



**REQUEST FOR PROPOSAL /
DEMANDE DE PROPOSITION**

**RETURN BIDS TO /
RETOURNER LES SOUMISSIONS À:**

Bid Receiving – PWGSC / Réception des
soumissions - TPSGC
11 Laurier St. / 11 rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau
Québec
K1A 0S5

Proposal To: National Defence Canada

We hereby offer to sell to Her Majesty the Queen in
right of Canada, in accordance with the terms and
conditions set out herein, referred to herein or
attached hereto, the goods and services listed herein
and on any attached sheets at the price(s) set out
therefore.

Proposition à : Défense nationale Canada

Nous offrons par la présente de vendre à Sa Majesté la
Reine du chef du Canada, aux conditions énoncées ou
incluses par référence dans la présente et aux annexes
ci-jointes, les biens et services énumérés ici et sur
toute feuille ci-annexée, au(x) prix indique(s).

Commentaires -Comments

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

**Solicitation Closes /
L'invitation prend fin:**

At / à : **14:00 EST**

On / le : **03 February 2020**

Title / Titre: MARINE SECURITY OPERATIONS CENTRE (MSOC) TRAINING CONSULTANT	Solicitation No / No de l'invitation: W8482-206084/A
Date of Solicitation / Date de l'invitation: 18 Dec 2019	
Address Enquiries to – Adresser toutes questions à: Directorate of Maritime Procurement 3-5-2 (D Mar P 3-5-2) MAT.DMarP3BidReceiving-DOMar3ReceptiondesSoumissions@forces.gc.ca	
Telephone No. / N° de téléphone:	FAX No / No de fax: N/A
Destination: Department of National Defence (DND) 101 Colonel By Drive Ottawa, ON, Canada K1A 0K2	

Instructions:

Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

Instructions:

Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente

Delivery required / Livraison exigée: See Herein	Delivery offered / Livraison proposée:
Vendor Name and Address / Raison sociale et adresse du fournisseur:	
Name and title of person authorized to sign on behalf of vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie):	
Name / Nom: _____	Title / Titre: _____
Signature: _____	Date: _____



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PART 1 - GENERAL INFORMATION

1.1 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 6 - 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 6 - 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;
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.

1.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.4 Trade Agreements

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).

1.5 Canadian Content

The requirement is limited to Canadian Goods and/or services.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 80 days

2.2 Submission of Bids

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation. Bids transmitted by electronic email to PWGSC will not be accepted.

Bid Receiving – PWGSC / Réception des soumissions - TPSGC
11 Laurier St./ 11 rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau
Quebec
K1A 0S5

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

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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

-
- 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 Bidder a FPS in receipt of a pension? **Yes () No ()**

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

- g. name of former public servant;
- h. conditions of the lump sum payment incentive;
- i. date of termination of employment;
- j. amount of lump sum payment;
- k. rate of pay on which lump sum payment is based;
- l. period of lump sum payment including start date, end date and number of weeks;

- m. 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 - Bid Solicitation

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, 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 Bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Due to the nature of the bid solicitation, bids transmitted by epost Connect service and by facsimile will not be accepted.

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (four (4) hard copies);

Section II: Financial Bid (one (1) hard copies); and

Section III: Certifications (one (1) hard copies).

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

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

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, bidders 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 Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "C", Electronic Payment Instruments, to identify which ones are accepted.

If Annex "C", Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

Solicitation No. - N° de l'invitation
W8482-206084/A
Client Ref. No. - N° de réf. du client
W8482-206084

Amd. No. - N° de la modif.
File No. - N° du dossier
2183A-100411- W8482-206084

Buyer ID - Id de l'acheteur
8715100
CCC No./N° CCC - FMS No./N° VME

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

3.1.3 SACC Manual Clauses

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4.

4.1.1.2 Point Rated Technical Criteria

Refer to Attachment 1 to Part 4.

4.1.2 Financial Evaluation

SACC *Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price-Bid

4.2 Basis of Selection

4.2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 125 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 145 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.

5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 145 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)

		<i>Bidder 1</i>	<i>Bidder 2</i>	<i>Bidder 3</i>
<i>Overall Technical Score</i>		140/145	125/145	135/145
<i>Bid Evaluated Price</i>		\$55,000.00	\$50,000.00	\$45,000.00
<i>Calculations</i>	<i>Technical merit Score</i>	140/145 x70=67.59	125/145 x70=60.34	135/145 x70 =65.17
	<i>Pricing Score</i>	45/55 x 30 = 24.55	45/50 x 30 = 27.00	45/45 x 30 = 30.00
<i>Combined Rating</i>		92.14	87.34	95.17
<i>Overall Rating</i>		2 nd	3 rd	1 st

ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA

MANDATORY TECHNICAL CRITERIA

The Bidder must only submit one proposed resource for this requirement, and Canada will only accept one bid for a proposed resource. The bid must meet the mandatory technical criteria specified below.

The Bidder must provide the necessary documentation to support compliance with this requirement, and address each requirement clearly and in sufficient detail to permit a complete analysis and assessment by the evaluation team. **Failure to provide sufficient detail could result in a proposal being evaluated as technically NON-RESPONSIVE.**

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties, and relevance to the requirements will not be considered “demonstrated” for the purpose of this evaluation.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Only those bids meeting all of the Mandatory Technical Criteria will be considered further. It is imperative that all indicated qualifications and experience are fully demonstrated and supported in the proposal to be declared responsive. Simply listing or stating that a qualification or experience exists will not suffice for the purposes of demonstrated.

MANDATORY TECHNICAL CRITERIA	
NO.	Mandatory Technical Criteria (MT)
MT.1	<p>The Bidder must be in possession of a valid Facility Security Clearance (FSC) issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC) at bid closing as per the Security Requirement Check List (SRCL) outlined in Annex "B", and this clearance must be in effect and valid for the duration of the contract.</p> <ul style="list-style-type: none"> • <i>This must be demonstrated by including a copy of the clearance confirmation issued to the firm by PWGSC/CISD or by providing the organization screening number as provided by PWGSC/CISD.</i>
MT.2	<p>The Bidder must demonstrate that the proposed resource has TOP SECRET SIGINT (SCI - SIGINT) Security Clearance by the International Industrial Security Directorate or Public Services and Procurement Canada and this clearance must be in effect and valid for the duration of the contract.</p> <ul style="list-style-type: none"> • Name of the individual; • Level of security clearance obtained; • Expiry date; and • Security Clearance Certificate
MT.3	<p>The Bidder must demonstrate that the proposed resource has a college diploma (any field) or a university degree (any field, any recognized Canadian university/ college and also International universities/colleges).</p> <ul style="list-style-type: none"> • <i>A copy of the diploma/degree must be included with the bid.</i>

MT.4	The Bidder must demonstrate that the proposed resource has a minimum of thirty-six (36) months of demonstrated experience in the preparation and delivery of training to Government of Canada (GOC) Departments.
MT.5	The Bidder must demonstrate that the proposed resource has a minimum of thirty-six (36) months of demonstrated experience in developing and designing training using the ADDIE ¹ model ² for instructional design.
MT.6	The Bidder must demonstrate that the proposed resource has a minimum of sixty (60) months of demonstrated experience working in the Government of Canada (GOC) Intelligence domain with specific operational knowledge with all five (5) of the following areas: <ul style="list-style-type: none">• Information Requirements Management and Collection Management• Intelligence analysis• Strategic, Operational and Tactical intelligence operations• Demonstrated knowledge of the intelligence, surveillance and reconnaissance capabilities used by the Government of Canada• Demonstrated knowledge of Information sharing and disclosure within the GoC
MT.7	The Bidder must demonstrate that the proposed resource has a minimum of twelve (12) months within the past 15 years working with five eyes Allies in the intelligence domain, such as one of the following: the USA, Australia, United Kingdom or New Zealand.
MT.8	The Bidder must demonstrate that the proposed resource has a minimum of forty-eight (48) months experience working on Consolidated Secret Network Infrastructure (CSNI) and SPARTAN networks and softwares.

POINT-RATED TECHNICAL CRITERIA

Bids which meet all the mandatory technical criteria for a MSOC Training and Development consultant will be further evaluated against the Point- Rated Technical Criteria and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately. The Bidder must score a minimum of 125 out of 145 to be technically compliant.

For each point rated technical criterion, the proposed resource must demonstrate by providing complete details of the experience, including:

- Name and description of client organization and relevant experience;
- Timeframe (from-to dates month/year); and
- Description of the roles and responsibilities for each project.

¹ ADDIE is an acronym for the five stages of a development process: Analysis, Design, Development, Implementation, and Evaluation.

² ADDIE model is an instructional design methodology used to help organize and streamline the production of your course content.

POINT-RATED TECHNICAL CRITERIA		SCALE (Points)
NO.	Point-Rated Technical Criteria (RT)	
RT.1	The proposed resource has a minimum of thirty-six (36) months of demonstrated experience in the preparation and delivery of training for Government of Canada Departments at time of bid closing.	< 36 months = 0 points 37 to 48 months = 25 points > 48 months = 30 points
RT.2	The proposed resource has a minimum of thirty-six (36) months of demonstrated experience in developing and designing training using the ADDIE model for instructional design.	< 36 months = 0 points 37 to 48 months = 25 points > 48 months = 30 points
RT.3	The proposed resource has a minimum of sixty (60) months of demonstrated experience in the past 10 years working in the Government of Canada Intelligence domain with specific operational knowledge of the following areas: <ul style="list-style-type: none"> • Information Requirements Management and Collection Management • Intelligence analysis • Strategic, Operational and Tactical intelligence operations • Working knowledge of the intelligence, surveillance and reconnaissance capabilities used by the Government of Canada • Good working knowledge of Information sharing and disclosure within the GoC 	< 60 months = 0 points 61 to 72 months = 25 points >72 months = 30 points
RT.4	The proposed resource has worked a minimum of twelve (12) months of demonstrated experience within the past 15 years working with five eyes Allies in the intelligence domain, such as either the USA, Australia, United Kingdom or New Zealand.	< 12 months = 0 points 13 to 24 months = 25 points 25 to 36 months = 30 points
RT.5	The proposed resource has a minimum of forty-eight (48) months of demonstrated experience working with CSNI and SPARTAN in the last ten years.	< 48 months = 0 points > 48 months = 25 points
Maximum total points available		145
Technical Pass score		125

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **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.

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 Canadian Content Certification

This procurement is limited to Canadian Services.

The Bidder certifies that:

() the services offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

5.1.2.1.1 *SACC Manual* clause [A3050T](#) (2018-12-06), Canadian Content Definition

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 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 Bidder 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 - Bid Certification

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

5.2.3.2 Education and Experience

5.2.3.2.1 *SACC Manual* clause [A3010T](#) (2010-08-16), Education and Experience

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

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

6.1.1.1 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 TOP SECRET, issued by the Contract Security Program (CSP) of the Industrial Security Sector (ISS), Public Works and Government Services (PWGSC).

6.1.1.2 The Contractor personnel requiring access to **CLASSIFIED/PROTECTED** information, assets or sensitive work site(s) **must be a citizen of Canada** and must EACH hold a valid personnel security screening at the level of **TOP SECRET SIGINT** issued by the Contract Security Program (CSP) of the Industrial Security Sector (ISS), Public Works and Government Services (PWGSC).

6.1.1.3 The Contractor/Offeror **MUST NOT** remove any **CLASSIFIED/PROTECTED** 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.

6.1.1.4 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP/ISS/PWGSC.

6.1.1.5 The Contractor/Offeror must comply with the provisions of the:

- (a) *Security Requirements Check List, attached at Annex "B"*
- (b) *Industrial Security Manual (Latest Edition).*

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2010B (2018-06-21), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract, with the following modifications:

Section 01, Interpretation, "Canada", "Crown", "Her Majesty" or "the Government", is amended as follows:

Delete: Public Works and Government Services
Insert: Department of National Defence

6.3.2 Supplemental General Conditions

[4007](#) (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from Contract award date to 08 July 2021 for a 16-month period.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional 12-month period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: _____
Title: _____
Department of National Defence
Assistant Deputy Minister (Materiel)
Directorate: _____
Address: _____

Telephone: ____ ____ _____
Facsimile: ____ ____ _____
E-mail address: _____

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Technical Authority

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ ____ _____

Facsimile: _____
E-mail address: _____

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

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

6.6 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.

6.7 Payment

6.7.1 Basis of Payment

6.7.1.1 Basis of Payment - Firm Hourly Rates

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract. Customs duties are excluded and Applicable Taxes are extra.

Category of Personnel	Firm Hourly Rate (CAN \$)	Level of Services (Estimated)
MSOC TRAINING CONSULTANT	\$ _____	280 days

Total Estimated Cost: \$ _____

6.7.1.2 Travel and Living Expenses

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the Technical Authority. All payments are subject to government audit.

Estimated cost: \$25,000 per year (taxes extra)

6.7.1.3 Other Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

Estimated cost: \$ 0.00

Total Estimated Cost - Limitation of Expenditure: \$_____ (*Applicable Taxes extra.*)

6.7.1.4 Option to Extend the Contract

6.7.1.4.1 Firm Hourly Rates

During the extended period of the Contract, the Contractor will be paid the following firm hourly rates to perform all the Work in relation to the contract extension.

Category of Personnel	Firm Hourly Rate (CAN \$)	Level of Services (Estimated)
MSOC TRAINING CONSULTANT	\$_____	210 days

Total Estimated Cost: \$_____

6.7.1.4.2 Travel and Living Expenses

Estimated cost: \$25,000 per year (taxes extra)

Total Estimated Cost of the Extended Period - Limitation of Expenditure: \$_____ (*Applicable Taxes extra.*)

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$_____. Customs duties are excluded and Applicable Taxes are extra.
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.
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.

6.7.3 Monthly Payment

SACC Manual clause [H1008C](#) (2008-05-12), Monthly Payment

6.7.4 SACC Manual Clauses

SACC Manual clause [A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department

6.7.5 Electronic Payment of Invoices – Contract

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

- a. Direct Deposit (Domestic and International); or
- b. Electronic Data Interchange (EDI);

6.7.6 Discretionary Audit

SACC Manual clause [C0705C](#) (2010-01-11), Discretionary Audit

6.8 Invoicing Instructions

1. The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.

Each claim must show:

- a. all information required on form [PWGSC-TPSGC 1111](#);
- b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;

Each claim must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
 - c. a copy of the monthly progress report.
2. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.

3. The Contractor must prepare and certify one original and two (2) copies of the claim on form [PWGSC-TPSGC 1111](#), and forward it to the Technical Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Technical Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

4. The Contractor must not submit claims until all work identified in the claim is completed.

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.9.2 SACC Manual Clauses

SACC *Manual* clause [A3060C](#) (2008-05-12), Canadian Content Certification

6.10 Applicable Laws

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

6.11 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 Articles of Agreement;
- (b) the supplemental general conditions [4007](#) (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions [2010B](#) (2018-06-21), General Conditions - Professional Services (Medium Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Security Requirements Check List;
- (f) Annex C, to PART 3 of the Bid Solicitation;
- (g) Annex D, Non-Disclosure Agreement;
- (j) the Contractor's bid dated _____ .

6.12 Defence Contract

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

6.13 Non-disclosure Agreement

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex "D", and provide it to the Contracting Authority before they are given access to information by or on behalf of Canada in connection with the Work.

ANNEX A

STATEMENT OF WORK MSOC TRAINING CONSULTANT

1.0 SCOPE

1.1 PURPOSE

- 1.1.1 This Statement of Work (SOW) summarizes the requirements associated with the requirement for a training consultant to develop Marine Security Operations Centre (MSOC) Information/Intelligence Operator & Analyst Course training in support of operational and intelligence activities and the various information technology tools used by each MSOC.

2.0 OBJECTIVE

- 2.1 The MSOC Capability Management Organization (CMO) requires the services of a training consultant to develop the MSOC Operator & Intelligence Analyst curriculum, including an MSOC introductory course for new regional personnel and Capability Management Organization (CMO) members.
- 2.2 The objective of this SOW is to establish a professional services contract to develop a curriculum for MSOC-specific maritime security and intelligence training for all analysts and operators working in the three MSOCs located on both coasts and the Great Lakes region.

3.0 BACKGROUND

- 3.1 Since 2014, MSOC CMO has focused on the transition of the MSOC concept from a project to a program within the Government of Canada. The primary objective was the provision of Information Management/Information Technology (IM/IT) support through the MSOC portal and associated software, as well as some components of training, focused primarily on technical tools and to a lesser extent on facilitating analyst training.
- 3.2 The current MSOC concept of operations mandates the CMO to provide analyst training. A fulsome assessment of current courses available throughout all the MSOC Partners was completed and the results indicated that no course or combination of courses completely met maritime security and maritime Information/Intelligence development requirements to adequately support the MSOC Operator & Intelligence Analyst mission.

4.0 REQUIREMENTS

4.1 Occupational category required

- 4.1.1 The special requirement is for the provision of the professional services, specifically one (1) Training consultant, to create, execute, and develop a course for Maritime security and information/intelligence training.

4.1 TIMEFRAME

- 12.1 The contract duration will be 280 working days over a 16 months period with one (1) additional option year. Delivery dates of each deliverable will be requested by the TA.

4.2 TASKS

- 4.2.1 The Contractor personnel must develop and assist in the delivery of training for the MSOC Operator & Intelligence Analyst course.
- 4.2.1 The intended course will consist of the following sections including but not limited to the following sections:
- i) General MSOC introduction (e.g., MSOC 101);
 - ii) MSOC Policies and Standard Operating Procedures (SOPs);
 - iii) MSOC Operational Techniques; and
 - iv) MSOC Maritime Intelligence processes.
- 4.2.2 The MSOC training course and modules must be developed, delivered and fully accepted by the Technical Authority (TA) within 280 working days or less after Contract Award.
- 4.2.3 The services must include:
- i) reviewing the current training materials;
 - ii) developing a training needs analysis; and
 - iii) subsequently developing a holistic permanent modular course that respond to the needs of MSOC personnel.
- 4.2.4 The Contractor personnel must employ the ADDIE³ model⁴ system for training design to produce detailed training objectives and to create lesson plans using existing instructional materials and resources, and to develop relevant course materials that presently do not exist.
- 4.2.5 The Contractor personnel must be responsible for the deliverables required for the Analysis, Design and Development phases and be able to assist the CMO for the Implementation and Evaluation phases. The specific deliverables are detailed in Table 1 below.

5.0 DELIVERABLES

- 5.1 The deliverables required from the Contractor consist of those project approval documents, memorandums, schedules, submissions and presentations, in TA prescribed formats, required to satisfy the task requirements referred to herein.
- 5.2 The deliverables must be in the form of services provided to the in accordance with herein requirements. These deliverables must include, but are not limited to the following:

Table 1. Deliverable Schedule/Milestones to be provided by the contracted resource:

Contract award date	TBD
Initial meeting (kick-off meeting)	The 1st week of Contract award
Outline of proposed deliverables	No later than 40 work days or less after the initial meeting
Delivery dates of the reports must be established during the initial meeting.	
a. The Analysis phase report	Within 40 work days or less after the Contractor personnel commences the Analysis phase

³ ADDIE is an acronym for the five stages of a development process: Analysis, Design, Development, Implementation, and Evaluation.

⁴ ADDIE model is an instructional design methodology used to help organize and streamline the production of your course content.

b. The Design phase report	Within 40 days or less after the Contractor personnel commences the Design phase
c. The Development phase report	Within 60 days or less after the Contractor personnel commences The Development phase
d. The Implementation phase report	Within 60 days or less after the Contractor personnel commences the implementation phase
e. The Evaluation phase report	After the final delivery of the one pilot course & the two full courses the final evaluation must be completed within 40 days or less.
Final Delivery of the Courses	Total effort must be completed within 280 days or less after Contract award

5.3 In addition to the deliverables requested above, the following are required:

- a. Plans and Progress Reports as deemed applicable by the TA;
- b. Agenda and minutes for all meetings, working groups and conferences as required;
- c. Visit reports for all travel that occurs as required; and
- d. Other reports, presentations and briefings packages, as required.
- e. Expected outcomes of education and training to ensure optimal performance at work including, but not limited to the following:
 - i) analyze the tasks of a position;
 - ii) specify performance, education and learning objectives; and
 - iii) produce qualification standards and knowledge standards.
- f. Describe and select a training program including, but not limited to the following:
 - i) define the characteristics of the learner;
 - i) establish integrated instruction and learning strategies;
 - ii) specify instructional strategies;
 - iii) specify the learning content and establish course guidelines; and
 - iv) produce course guidelines (design guidance documents, scenarios, participant and instructor manual, drawings, etc.)
- g. Produce effective instructional materials in accordance with development guidelines including, but not limited to the following:
 - i) identify training/performance requirements and identify sources of learning materials in consultation with the TA;
 - ii) make recommendations on the purchase of teaching aids;
 - iii) develop guides;
 - iv) produce teaching materials;
 - v) submit training materials to beta tests and formative or pilot evaluations to ensure compliance with prescribed standards and client requirements and revise as necessary;
 - vi) prepare instructors to use or implement instructional materials in instructional programs; and

- vii) evaluate instructional materials to determine whether they can be converted in whole or in part for e-learning.
- h. During the analysis phase the following items will be required to ensure that all aspects of MSOC are considered in the development of the task list.
 - i) review the current training documents to ensure they remain applicable for the MSOCs' mission;
 - ii) ensure that all training references and publications are current and accurate;
 - iii) complete a detailed MSOC Operator & Intelligence Analyst task analysis;
 - iv) develop new applicable training materials in accordance with the task analysis;
 - v) create an MSOC Operator & Intelligence Analyst curriculum;
 - vi) develop all relevant training materials for delivery to the MSOCs;
 - vii) ensure the final documents meet current documentation standards, written text is free of typographical, format and layout errors;
 - viii) coordinate a final cycle of review, feedback with the TA; and
 - ix) assist in the delivery of one pilot and two full courses.

6.0 RESPONSIBILITIES

6.1 TECHNICAL AUTHORITY'S RESPONSIBILITIES:

- 6.1.1 To aid the Contractor personnel in the provision of the required services, Technical Authority (TA) will provide the following information, materials, and assistance if available and deemed appropriate such as:
- a. All available data, reference documents and/or database access deemed necessary by the TA for the provision of services under this SOW;
 - b. Consultation with the TA and other Crown Specialists as well will be arranged by the TA;
 - c. Other information, data and assistance available and requested by the Contractor personnel subject to the concurrence by the TA; and
 - d. Provide access to office spaces and information technology assets required to complete of this SOW.

6.2 CONTRACTOR'S RESPONSIBILITIES:

- 6.2.1 The Contractor personnel is responsible for all work produced under this Contract including completeness, accuracy, clarity, timeliness in an appropriate format as provided by the TA.
- 6.2.3 The Contractor personnel must provide a work plan to the TA that outlines how they will complete the requisite training products detailed herein.
- 6.2.4 The Contractor personnel is responsible for performing or having performed all inspections necessary to substantiate that the services and/or materiel provided conform to the requirements of this SOW and any tasking issued. The schedule of deliverables must be in accordance with the priorities established by the TA.

7.0 CONTRACTOR MANAGEMENT OF THE CONTRACT

7.1 The Contractor personnel must actively participate in the overall management of all related activities and be directly responsible for the effective supervision and coordination of the efforts of its personnel in order to minimize the effort required by DND to manage the requirement.

7.2 The Contractor personnel must ensure all work produced under the contract is complete, accurate, and adheres to all relevant safety and environmental regulations, rules, and good practices as outlined in the DND regulations and Defence Administrative Orders. These will be provided to the contracted resource by the TA.

8.0 LIMITATIONS AND CONSTRAINTS

8.1 Information Subject to Limited Access

8.2 Limitations – Comments and Recommendations

8.2.1 Decisions concerning definition or revision of policy, budgets, as well as contractual obligations and requirements are excluded from the Contractor services. The Contractor personnel must limit themselves to providing comments and recommendations directly to the TA on these issues.

8.3 Limitations – Direction

8.3.1 During the performance of the Contract, the Contractor personnel must not direct any departmental organizations, or any personnel of any third parties with whom Canada has or intends to contract, to perform any action.

8.4 Access to Proprietary Information

8.4.1 At all times during the provision of the required services, the Contractor personnel are not have access to any proprietary information, including, but not limited to, financial information (including unit prices or rates) or technical information concerning any third parties with whom Canada has contracted or intends to contract, other than information that is in the public domain, (e.g. total value of contract(s) awarded).

8.5 Safeguarding of Information

8.5.1 All reports, data, documents, or materials, provided to the Contractor by Canada or produced by the Contractor personnel in providing services under the Contract remains the property of Canada.

8.5.2 All reports, data, documents, or materials, provided to the Contractor by Canada or produced by the Contractor personnel in providing services under the Contract must be used solely in support of this requirement.

8.5.3 The Contractor must safeguard the preceding information and materials from unauthorized use and must not release them to any third party, person or agency external to DND/MSOC without the express written permission of the TA.

8.5.4 Such information and material must be returned to the TA upon completion of the services or when requested by the TA.

8.6 Correspondence

- 8.6.1 All correspondence, either initiated by the Contractor personnel or by DND, must be submitted to the TA for record keeping. Correspondence is defined as records of proceedings or decisions as well as any written correspondence in any format.

8.7 Use of Government of Canada and DND identifiers

- 8.7.1 The Contractor personnel do not use either Government of Canada or DND designations, logos or insignia on any business cards, cubicle/office signs or written and electronic correspondence that in any manner lead others to perceive the Contractor personnel as being an employee of Canada.

8.8 Language Requirements

- 8.8.1 The Contractor personnel must be able to communicate proficiently, both orally and in writing, in English. Working knowledge of French is an asset but not mandatory.

9.0 PROGRESS MEETING

9.1 Preparation and Participation

- 9.1.1 The Contractor personnel must make all necessary preparations in order to actively participate in any meeting convened by the TA.

9.2 Frequency and location

- 9.2.1 It is expected that the TA will meet with the Contractor personnel at a pre-determined location within the CMO lines or in the vicinity of any of the facilities where contracting activities are being conducted as specified by the TA.

10.0 LOCATION FOR PROVISION OF REQUIRED SERVICES

- 10.1 All services must be provided on-site at 25 Nicholas St. Ottawa, ON. The Contractor personnel must be available to work within the TA's facilities 37.5 hours per week unless TA authorizes the Contractor personnel to work offsite.

11.0 AVAILABILITY OF GOVERNMENT RESOURCES

- 11.1 Due to the regular requirement to access classified information at DND Headquarters, the following will be furnished by DND
- 11.2 DND will provide sufficient work space in the Capability Management Organization lines to facilitate network support on classified systems and enable close coordination with other members of the MSOC.
- 11.3 DND will provide general-purpose office furniture, and Electronic Data Processing equipment/services such as computer, keyboard, monitor, and access to the divisional LAN subject to normal security requirements.
- 11.4 The provisions within Section 11.0 will, in all cases, be subject to the availability of suitable DND office facilities in the National Capital Region.

Solicitation No. - N° de l'invitation
W8482-206084/A
Client Ref. No. - N° de réf. du client
W8482-206084

Amd. No. - N° de la modif.
File No. - N° du dossier
2183A-100411- W8482-206084

Buyer ID - Id de l'acheteur
8715100
CCC No./N° CCC - FMS No./N° VME

12.0 TRAVEL AND LIVING

- 12.1 The Contractor personnel will be required to travel to all three MSOCs at least twice per year for one week approximately with possible travel to the USA for stakeholder engagements. Locations are: Halifax NS, St. Catharines ON, Victoria BC, Colorado Spring US, Washington DC US and Norfolk US.

ANNEX B

SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat W8482-206084
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	2. Branch or Directorate / Direction générale ou Direction DGNSR/DNIW	
3. a) Subcontract Number / Numéro du contrat de sous-traitance N/A	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant N/A	
4. Brief Description of Work / Brève description du travail The requirements associated with the design and development of Marine Security Operations Centre (MSOC) Information/Intelligence Operator & Analyst Course training in support of operational and intelligence activities.		
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 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 type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input checked="" type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays: Restricted to FVEY partners: Australia, USA, United Kingdom and New Zealand	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input checked="" type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input checked="" type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input checked="" type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat W8482-206084
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? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input checked="" type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : "All streams will require a valid TS-SIGINT throughout the contract."

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



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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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / Protégé			CONFIDENTIAL	SECRET	TOP SECRET	
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			A	B	C	CONFIDENTIEL		TRÈS SECRET	
Information / Assets / Renseignements / Biens / Production																	
IT Media / Support TI																	
IT Link / Lien électronique																	

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / 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 « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / 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).

Solicitation No. - N° de l'invitation
W8482-206084/A
Client Ref. No. - N° de réf. du client
W8482-206084

Amd. No. - N° de la modif.
File No. - N° du dossier
2183A-100411- W8482-206084

Buyer ID - Id de l'acheteur
8715100
CCC No./N° CCC - FMS No./N° VME

ANNEX C to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);

ANNEX D

NON-DISCLOSURE AGREEMENT

I, _____, recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. _____ between Her Majesty the Queen in right of Canada, represented by the Department of National Defence and _____, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of

the Contract Serial No.: _____

Signature

Date