1 CAF Senior Officers JISR Familiarisation course. This course will provide a baseline and fundamental understanding of JISR to senior leadership and decision makers who will likely have no previous JISR experience. This will be delivered in a seminar format and will take the trainees from minimal understanding to a higher level of familiarisation.

5.2 Officers and Senior Non-Commissioned Officers JISR Orientation course. This course will provide an understanding at the management level for personnel in JISR leadership and supervisory posts to enable students who will likely have no previous JISR experience to take the trainees from the lowest level of knowledge to more in-depth understanding of JISR.

5.3 Practitioner Collection Operations Management (COM) Course. This course will provide an understanding at the management level for personnel in JISR leadership and supervisory posts who will likely have minimal JISR COM experience and will be required to bring the trainees up to basic JISR COM practitioner's level.

6.0 COURSE OUTLINE

6.1 CAF Senior Officers JISR Familiarisation course.
Upon completion of the course, students will have a complete familiarisation of JISR at the senior officer level to include the following: JISR Definitions and Concepts; ISR Cycle; Intelligence Requirements Management (IRM); Collection Management; JISR Assets and Sensors; Processing, Exploitation and Dissemination (PED); Communication Information system (CIS); JISR Support to Targeting; and JISR Planning Techniques to include discussions using operational examples.

6.2 Officers and Senior Non-Commissioned Officers JISR Orientation course.
Upon completion of the course, students will have a complete understanding of managing JISR to include the following: JISR Definitions and Concepts; JISR Definitions and Concepts; ISR Cycle; Joint Intelligence Preparation of the Operational Environment (JIPOE); Intelligence Requirement Management (IRM); Requests for Information (RFI); Collection Management (CM); JISR Assessments; Intelligence Collection Plan (ICP); Geospatial Intelligence (GEOINT); Signals Intelligence (SIGINT); Open Source Intelligence (OSINT); JISR Assets and Sensors; Processing, Exploitation and Dissemination (PED); Communication Information system (CIS); JISR Support to Targeting; and JISR Planning Techniques to include a practical exercise.

6.3 Practitioner Collection Operations Management (COM) Course.
Upon completion of the course, students will have led and successfully planned and executed a JISR mission, to include a systematic understanding of the following: JISR Definitions and Concepts; Intelligence, Intelligence Structures and Intelligence Cycle; JISR Cycle; Joint Intelligence Preparation of the Operational Environment (JIPOE); Intelligence Requirements Management (IRM); Requests for Information; Collection Requirements, Management (CRM) and

Collections Operations Management (COM); JISR Assessments; Canadian/Allied IRM&CM Process and Examples; Intelligence Collection Plan (ICP); Processing, Exploitation and Dissemination (PED); Communications Information Systems (CIS); Open Source Intelligence (including social media); Space – Fundamentals and Applications for JISR; JISR Support to Targeting; Radar Fundamentals and Application; GEOINT Fundamentals, Principles, Sensors and Targets; Technical and Operational Applications of GEOINT; GEOINT Recap; Cyber / CEMA; Electronic Warfare; SIGINT; Technical and Operational Applications of SIGINT; JISR on Deployed Operations; HUMINT; Material and Personnel Exploitation; Land ISR Estimate Process; JISR Planning Techniques to include Practical Application; JISR Planning Techniques – Maritime, Land, Air, and Asymmetric; and JISR Planning Techniques – Land. The course will be delivered with a combination of academic and practical JISR exercises in a simulated and realistic setting.

7. COURSE AND PARTICIPANT ADMINISTRATION

- 7.1 Course evaluation: The Contractor shall administer evaluations at the end of each course and produce a report deliverable to the TA within two weeks of course completion. The course evaluation shall include as a minimum, the following: the relevance of the course to the participant in his/her job; the overall evaluation of the course; an evaluation of course materials; an evaluation of participant handouts; an evaluation of the practical exercises; an evaluation of the course schedule and pace; an evaluation of the instructors; an evaluation of the classroom facilities in support of the training; an evaluation of each phase of the course and the participants' perceived learning gained from each phase; and recommendations from the participants on ways to improve subsequent serials of the course.
- 7.2 Course Certificates: Students who successfully complete the training will be awarded a Certificate of Completion.
- 7.3 Student Demographics: Course content will be suitable for a diverse student population. The student population will be comprised of members of the CAF, civilian members of the Department of National Defence (DND), and intelligence specialists working in other government departments. Most of the students receiving this training will have experience in the CAF/DND environment; however may have minimal experience in the JISR environment.
- 7.4 Course Loading: DND will be responsible for course loading participants.

8. TRAVEL AND LIVING

- 8.1 The Contractor will arrange its own required travel to deliver the services detailed herein. DND will not reimburse the Contractor for any travel expenses incurred during the provision of services.

ANNEX "B"

BASIS OF PAYMENT

During the period of the Standing Offer, the Offeror will be paid as specified below.

1. Professional Fees

The Offeror will be paid all-inclusive fixed rates as follows. Course serial rates include all associated costs for two instructors per course serial:

	Firm All-Inclusive Cost	Estimated Number of Course Serials	Total
	A	B	C = A x B
Initial Period of the Standing Offer: From the date of Award to five years later.			
National Capital Region (Ottawa, Ontario) and Kingston, Ontario			
Two day CAF Senior Officers JISR Familiarisation course Cost per course serial, delivered to up to 18 students	\$	10	\$
Five day Officers and Senior Non-Commissioned Officers JISR Orientation course Cost per Course serial, delivered to up to 40 students	\$	10	\$
Twenty day Practitioner Collection Operations Management (COM) course Cost per course serial, delivered to up to 18 students	\$	10	\$
Total Evaluated Price			\$

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat W8484-199449
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 DND/MND - C.JOC HQ	2. Branch or Directorate / Direction générale ou Direction J2	
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 Contract to deliver Joint Intelligence Surveillance and Reconnaissance (JISR) Management Training Course development and instruction.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input 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 checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required - Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input checked="" type="checkbox"/>	Foreign / Étranger <input 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 checked="" 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 type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input checked="" 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"/>

Security Classification / Classification de sécurité UNCLASSIFIED





Contract Number / Numéro du contrat W8484-199449
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 / Non Yes / 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?
 Short Title(s) of material / Titre(s) abrégé(s) du matériel : No / Non Yes / Oui
 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 type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input 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 checked="" 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 / Non Yes / Oui
 If Yes, will unscreened personnel be escorted?
 Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

Security Classification / Classification de sécurité UNCLASSIFIED





Contract Number / Numéro du contrat W8484-199449
Security Classification / Classification de sécurité UNCLASSIFIED

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 Confidentiel	Secret	Top Secret Très Secret
											A	B	C			
Information / Assets Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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

12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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

Security Classification / Classification de sécurité UNCLASSIFIED



Solicitation No. - N° de l'invitation
W8484-199449/A
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
0 (Original)
File No. - N° du dossier

Buyer ID - Id de l'acheteur
D Maj Proc 7-5-4
CCC No./N° CCC - FMS No./N° VME

Page 4 of the SRCL, Signature Page, to be inserted in the resulting Standing Offer

ANNEX "D"

PWGSC-TPSGC 942, CALL-UP AGAINST A STANDING OFFER

Clear Data - Effacer l'information

Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada

Call-up Against a Standing Offer Commande subséquente à une offre à commandes

To the supplier: The standing offer identified below is accepted as follows: You are required to supply the goods or services, or both, shown below at the prices or on the pricing basis stated and in accordance with the other conditions stated in the standing offer. Only goods or services, or both, included in the standing offer will be supplied in the call-up against the standing offer.

Au fournisseur: L'offre à commandes indiquée ci-dessous est acceptée selon les modalités suivantes : Vous devez fournir les biens ou les services, ou les deux, indiqués ci-dessous selon les prix ou la base de tarification établie, et conformément avec les autres conditions stipulées dans l'offre à commandes. Seuls les biens ou les services, ou les deux, inclus dans l'offre à commandes seront fournis dans la commande subséquente à l'offre à commandes.

Security: The call-up includes security provisions.
Sécurité : La demande comprend des exigences en matière de sécurité.

NO / NON YES / OUI If YES, attach a SRCL to the call-up / Si OUI, joindre une LVERG à la demande

Invoices must be sent in accordance with - Les factures doivent être envoyées selon :

The detailed instructions in the standing offer / Les instructions détaillées dans l'offre à commandes The address shown in the "Ship to" block / L'adresse indiquée dans la case « Expédier à » Special instructions below / Les instructions particulières ci-dessous

Each shipment must be accompanied by a packing or delivery slip. All invoices, bills of lading and packing slips must show the following reference numbers.
 Chaque expédition doit être accompagnée d'un bordereau d'emballage ou de livraison. Les factures, connaissements et bordereaux d'emballage doivent tous porter les numéros de référence suivants.

Standing Offer No. - N° de l'offre à commandes Requisition No. - N° de demande / Order. Off. - Bur. dem. YY - AA Serial No. - N° de série Client Reference No. (optional) / N° de référence du client (facultatif)

The representative of the identified User signing the call-up form must indicate his or her physical address. This address will constitute the address most connected with the supply and will determine, where applicable, the place of supply for this procurement.
 Le représentant de l'utilisateur désigné qui signe le formulaire de commande subséquente doit indiquer son adresse municipale, qui constituera l'adresse la plus associée à l'approvisionnement et qui déterminera, le cas échéant, le lieu d'approvisionnement pour cette commande.

Amendment No. / N° de modification	Previous Value (\$) / Valeur précédente (\$)	Value of increase or decrease (\$) / Valeur de l'augmentation ou diminution (\$)	Total estimated expenditures or revised / Total des dépenses estimatives ou révisées
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Item No. / N° de l'article	NATO Stock No. / Item Description / N° de nomenclature de l'OTAN / Description de l'article	U. of I. / U. de d.	Quantity / Quantité	Unit Price / Prix unitaire (\$)	Extended Price / Prix calculé (\$)
Special instructions - instructions particulières					Total

For further information, call - Pour renseignements supplémentaires, contactez

Name - Nom Telephone No. - N° de téléphone Delivery required by - Livraison requise le (YYYY-MM-DD) (AAAA-MM-JJ)

For internal purposes only - Pour usage interne seulement

Pursuant to subsection 32(1) of the Financial Administration Act, funds are available. / En vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques, des fonds sont disponibles.

Approved for the Minister - Approuvé pour le Ministre

Signature (Mandatory - Obligatoire) Date (YYYY-MM-DD - AAAA-MM-JJ) Signature (Mandatory - Obligatoire) Date (YYYY-MM-DD - AAAA-MM-JJ)

PWGSC-TPSGC 942 (01/2014)