



**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  
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

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

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

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

**Comments - Commentaires**

<b>Title - Sujet</b> Training and Concept Development	
<b>Solicitation No. - N° de l'invitation</b> W8485-195040/A	<b>Date</b> 2020-01-13
<b>Client Reference No. - N° de référence du client</b> W8485-195040	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZG-423-37234	
<b>File No. - N° de dossier</b> 423zg.W8485-195040	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-02-24</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Marcotte, Karen	<b>Buyer Id - Id de l'acheteur</b> 423zg
<b>Telephone No. - N° de téléphone</b> (613) 858-8522 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Business Management and Consulting Services Division /  
Division des services de gestion des affaires et de  
consultation  
Terrasses de la Chaudière 5th Floo  
Terrasses de la Chaudière 5e étage  
10 Wellington Street  
10, rue Wellington  
Gatineau  
Québec  
K1A 0S5

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

---

<b>PART 1 – GENERAL INFORMATION</b> .....	<b>5</b>
1.1 INTRODUCTION .....	5
1.2 SUMMARY .....	5
1.3 DEBRIEFINGS .....	6
<b>PART 2 – BIDDER INSTRUCTIONS</b> .....	<b>7</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	7
2.2 SUBMISSION OF BIDS .....	7
2.3 FORMER PUBLIC SERVANT.....	7
2.4 ENQUIRIES - BID SOLICITATION .....	9
2.5 APPLICABLE LAWS .....	9
2.6 BASIS FOR CANADA’S OWNERSHIP OF INTELLECTUAL PROPERTY .....	9
2.7 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD.....	9
<b>PART 3 – BID PREPARATION INSTRUCTIONS</b> .....	<b>11</b>
3.1 BID PREPARATION INSTRUCTIONS .....	11
SECTION I: TECHNICAL BID.....	12
SECTION II: FINANCIAL BID .....	12
SECTION III: CERTIFICATIONS.....	13
SECTION IV: ADDITIONAL INFORMATION .....	13
<b>ATTACHMENT 1 TO PART 3, PRICING SCHEDULE</b> .....	<b>14</b>
<b>PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION</b> .....	<b>16</b>
4.1 EVALUATION PROCEDURES.....	16
4.1.1 <i>Phased Bid Compliance Process</i> .....	16
4.1.2 <i>Technical Evaluation</i> .....	19
4.1.2.1 <b>Joint-Venture Experience</b> .....	19
4.1.2.2 <b>Mandatory Technical Criteria</b> .....	20
4.1.2.3 <b>Point Rated Technical Criteria</b> .....	20
4.1.3 <i>Financial Evaluation</i> .....	20
4.2 BASIS OF SELECTION.....	20
4.2.1 <i>Basis of Selection – Highest Combined Rating of Technical Merit [60%] and Price [40%]’:</i> .....	20
<b>ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA</b> .....	<b>23</b>
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION</b> .....	<b>58</b>
5.1 CERTIFICATIONS AND ADDITIONAL INFORMATION REQUIRED WITH THE BID .....	58
5.1.1 <i>Integrity Provisions - Declaration of Convicted Offences</i> .....	58
5.2 CERTIFICATIONS AND INFORMATION REQUIRED PRECEDENT TO CONTRACT AWARD .....	58
5.2.1 <i>Integrity Provisions – Required Documentation</i> .....	58
5.2.2 <i>Federal Contractors Program for Employment Equity - Bid Certification</i> .....	58
5.2.3 <i>Additional Certifications Required Precedent to Contract Award</i> .....	59
<b>ATTACHMENT 1 TO PART 5, ADDITIONAL CERTIFICATIONS REQUIRED PRECEDENT TO CONTRACT AWARD</b> .....	<b>60</b>
<b>PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS</b> .....	<b>62</b>
6.1 SECURITY REQUIREMENT .....	62
6.2 FINANCIAL CAPABILITY.....	62
6.3 INSURANCE REQUIREMENTS .....	62

<b>PART 7 – RESULTING CONTRACT CLAUSES .....</b>	<b>63</b>
7.1 STATEMENT OF WORK .....	63
7.1.1 <i>Task Authorization</i> .....	63
7.2 STANDARD CLAUSES AND CONDITIONS .....	66
7.2.1 <i>General Conditions</i> .....	66
7.2.2 <i>Supplemental General Conditions</i> .....	66
<b>7.2.3 <i>Basis for Canada’s Ownership of Intellectual Property</i></b> .....	<b>66</b>
7.2.4 <i>Inspection and Acceptance</i> .....	67
7.2.5 <i>Non-Disclosure Agreement</i> .....	67
7.3 SECURITY REQUIREMENT .....	67
7.4 TERM OF CONTRACT .....	68
7.4.1 <i>Period of the Contract</i> .....	68
7.4.2 <i>Option to Extend the Contract</i> .....	68
7.4.3 <i>Comprehensive Land Claims Agreements (CLCAs)</i> .....	68
7.5 AUTHORITIES .....	68
7.5.1 <i>Contracting Authority</i> .....	68
7.5.2 <i>Technical Authority</i> .....	68
7.5.3 <i>Contractor's Representative</i> .....	69
7.6 PAYMENT .....	69
7.6.1 <i>Basis of Payment</i> .....	69
<b>7.6.1.1 <i>Authorized TA</i></b> .....	<b>69</b>
7.6.2 <i>Canada’s Total Liability</i> .....	70
7.6.3 <i>Method of Payment</i> .....	70
7.6.4 <i>SACC Manual Clauses</i> .....	71
7.6.5 <i>Electronic Payment of Invoices - Contract</i> .....	71
7.6.6 <i>Discretionary Audit</i> .....	71
7.6.7 <i>Time Verification</i> .....	71
7.7 INVOICING INSTRUCTIONS .....	71
7.8 CERTIFICATIONS AND ADDITIONAL INFORMATION .....	71
7.8.1 <i>Compliance</i> .....	72
7.8.2 <i>Federal Contractors Program for Employment Equity - Default by the Contractor</i> .....	72
7.8.3 <i>Canadian Content Certification</i> .....	72
7.9 APPLICABLE LAWS .....	72
7.10 PRIORITY OF DOCUMENTS .....	72
7.11 DEFENCE CONTRACT .....	72
7.12 FOREIGN NATIONALS .....	72
7.13 INSURANCE REQUIREMENT .....	73
7.14 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	73
<b>ANNEX A, .....</b>	<b>74</b>
<b>STATEMENT OF WORK.....</b>	<b>74</b>
APPENDIX 1 – STREAM 1 .....	89
TRAINING DELIVERY (SECRET) .....	89
APPENDIX 2 – STREAM 2 .....	96
CONCEPT DEVELOPMENT (SECRET) .....	96
<b>ANNEX B, BASIS OF PAYMENT .....</b>	<b>101</b>
<b>ANNEX C, SECURITY REQUIREMENTS CHECK LIST .....</b>	<b>109</b>
<b>ANNEX D, ACCESS TO DND COMPUTER SYSTEMS.....</b>	<b>110</b>

Sollicitation No. - N° de l'invitation  
W8485-195040/A  
Client Ref. No. - N° de réf. du client  
W8485-195040

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
423ZG  
CCC No./N° CCC - FMS No./N°

---

<b>ANNEX E, NON-DISCLOSURE AGREEMENT .....</b>	<b>112</b>
<b>ANNEX F, TASK AUTHORIZATION DND 626 FORM .....</b>	<b>114</b>

---

## TRAINING AND CONCEPT DEVELOPMENT SERVICES FOR ROYAL CANADIAN AIR FORCE AEROSPACE WARFARE CENTER

Bid solicitation # W8485-195040/A for the provision of the following professional services: Training and Concept Development Services for Royal Canadian Air Force Aerospace Warfare Center (RCAF AWC).

### PART 1 – GENERAL INFORMATION

#### 1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include the Pricing Schedule, Technical Criteria and Additional Certifications Precedent to Contract Award.

The Annexes include the Statement of Work, Basis of Payment, Security Requirements Check List, Access to DND computers system, Non-Disclosure agreement and DND 626, Task Authorization Form.

#### 1.2 Summary

1.2.1 The Department of Public Works and Government Services Canada (PWGSC), on behalf of the Department of the National Defence (DND) is seeking to establish up to two (2) contract(s) for the provision of two (2) Streams of professional services in Training and Concept Development Services as defined in Annex "A", Statement of Work. The period of the resulting contract(s) will be three (3) years from contract award, with an irrevocable option to extend the period of the contract(s) by three (3) additional one (1) year periods under the same terms and conditions.

Each available Stream is divided by roles, responsibilities and tasks by resource category. Bidders can bid on one or more Streams:

- 
- a) Stream 1 – Training Delivery will include the continuous improvement of courseware, based on lessons learned, course evaluations, changes to doctrine or as directed by senior leadership and the delivery of training material under the direction of a RCAF Aerospace Warfare Centre (RCAF AWC). This Stream will require six (6) Course Instructors, one (1) Curriculum Developer, six (6) Interactors and two (2) Subject Matter Experts.
- b) Stream 2 – Concept Development will consist of researching trends in technology, adversary and friendly force equipment/tactics/procedures and then developing mechanisms for the RCAF to exploit technology or gaps in adversary posture to give the RCAF a competitive advantage. This Stream will require two (2) Research Analysts, two (2) Wargaming Facilitators, two (2) Concept and Doctrine Writers, two (2) Lesson Learned Specialists and two (2) Subject Matter Experts.

Deliverables for each Stream will be performed on as-and-when-required basis through the DND Task Authorization process.

The majority of the work will be conducted at the RCAF AWC's facilities located at 51 Anson Ave, CFB Trenton, Ontario. On occasions, the Contractor may be required to conduct demonstrations, training and integration work at any DND facility and will be specified in the Task Authorization DND 626.

Amongst the responsive bids, up to two (2) contracts will be recommended for contract award. Recommendation for contract award will be based on the Highest Combined Rating of Technical Merit [60%] and Price [40%] per stream.

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).

1.2.3 The resulting contract(s) will not include deliveries of services to locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirements for deliveries of services to locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to CLCAs will have to be treated as a separate procurement not forming part of the bid solicitation.

### 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.

## 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 4 of Section 05, Submission of Bids, of Standard Instructions 2003 incorporated by reference above, is amended as follows:

Delete: 60 days

Insert: 200 calendar days.

### 2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Bidders who choose to submit bids using epost Connect must use the following email address:  
[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

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

### 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, bidders must provide in writing before contract award for each question below, the answer and, as applicable, the information required.

If the Contracting Authority has not received the answer to the question and, as applicable, the information required by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the answer and, as applicable, the information required. 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 FPS in receipt of a pension, as applicable:

- (a) name of former public servant; and
- (b) 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:

- 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; and
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction 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 7 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.

## 2.6 Basis for Canada's Ownership of Intellectual Property

The Department of National Defence (DND) has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#): the Intellectual Property in Foreground Information consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

## 2.7 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favor a particular bidder will be given consideration provided they are submitted to the

Sollicitation No. - N° de l'invitation  
W8485-195040/A  
Client Ref. No. - N° de réf. du client  
W8485-195040

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
423ZG  
CCC No./N° CCC - FMS No./N°

---

Contracting Authority at least 15 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

---

## PART 3 – BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

- a) Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.
- b) The bid must be separated as follows:

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications  
Section IV: Additional Information

- c) If the Bidder chooses to submit its bid electronically using the epost Connect service provided by Canada Post Corporation,
  - o Canada requests that the bidder submits its bid in accordance with section 08, Transmission by facsimile or by epost Connect, of the 2003 standard instructions. Sub-section 2, epost connect, contains instructions and conditions;
  - o The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.
- d) If the Bidder chooses to submit its bid to the PWGSC Bid Receiving Unit electronically not using the epost Connect service provided by Canada Post Corporation, Canada requests one envelope containing one copy of the bid on a USB key or a CD. The Bidder should ensure that the Bidder's name and address and bid solicitation number are clearly visible on the envelope.
- e) Canada is not requesting hard copies of the bid. However, if the Bidder chooses to submit its bid to the PWGSC Bid Receiving Unit in hard copies, Canada requests:

Section I: 2 hard copies  
Sections II, III and IV: 1 hard copy of the 3 sections

- f) If there is a discrepancy between the wording of any copies of the bid that appear on the following list, the wording of the copy that first appears on the list has priority over the wording of any copy that subsequently appears on the list:
  - o the electronic copy of the bid submitted by using the epost Connect service provided by Canada Post Corporation;
  - o the electronic copy of the bid submitted to the PWGSC Bid Receiving Unit on a USB key or a CD;
  - o the hard copies of the bid submitted to the PWGSC Bid Receiving Unit.

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

The Bidder can bid on more than one stream of work specified in the Statement of Work, in Annex A but should submit one separate bid for each specified stream of work. Canada requests that the Bidder clearly identifies in the first pages of its bid which stream of work it is bidding on.

If the Bidder chooses to submit its bid in hard copies, Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper; and
- (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](#).

To assist Canada in reaching its objectives, bidders should:

1. use paper containing fiber 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 color printing, printing double sided/duplex, using staples or clips instead of cerlox, duo tangs or binders.

### **Section I: Technical Bid**

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

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

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

### **Section II: Financial Bid**

- A. Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3.
- B. Bidders must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- C. When preparing their financial bid, Bidders should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 7.6, Payment, of Part 7 of the bid solicitation.

#### **D. SACC Manual Clauses**

C3011T (2013-11-06) Exchange Rate Fluctuation

#### **E. Electronic Payment of Invoices - Bid**

Canada requests that bidders:

1. select option 1 or, as applicable, option 2 below; and
2. include the selected option in Section II of their bid.

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

#### **Option 1:**

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

( ) Direct Deposit (Domestic and International)

- 
- Electronic Data Interchange (EDI)
  - Wire Transfer (International Only)
  - Large Value Transfer System (LVTS) (Over \$25M)

**Option 2:**

- The Bidder does not accept to be paid by Electronic Payment Instruments.

**Section III: Certifications**

In Section III of their bid, bidders should provide the certifications required under Part 5 and, as applicable, any associated additional information.

**Section IV: Additional Information**

In Section IV of their bid, bidders should provide:

1. their legal name;
2. their Procurement Business Number (PBN);
3. the name of the contact person (provide also this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
4. for Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information;
5. for Part 6, article 6.1, Security Requirement, of the bid solicitation:
  - a) for each individual who will require access to classified or protected information, assets or sensitive work sites:
    - 1) the name of the individual;
    - 2) the date of birth of the individual; and
    - 3) if available, information confirming the individual meets the security requirement as indicated in Part 7 - Resulting Contract Clauses;

and

- b) for each proposed location of work performance or document safeguarding, the address containing the information below.

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

## ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

The Bidder must complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid a quoted all-inclusive fixed hourly rate (in CAD \$) for each of the resource categories identified (Column A).

**The Bidder can submit prices for only one or both streams.**

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

Concerning the requirements to travel as described in the Statement of Work in Annex A, the Contractor will be paid for its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed, at cost, without any allowance for profit and administrative overhead, in accordance with the meal and private vehicle expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#); and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.

**A) The hours provided in column C, are provided for evaluation purposes only. Canada makes no representation that these hours reflect, in any way, the actual hours that will be needed or used in any resulting contract.**

**B) The All Inclusive Hourly Fixed Rates for each resource categories must be priced separately and not included or bundled with other rates.**

**C) The All Inclusive Hourly Fixed Rates for each resource categories must be greater than \$0.**

**D) Options: Annual Inflation Adjustment for the Firm All-Inclusive Hourly Rates**

The Firm All-Inclusive Hourly Rates are subject to an annual inflation adjustment as of the first optional year of the Contract. The adjustment will be equal to the increase in the all-items Consumer Price Index, monthly (CANSIM Table 326- 0020) for January of that year over the same Index for the previous January, as published by Statistics Canada for the previous year. Any subsequent adjustments will be calculated on the most recent previous Firm All-Inclusive Hourly Rates. Where the CPI rate is a negative value, it will be treated as zero for the purposes of this adjustment.

**TABLE 1 – STREAM 1**

**INITIAL CONTRACT PERIOD (3 YEARS FROM CONTRACT AWARD)**

Number of Resources required	RESOURCE CATEGORIES	QUOTED FIRM ALL – INCLUSIVE HOURLY RATE (in CAD \$)	Average Annual Level of Effort in Hours per category (for evaluation purposes only)	Total (in CAD \$)
Column A		Column B	Column C	Column D = (A x B) x C
<b><u>STREAM 1: TRAINING REQUIREMENT</u></b>				
6	Course instructor		2344	
1	Curriculum Developer		960	
6	Interactor		760	
2	Subject Matter Expert		1228	
<b><u>TOTAL EVALUATED PRICE FOR STREAM 1 - CONTRACT PERIOD (Applicable taxes extra) excluding optional Contract periods:</u></b>				

**TABLE 2 – STREAM 2**

**INITIAL CONTRACT PERIOD (3 YEARS FROM CONTRACT AWARD)**

Number of Resources required	RESOURCE CATEGORIES	QUOTED FIRM ALL – INCLUSIVE HOURLY RATE (in CAD \$)	Average Annual Level of Effort in Hours per category (for evaluation purposes only)	Total (in CAD \$)
Column A		Column B	Column C	Column D = (A x B) X C
<b><u>STREAM 2: CONCEPT DEVELOPMENT</u></b>				
2	Research Analyst		1440	
2	Wargaming Facilitator		1440	
2	Concept and Doctrine Writer		1240	
2	Lesson Learned Specialist		720	
2	Subject Matter Expert		840	
<b><u>TOTAL EVALUATED PRICE FOR STREAM 2 - CONTRACT PERIOD (Applicable taxes extra) excluding optional Contract periods:</u></b>				

---

## PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1 Phased Bid Compliance Process

##### 4.1.1.1 General

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

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

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.
- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2019-03-04) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).

- 
- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

#### 4.1.1.2 Phase I: Financial Bid

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.

- 
- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

#### 4.1.1.3 Phase II: Technical Bid

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

considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid.

- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

#### **4.1.1.4 Phase III: Final Evaluation of the Bid**

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

### **4.1.2 Technical Evaluation**

#### **4.1.2.1 Joint-Venture Experience**

- a) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- b) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submitted this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- o Contracts all signed by A;
- o Contracts all signed by B; or
- o Contracts all signed by A and B in joint venture, or
- o Contracts signed by A and contracts signed by A and B in joint venture, or
- o Contracts signed by B and contracts signed by A and B in joint venture.

that show in total 100 billable days.

- d) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

#### **4.1.2.2 Mandatory Technical Criteria**

Refer to Attachment 1 to Part 4.

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

#### **4.1.2.3 Point Rated Technical Criteria**

Refer to Attachment 1 to Part 4. Point-rated technical criteria not addressed will be given a score of zero.

#### **4.1.3 Financial Evaluation**

- 4.1.3.1** For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

#### **4.2 Basis of Selection**

##### **4.2.1. Basis of Selection – Highest Combined Rating of Technical Merit [60%] and Price [40%]”:**

4.2.1.1 To be declared responsive for a Stream, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all the mandatory evaluation criteria for that Stream; and
- (c) obtain the required minimum number of points specified in Attachment 1 to Part 4 for the point rated technical criteria.

4.2.1.2 Bids not meeting 4.2.1.1 (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

4.2.1.3 The lowest evaluated price (LP) of all responsive bids will be identified and a pricing score (PS), determined as follows, will be allocated to each responsive bid (i):  $PS_i = LP / P_i \times 40$ .  $P_i$  is the evaluated price (P) of each responsive bid (i).

4.2.1.4 A technical merit score (TMS), determined as follows, will be allocated to each responsive bid (i):  $TMS_i = OS_i \times 60$ .  $OS_i$  is the overall score (OS) obtained by each responsive bid (i) for all the point rated technical criteria specified in Attachment 1 to Part 4, determined as follows: total number of points obtained / maximum number of points available.

4.2.1.5 The combined rating (CR) of technical merit and price of each responsive bid (i) will be determined as follows:  $CR_i = PS_i + TMS_i$ .

4.2.1.6 One contract will be awarded for each Stream. For each Stream, the responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid with the lowest evaluated price will be recommended for award of a contract.

4.2.1.7 Canada reserves the right to award a single contract for both Streams to a single bidder, if this bidder is the winner for both Streams.

4.2.1.8 The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of the technical merit and price, respectively.

### STREAM 1 EXAMPLE

Basis of Selection - Highest Combined Rating of Technical Merit (60%) and Price (40%)			
Bidder	Bidder 1	Bidder 2	Bidder 3
<b>Overall Score for All the Point Rated Technical Criteria</b>	OS1: 98/322	OS2: 288/322	OS3: 312/322
<b>Bid Evaluated Price</b>	P1: CAD\$9,056,000.00	<b>LP</b> and P2: CAD\$7,524,000.00	P3: CAD\$11,999,00.00
<b>Calculations</b>	<b>Technical Merit Score (OS<sub>i</sub> x 60)</b>	<b>Pricing Score (LP/P<sub>i</sub> x 40)</b>	<b>Combined Rating</b>
<b>Bidder 1</b>	98/322 x 60 = 18.26	7524/9056 x 40 = 33.23	51.49
<b>**Bidder 2**</b>	288/322 x 60 = 53.66	7524/7524 x 40 = 40.00	<b>93.66</b>
<b>Bidder 3</b>	312/322 x 60 = 58.14	7524/11999 x 40 = 25.08	83.22

**Based on the above example Bidder 2 would be recommended for contract award for Stream 1**

### STREAM 2 EXAMPLE

<b>Basis of Selection - Highest Combined Rating of Technical Merit (60%) and Price (40%)</b>			
<b>Bidder</b>	<b>Bidder A</b>	<b>Bidder B</b>	<b>Bidder C</b>
<b>Overall Score for All the Point Rated Technical Criteria</b>	OS1: 122/214	OS2: 64/214	OS3: 98/214
<b>Bid Evaluated Price</b>	P1: CAD\$5,100,000.00	P2: CAD\$8,411,000.00	<b>LP</b> and P3: CAD\$4,988,000.00
<b>Calculations</b>	<b>Technical Merit Score (OSi x 60)</b>	<b>Pricing Score ( LP/Pi x 40 )</b>	<b>Combined Rating</b>
<b>**Bidder A**</b>	122/214 x 60 = 34.21	4988/5100 x 40 = 39.12	<b>73.33</b>
<b>Bidder B</b>	64/214 x 60 = 17.94	4988/8411 x 40 = 23.72	41.66
<b>Bidder C</b>	98/214 x 60 = 27.48	4988/4988 x 40 = 40.00	67.48

Based on the above example, Bidder A would be recommended for contract award for Stream 2.

## ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA

### **Mandatory Technical Criteria**

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

The bidder must be able to meet the resource requirements indicated below. The Bidder must provide the information and documentation required to prove compliance under each requirement as each resource will be assessed against the mandatory technical criteria related to the resources listed below.

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

- **MT.1 to MT.3 are mandatory for both STREAMS;**

**Bidder can bid on one or both Streams according to the requirements:**

- **MT.4 to MT.8 apply to the Training Delivery STREAM 1; AND**
- **MT.9 to MT.14 apply to the Concept Development STREAM 2.**

**MANDATORY CRITERIA APPLICABLE TO STREAM 1 AND 2**

<b>Corporate Experience Criteria</b>	
<b>Mandatory Technical Criteria (MT)</b>	
	<b>Information requested</b>
<p><b>MT.1 Recruitment</b></p> <p>The Bidder must have previous experience, as of the Bid Solicitation closing date, in recruiting and retaining a minimum of 20 resources for a period of at least one (1) week in the past five (5) years, as of the bid closing date, in one contract where the bidder has supported multiple training activities simultaneously.</p>	<p>The Bidder is requested to provide the following information to demonstrate compliance including:</p> <ol style="list-style-type: none"> <li>1) A detailed description of the recruitment and retaining a minimum of 20 resources throughout the duration of the contract; and</li> <li>2) The contract period for which the recruitment activities were provided, in a format that includes the month and the year.</li> </ol>
<p><b>MT.2 Resources</b></p> <p>The Bidder must have previous experience, as of the bid solicitation closing date, in providing resources dedicated to training design and/or concept development and/or delivery of training material to DND for a minimum of one (1) month in duration.</p> <p>This experience must be gained through a maximum of three (3) contracts and have occurred in the last five (5) years, as of the bid closing date.</p> <p>Bidders must be able to show that training activities were delivered to multiple levels of training audiences and client organizations (i.e. base, wings, HQ, etc.).</p>	<p>The Bidder is requested to provide the following information to demonstrate compliance including:</p> <ol style="list-style-type: none"> <li>1) A detailed description of the resources and services dedicated to training design and/or concept development and/or delivery material to DND;</li> <li>2) The contract(s) period for which the activities were provided, in a format that includes the month and the year; and</li> <li>3) A detailed description demonstrating how the activities were delivered to multiple levels of training audiences and client organizations (i.e. base, wings, HQ, etc.).</li> </ol>

MT.3	<p><b>Contractor Representative</b></p> <p>The Bidder must provide the name of a dedicated Contractor Representative (CR) as described in Para 5.3 of the SOW, that will act as the primary point of contact for the contract period;</p> <p>AND</p> <p>a secondary Contractor Representative point of contact name.</p>	<p>The Bidder is requested to provide the following information to demonstrate compliance including:</p> <ol style="list-style-type: none"><li>1) Name and complete contact information including 2 phone numbers, address and email address for the Primary; AND</li><li>2) Secondary Contractor Representative complete contact information including phone number, address and email address.</li></ol>
------	--	--

**MANDATORY CRITERIA APPLICABLE TO STREAM 1 - TRAINING DELIVERY**

<p>MT.4</p>	<p><b>TRAINING ACTIVITIES</b></p> <p>The Bidder must have previous experience, as of the bid solicitation closing date, in course development, courseware development and training delivery in defence training to one client in one contract.</p> <p>This experience must have occurred in the last five (5) years, as of the bid closing date, with a total minimum contract value of \$10,000.00 or more.</p> <p>Bidder must show that the training activities were delivered to multiple levels of training audiences and DND client organizations.</p>	<p>The Bidder is requested to provide the following information to demonstrate compliance including:</p> <ol style="list-style-type: none"> <li>1) A detailed description of the experience demonstrating the course development, courseware development and training delivery in defence training;</li> <li>2) The contract period for which the defence training was provided in a format that includes the month, the year;</li> <li>3) The total contract value; and</li> <li>4) A detailed description on how the training activities were delivered to multiple levels of training audiences and DND client organizations.</li> </ol>
<p>MT5</p>	<p><b>COURSE INSTRUCTORS</b></p> <p>The Bidder must provide the name of six (6) individuals resources as Course Instructors as described in Section 3.1 of Appendix 1 in Appendix A SOW.</p> <p>The bidder must provide resumes and diplomas of the proposed resources included in its proposal</p> <p>The Bidder cannot propose the same resource for multiple labor categories.</p>	<p>The Bidder is requested to provide the following information to demonstrate compliance including:</p> <ol style="list-style-type: none"> <li>1) A detailed resume for each proposed resource including at a minimum: <ul style="list-style-type: none"> <li>- Name and description of client organization;</li> <li>- Timeframe (must include the month and year) and;</li> <li>- Description of the roles and responsibilities clearly identifying how each of the proposed resource meet the requested requirements as defined in Appendix 1- Stream 1;</li> </ul> </li> </ol>
<p>MT5.1</p>	<p>Each of the six (6) proposed Course Instructors must have attained at least one (1) of the following:</p>	

	<p><b>a)</b> A Canadian Armed Forces Command and Staff College qualification or an equivalent DP 3 level Staff College qualification obtained from a foreign country with which the Canadian Armed Forces college has an exchange agreement** and obtained while the holder was a military member at the rank of Major (Canadian Army or Royal Canadian Air Force), Lieutenant-commander (Royal Canadian Navy), or above.***</p> <p><b>OR</b></p> <p><b>b)</b> A Master's degree from a Canadian* university in the Faculty of Education or Social Sciences, Business or Management.</p> <p><b>OR</b></p> <p><b>c)</b> An Undergraduate degree in Education from a Canadian* University in the faculty of Education, Social Sciences, Business or Management.</p> <p>* Canada reserves the right to consider a post-secondary degree completed outside Canada and may request bidder to provide a Canadian equivalency document and issued by recognized academic credentials assessment organization showing the academic level obtained.</p> <p>** The Canadian Forces College has exchange agreements with the following countries for DP 4 level qualifications: Australia, United Kingdom, and United States.</p> <p>*** Where the qualification was completed by a Canadian Armed Forces member and obtained outside of Canada, Canada reserves the right to request a copy of the resource's Military Personal Records Resume (MPRR) to be provided by the Bidder showing the equivalency obtained.</p>	<p>2) Copies of the diploma for each of the proposed resources; and</p> <p>3) A detailed description of the experience demonstrating how each resource has experience in instructing or teaching in a post-secondary and/or adult education and/or military college environment.</p>
--	--	--

MT5.2	Each of the six (6) proposed Course Instructors must have experience in instructing or teaching in a post-secondary and/or adult education and/or military college environment.	
-------	---	--

MT6	<p><b>CURRICULUM DEVELOPER</b></p> <p>The Bidder must provide the name one (1) resource as a Curriculum Developer as described in Section 3.2 of Appendix 1 in Appendix A SOW.</p> <p>The bidder must provide resume and diplomas of the proposed resource included in its proposal</p> <p>The Bidder cannot propose the same resource for multiple labor categories.</p>	<p>The Bidder is requested to provide the following information to demonstrate compliance including:</p> <p>1) A detailed resume for the proposed resource including at a minimum:</p> <ul style="list-style-type: none"> <li>- Name and description of client organization</li> <li>- Timeframe (must include the month and year) and;</li> <li>- Description of the roles and responsibilities clearly identifying how each of the proposed resource meet the requested requirements as defined in Appendix 1- Stream 1;</li> </ul>
MT6.1	<p>The proposed Curriculum Developer must have attained at least one (1) of the following:</p> <p><b>a)</b> A Canadian Armed Forces Command and Staff College qualification or an equivalent DP 3 level Staff College qualification obtained from a foreign country with which the Canadian Armed Forces college has an exchange agreement** and obtained while the holder was a military member at the rank of Major (Canadian Arm or Royal Canadian Air Force), Lieutenant-commander (Royal Canadian Navy), or above.***</p> <p><b>OR</b></p> <p><b>b)</b> A Master's degree from a Canadian* university in the faculty of Education or Social Sciences, Business or Management.</p>	<p>2) Copies of the diploma for the proposed resource;</p> <p>3) A detailed description of the experience demonstrating how each resource has a minimum of thirty six (36) months of experience in the last ten (10) years, as of the bid closing date, in developing curriculum and course design; and</p> <p>4) A detailed description of the experience demonstrating how each resource has experience in instructing or teaching in a post-secondary, adult education and/or military college environment.</p>

	<p><b>OR</b></p> <p><b>c)</b> An Undergraduate degree in Education from a Canadian* University in the faculty of Education, social Sciences, Business of Management.</p> <p>* Canada reserves the right to consider a post-secondary degree completed outside Canada and may request to bidder to provide a Canadian equivalency document and issued by recognized academic credentials assessment organization showing the academic level obtained.</p> <p>** The Canadian Forces College has exchange agreements with the following countries for DP 4 level qualifications: Australia, United Kingdom, and United States.</p> <p>*** Where the qualification was completed by a Canadian Armed Forces member and obtained outside of Canada, Canada reserves the right to request a copy of the resource's Military Personal Records Resume (MPRR) to be provided by the Bidder showing the equivalency obtained.</p>	
<p>MT6.2</p>	<p>The proposed Curriculum Developer must have experience in developing curriculum and course design.</p>	
<p>MT6.3</p>	<p>The proposed Curriculum Developer must have experience in instructing or teaching in a post-secondary, adult education and/or military college environment.</p>	
<p>MT7</p>	<p><b>INTERACTORS</b></p> <p>The Bidder must provide the name six (6) resources Interactors as described in Section 3.3 of Appendix 1 in Appendix A SOW.</p>	<p>The Bidder is requested to provide the following information to demonstrate compliance including:</p>

	<p>The bidder must provide resume and diplomas of the proposed resource included in its proposal</p> <p>The Bidder cannot propose the same resource for multiple labor categories.</p>	<p>1) A detailed resume for the proposed resource including at a minimum:</p> <ul style="list-style-type: none"> <li>- Name and description of client organization</li> <li>- Timeframe (must include the month and year) and;</li> <li>- Description of the roles and responsibilities clearly identifying how each of the proposed resource meet the requested requirements as defined in Appendix 1- Stream 1;</li> </ul> <p>2) Copies of the diploma for the proposed resources;</p> <p>3) A detailed description of the experience demonstrating how each resource has participated in the last five (5) years, as of the bid closing date, as an "Interactor" in at least one (1) military experiment, simulated exercise or military course; and</p> <p>4) A detailed description of the experience demonstrating how each resource has experience in preparing experimentation or exercise documentation detailing experiment or exercise objectives and scenario requirements for at least one (1) military experiment or exercise.</p>
<p>MT7.1</p>	<p>Each of the six (6) proposed Interactors must have at least attained one (1) of the following:</p> <p><b>a)</b> A Canadian Armed Forces Command and Staff College qualification or an equivalent DP 3 level Staff College qualification obtained from a foreign country with which the Canadian Armed Forces college has an exchange agreement** and obtained while the holder was a military member at the rank of Major (Canadian Arm or Royal Canadian Air Force), Lieutenant-commander (Royal Canadian Navy), or above.***</p> <p><b>OR</b></p> <p><b>b)</b> A degree from a Canadian* university in the faculty of Education, Social Sciences, Business or Management.</p> <p><b>OR</b></p> <p><b>c)</b> A diploma from a Canadian* college in the field of Education, Social Sciences, Business or Management.</p> <p><b>OR</b></p> <p><b>d)</b> A minimum of ten (10) years of service**** in the Canadian Armed Forces in the last twenty (20) years, as of the bid closing date. (service can be aggregated from different time periods during the twenty (20) years)</p> <p>* Canada reserves the right to consider a post-secondary degree completed outside Canada and may request to bidder to provide a Canadian equivalency document</p>	

	<p>and issued by recognized academic credentials assessment organization showing the academic level obtained.</p> <p>** The Canadian Forces College has exchange agreements with the following countries for DP 4 level qualifications: Australia, United Kingdom, and United States.</p> <p>*** Where the qualification was completed by a Canadian Armed Forces member and obtained outside of Canada, Canada reserves the right to request a copy of the resource's Military Personal Records Resume (MPRR) to be provided by the Bidder showing the equivalency obtained.</p> <p>**** "Years of service" is defined as full-time paid service, in any service in either the Regular Force or Reserve Force of her Majesty, where so ever raised, provided the member was on full-time duty and received a full day's pay.</p>	
MT7.2	<p>Each of the proposed Interactors must have participated in as an "Interactor" in at least one (1) military experiment, simulated exercise or military course.</p>	
MT7.3	<p>Each of the proposed Interactors must have experience in preparing experimentation or exercise documentation detailing experiment or exercise objectives and scenario requirements for at least one (1) military experiment or exercise.</p>	

<p>MT8</p>	<p><b>SUBJECT MATTER EXPERTS</b></p> <p>The Bidder must provide the name of two (2) resources as a Subject Matter Experts as described in Section 3.4 of Appendix 1 in Appendix A SOW.</p> <p>The bidder must provide resume and diplomas of the proposed resource included in its proposal</p> <p>The Bidder cannot propose the same resource for multiple labor categories.</p>	<p>The Bidder is requested to provide the following information to demonstrate compliance including:</p> <p>1) A detailed resume for the proposed resource including at a minimum:</p> <ul style="list-style-type: none"> <li>- Name and description of client organization</li> <li>- Timeframe (must include the month and year) and;</li> <li>- Description of the roles and responsibilities clearly identifying how each of the proposed resource meet the requested requirements as defined in Appendix 1- Stream 1;</li> </ul> <p>2) Copies of the diploma for the proposed resources; and</p>
<p>MT8.1</p>	<p>Each of the two (2) proposed Subject Matter Experts must have attained at least one (1) of the following:</p> <p><b>a)</b> A Canadian Armed Forces Command and Staff College qualification or an equivalent DP 3 level Staff College qualification obtained from a foreign country with which the Canadian Armed Forces college has an exchange agreement** and obtained while the holder was a military member at the rank of Major (Canadian Arm or Royal Canadian Air Force), Lieutenant-commander (Royal Canadian Navy), or above. ***</p> <p><b>OR</b></p> <p><b>b)</b> A degree from a Canadian* university in the Faculty of Education, Social Sciences, Business or Management.</p> <p><b>OR</b></p>	<p>3) A detailed description of the experience demonstrating how each resource has facilitated or conducted at least one (1) military exercise at the operational level.</p> <p>4) A detailed description of the experience demonstrating how each resource has experience in preparing post-experiment or post-exercise reports</p>

	<p><b>c)</b> A diploma from a Canadian* college in the field of Education, Social Sciences, Business or Management.</p> <p><b>OR</b></p> <p><b>d)</b> A minimum of ten (10) years of service**** in the Canadian Armed Forces in the last twenty (20) years, as of the bid closing date. (service can be aggregated from different time periods during the twenty (20) years)</p> <p>* Canada reserves the right to consider a post-secondary degree completed outside Canada and may request to bidder to provide a Canadian equivalency document and issued by recognized academic credentials assessment organization showing the academic level obtained.</p> <p>** The Canadian Forces College has exchange agreements with the following countries for DP 4 level qualifications: Australia, United Kingdom, and United States.</p> <p>*** Where the qualification was completed by a Canadian Armed Forces member and obtained outside of Canada, Canada reserves the right to request a copy of the resource's Military Personal Records Resume (MPRR) to be provided by the Bidder showing the equivalency obtained.</p> <p>**** "Years of service" is defined as full-time paid service, in any service in either the Regular Force or Reserve Force of her Majesty, where so ever raised, provided the member was on full-time duty and received a full day's pay.</p>	
MT8.2	Each of the proposed Subject Matter Experts must have facilitated or conducted at least one (1) military exercise at the operational level.	

MT8.3	Subject Matter Experts must have experience in preparing post-experiment or post-exercise reports	
-------	---	--

**MANDATORY CRITERIA APPLICABLE TO STREAM 2 - Concept Development**

MT9	<p><b>Concept Development</b></p> <p>The Bidder must have previous experience, in delivering concept development, experimentation and Wargaming services (as further detailed in Appendix 1 of the SOW) to DND in one contract.</p> <p>This experience must have occurred in the last five (5) years, as of the bid closing date, with a total minimum contract value of \$10,000.00 or more</p> <p>Bidders must show that training activities were delivered to multiple levels of training audiences and DND client organizations.</p>	<p>The Bidder is requested to provide the following information to demonstrate compliance including:</p> <ol style="list-style-type: none"> <li>1) A detailed description of the experience demonstrating how it delivered concept development, experimentation and Wargaming services to DND;</li> <li>2) The contract period for which the services were provided in a format that includes the month, the year;</li> <li>3) The total contract value; and</li> <li>4) A detailed description on how that the training activities were delivered to multiple levels of training audiences and DND client organizations.</li> </ol>
-----	--	--

MT10	<p><b>RESEARCH ANALYSTS</b></p> <p>The Bidder must provide the names of two (2) resources as a Research Analysts as described in Section 3.1 of Appendix 2 in Appendix A SOW.</p> <p>The bidder must provide resumes and diplomas of the proposed resource included in its proposal</p> <p>The Bidder cannot propose the same resource for multiple labor categories.</p>	<p>The Bidder is requested to provide the following information to demonstrate compliance including:</p> <ol style="list-style-type: none"> <li>1) A detailed resume for the proposed resource including at a minimum:       <ul style="list-style-type: none"> <li>- Name and description of client organization</li> <li>- Timeframe (must include the month and year) and;</li> <li>- Description of the roles and responsibilities clearly identifying how each of the proposed resource</li> </ul> </li> </ol>
------	---	---

		<p>meet the requested requirements as defined in Appendix 2 - Stream 2;</p> <p>2) Copies of the diploma for the proposed resources; and</p>
MT10.1	<p>Each of the two (2) proposed Research Analyst must have attained at least one (1) of the following:</p> <p>a) Doctor of Philosophy (PhD) from a Canadian* university in Arts, Sciences or Engineering.</p> <p><b>OR</b></p> <p>b) A Master's degree from a Canadian* university in Arts, Science or Engineering.</p> <p>* Canada reserves the right to consider a post-secondary degree completed outside Canada and may request to bidder to provide Canadian equivalency document by the Bidder and issued by recognized academic credentials assessment organization showing the academic level obtained.</p>	<p>3) A detailed description of the experience demonstrating how each resource has experience in conducting research including research design, data collection and data analysis using basic qualitative and quantitative methods.</p>
MT10.2	<p>Each of the two (2) proposed Research &amp; Education Analyst must have experience in conducting research including research design, data collection and data analysis using basic qualitative and quantitative methods.</p>	
MT11	<p><b>WARGAMING FACILITATORS</b></p> <p>The Bidder must provide the names of two (2) resources as Wargaming Facilitators as described in Section 3.2 of Appendix 2 SOW.</p> <p>The bidder must provide resume and diplomas of the proposed resource included in its proposal</p>	<p>The Bidder is requested to provide the information to demonstrate compliance including:</p> <p>1) A detailed resume for the proposed resource including at a minimum:</p> <p>- Name and description of client organization</p>

	<p>The Bidder cannot propose the same resource for multiple labor categories.</p>	<ul style="list-style-type: none"> <li>- Timeframe (must include the month and year) and;</li> <li>- Description of the roles and responsibilities clearly identifying how each of the proposed resource meet the requested requirements as defined in Appendix 2 - Stream 2;</li> </ul>
<p>MT11.1</p>	<p>Each of the two (2) proposed Wargaming Facilitators must have attained at least one (1) of the following:</p> <p><b>a)</b> A degree from a Canadian* university in Art, Science or Engineering.</p> <p><b>OR</b></p> <p><b>b)</b> A Canadian Armed Forces Command and Staff College qualification or an equivalent DP 3 level Staff College qualification obtained from a foreign country with which the Canadian Armed Forces college has an exchange agreement** and obtained while the holder was a military member at the rank of Major (Canadian Arm or Royal Canadian Air Force), Lieutenant-commander (Royal Canadian Navy), or above.***</p> <p><b>OR</b></p> <p><b>c)</b> A diploma from a Canadian* college in Arts, Science or Engineering.</p> <p><b>OR</b></p> <p><b>d)</b> A minimum of ten (10) years of service**** in the Canadian Armed Forces in the last twenty (20) years, as of the bid closing date. (service can be aggregated from different time periods during the twenty (20) years)</p> <p>* Canada reserves the right to consider a post-secondary degree completed outside Canada and may request to bidder to provide a Canadian equivalency document and issued by recognized academic</p>	<ul style="list-style-type: none"> <li>2) Copies of the diploma for the proposed resources;</li> <li>3) A detailed description of the experience demonstrating how each resource has facilitated or conducted at least one (1) wargame at the operational level; and</li> <li>4) A detailed description of the experience demonstrating how each resource has participated in at least one (1) post experiment or exercise review identifying and evaluating experiment results and lessons learned.</li> </ul>

	<p>credentials assessment organization showing the academic level obtained.  ** The Canadian Forces College has exchange agreements with the following countries for DP 4 level qualifications: Australia, United Kingdom, and United States.  *** Where the qualification was completed by a Canadian Armed Forces member and obtained outside of Canada, Canada reserves the right to request a copy of the resource's Military Personal Records Resume (MPRR) to be provided by the Bidder showing the equivalency obtained.  **** "Years of service" is defined as full-time paid service, in any service in either the Regular Force or Reserve Force of her Majesty, where so ever raised, provided the member was on full-time duty and received a full day's pay.</p>	
<p>MT11.2</p>	<p>Each of the two (2) proposed Wargaming Facilitators must have designed, facilitated or conducted at least one (1) wargame at the operational level.</p>	
<p>MT11.3</p>	<p>Each of the two (2) proposed Wargaming Facilitators must have participated in at least one (1) post experiment or exercise review identifying and evaluating experiment results and lessons learned.</p>	
<p>MT12</p>	<p><b>CONCEPT &amp; DOCTRINE WRITERS</b></p> <p>The Bidder must propose two (2) resources must as Concept &amp; Doctrine Writers as described in Section 3.3 of Appendix 2 in Appendix A SOW.</p> <p>The bidder must provide resume and diplomas of the proposed resource included in its proposal</p> <p>The Bidder cannot propose the same resource for multiple labor categories.</p>	<p>The Bidder is requested to provide the following information to demonstrate compliance including:</p> <p>1) A detailed resume for the proposed resource including at a minimum:</p> <ul style="list-style-type: none"> <li>- Name and description of client organization</li> <li>- Timeframe (must include the month and year) and;</li> </ul>

		<p>- Description of the roles and responsibilities clearly identifying how each of the proposed resource meet the requested requirements as defined in Appendix 2 - Stream 2;</p>
<p>MT12.1</p>	<p>Each of the two (2) proposed Concept &amp; Doctrine Writers must have attained at least one (1) of the following:</p> <p><b>a)</b> A degree from a Canadian* university in Arts, Science or Engineering.</p> <p><b>OR</b></p> <p><b>b)</b> A Canadian Armed Forces Command and Staff College qualification or an equivalent DP 3 level Staff College qualification obtained from a foreign country with which the Canadian Armed Forces college has an exchange agreement** and obtained while the holder was a military member at the rank of Major (Canadian Arm or Royal Canadian Air Force), Lieutenant-commander (Royal Canadian Navy), or above.***</p> <p><b>OR</b></p> <p><b>c)</b> A diploma from a Canadian* college in Arts, Science or Engineering.</p> <p>* Canada reserves the right to consider a post-secondary degree completed outside Canada and may request to bidder to provide a Canadian equivalency document and issued by recognized academic credentials assessment organization showing the academic level obtained.  ** The Canadian Forces College has exchange agreements with the following countries for DP 4 level qualifications: Australia, United Kingdom, and United States.  *** Where the qualification was completed by a Canadian Armed Forces member and obtained outside of Canada, Canada reserves the right to request a copy of the resource's Military Personal Records Resume (MPRR) to be provided by the Bidder showing the equivalency obtained.</p>	<p>2) Copies of the diploma for the proposed resources; and</p> <p>3) A detailed description of the experience demonstrating how each resource has experience in writing military policy or military doctrine documents.</p>

MT12.2	Each of the proposed Concept & Doctrine Writer must have experience in writing military policy or military doctrine documents.	

MT13	<p><b>SUBJECT MATTER EXPERTS</b></p> <p>The Bidder must propose two (2) resources as a Subject Matter Experts as described in Section 3.4 of Appendix 2 in Appendix A SOW.</p> <p>The bidder must provide resume and diplomas of the proposed resource included in its proposal.</p> <p>The Bidder cannot propose the same resource for multiple labor categories.</p>	<p>The Bidder is requested to provide the following information to demonstrate compliance including:</p> <p>1) A detailed resume for the proposed resource including at a minimum:</p> <ul style="list-style-type: none"> <li>- Name and description of client organization</li> <li>- Timeframe (must include the month and year) and;</li> <li>- Description of the roles and responsibilities clearly identifying how each of the proposed resource meet the requested requirements as defined in Appendix 2 - Stream 2;</li> </ul>
MT13.1	<p>Each of the two (2) proposed Subject Matter Experts must have attained at least one (1) of the following:</p> <p>a) A degree from a Canadian* university in Arts, Science or Engineering.</p> <p><b>OR</b></p> <p>b) A Canadian Armed Forces Command and Staff College qualification or an equivalent DP 3 level Staff College qualification obtained from a foreign country with which the Canadian Armed Forces college has an exchange agreement** and obtained while the holder was a military member at the rank of Major (Canadian Arm or Royal Canadian Air Force), Lieutenant-commander (Royal Canadian Navy), or above.***</p> <p><b>OR</b></p>	<p>2) Copies of the diploma for the proposed resources; and</p> <p>3) A detailed description of the experience demonstrating how each resource has participated in at least one (1) post-experiment or exercise review identifying and evaluating experiment results and lessons learned.</p> <p>4) A detailed description of the experience demonstrating how each resource has experience in writing military policy or military doctrine document.</p>

	<p><b>c)</b> A diploma from a Canadian* college in Arts, Science or Engineering.</p> <p><b>OR</b></p> <p><b>d)</b> A minimum of ten (10) years of service**** in the Canadian Armed Forces in the last twenty (20) years, as of the bid closing date. (service can be aggregated from different time periods during the twenty (20) years)</p> <p>* Canada reserves the right to consider a post-secondary degree completed outside Canada and may request to bidder to provide a Canadian equivalency document and issued by recognized academic credentials assessment organization showing the academic level obtained.</p> <p>** The Canadian Forces College has exchange agreements with the following countries for DP 4 level qualifications: Australia, United Kingdom, and United States.</p> <p>*** Where the qualification was completed by a Canadian Armed Forces member and obtained outside of Canada, Canada reserves the right to request a copy of the resource's Military Personal Records Resume (MPRR) to be provided by the Bidder showing the equivalency obtained.</p> <p>**** "Years of service" is defined as full-time paid service, in any service in either the Regular Force or Reserve Force of her Majesty, where so ever raised, provided the member was on full-time duty and received a full day's pay.</p>	
MT13.2	<p>Each of the two (2) proposed Subject Matter Experts must have participated in at least one (1) post-experiment or exercise review identifying and evaluating experiment results and lessons learned.</p>	
MT13.3	<p>Each of the two (2) proposed Subject Matter Experts must have experience in writing</p>	

	military policy or military doctrine documents.	
--	---	--

<p>MT14</p>	<p><b>LESSONS LEARNED SPECIALISTS</b></p> <p>The Bidder must propose two (2) resources as Lessons Learned Specialists as described in Section 3.5 of Appendix 2 in Appendix A SOW.</p> <p>The bidder must provide resume and diplomas of the proposed resource included in its proposal.</p> <p>The Bidder cannot propose the same resource for multiple labor categories.</p>	<p>The Bidder is requested to provide the following information to demonstrate compliance including:</p> <p>1) A detailed resume for the proposed resource including at a minimum:</p> <ul style="list-style-type: none"> <li>- Name and description of client organization</li> <li>- Timeframe (must include the month and year) and;</li> <li>- Description of the roles and responsibilities clearly identifying how each of the proposed resource meet the requested requirements as defined in Appendix 2 - Stream 2;</li> </ul>
<p>MT14.1</p>	<p>Each of the two (2) proposed Lessons Learned Specialists must have attained at least one (1) of the following:</p> <p><b>a)</b> A degree from a Canadian* university in Arts, Science or Engineering.</p> <p><b>OR</b></p> <p><b>b)</b> A Canadian Armed Forces Command and Staff College qualification or an equivalent DP 3 level Staff College qualification obtained from a foreign country with which the Canadian Armed Forces college has an exchange agreement** and obtained while the holder was a military member at the rank of Major (Canadian Arm or Royal Canadian Air Force), Lieutenant-commander (Royal Canadian Navy), or above.***</p> <p><b>OR</b></p> <p><b>c)</b> A diploma from a Canadian* college in Arts, Science or Engineering.</p> <p>* Canada reserves the right to consider a post-secondary degree completed outside Canada and may request to bidder to provide a Canadian equivalency document</p>	<p>2) Copies of the diploma for the proposed resources;</p> <p>3) A detailed description of the experience demonstrating how each resource has participated in at least two (2) post experiment or exercise review identifying and evaluating experiment results and lessons learned; and</p> <p>4) A detailed description of the experience demonstrating how each resource has experience in writing and reviewing Lessons Learned reports.</p>

	<p>and issued by recognized academic credentials assessment organization showing the academic level obtained.</p> <p>** The Canadian Forces College has exchange agreements with the following countries for DP 4 level qualifications: Australia, United Kingdom, and United States.</p> <p>*** Where the qualification was completed by a Canadian Armed Forces member and obtained outside of Canada, Canada reserves the right to request a copy of the resource's Military Personal Records Resume (MPRR) to be provided by the Bidder showing the equivalency obtained.</p>	
MT14.2	<p>Each of the two (2) proposed Lessons Learned Specialists must have participated in at least two (2) post experiment or exercise review identifying and evaluating experiment results and lessons learned.</p>	
MT14.3	<p>Each of the two (2) proposed Lessons Learned Specialists must have experience in writing and reviewing Lessons Learned reports.</p>	

## POINT RATED TECHNICAL CRITERIA

### Requirements of Proposed Resources

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive.

Each point rated technical criterion must be addressed separately.

The bidder must identify the name of each proposed resource and the category of resources for which each resource is proposed. The bidder must demonstrate that each resource meets the criteria of the resource category for which it is proposed.

The bidder cannot propose more than one resource for each category of resources.

**STREAM 1- Training Delivery includes RT2.1 to RT2.4; and**

**STREAM 2 - Concept Development includes RT2.5 to RT2.9.**

**SCORING TABLE APPLICABLE TO STREAM 1**

Point Rated	Total Minimum Points	Total Maximum Points
RT2.1 Course Instructors	30	102
RT2.2 Curriculum Developer	8	24
RT2.3 Interactors	48	156
RT2.4 Subject Matter Experts	10	40
<b>TOTAL :</b>	<b>96</b>	<b>322</b>

**SCORING TABLE APPLICABLE TO STREAM 2**

Point Rated	Total Minimum Points	Total Maximum Points
RT2.5 Research Analysts	8	32
RT2.6 Wargaming Facilitators	10	44
RT2.7 Concept & Doctrine Writers	10	34
RT2.8 Subject Matter Experts	14	52
RT2.9 Lessons Learned Specialist	16	52
<b>TOTAL :</b>	<b>58</b>	<b>214</b>

**POINT RATED TECHNICAL CRITERIA APPLICABLE TO  
STREAM 1 - TRAINING DELIVERY**

**RT2.1 COURSE INSTRUCTORS (6)**

<p><b>RT2.1.1</b> The minimum level of education attained for each of the six (6) proposed Course Instructors under Mandatory Criteria MT5 are scored as follows:</p> <p><b>a)</b> A Canadian Armed Forces Command and Staff College qualification or an equivalent DP 3 level Staff College qualification obtained from a foreign country with which the Canadian Armed Forces college has an exchange agreement** and obtained while the holder was a military member at the rank of Major (Canadian Arm or Royal Canadian Air Force), Lieutenant-commander (Royal Canadian Navy), or above.***</p> <p><b>OR</b></p> <p><b>b)</b> A Master's degree from a Canadian* university in the Faculty of Education or Social Sciences, Business or Management.</p> <p><b>OR</b></p> <p><b>c)</b> An Undergraduate degree in Education from a Canadian* University in the faculty of Education, Social Sciences, Business or Management.</p> <p>* Canada reserves the right to consider a post-secondary degree completed outside Canada and may request bidder to provide a Canadian equivalency document and issued by recognized academic credentials assessment organization showing the academic level obtained.</p> <p>** The Canadian Forces College has exchange agreements with the following countries for DP 4 level qualifications: Australia, United Kingdom, and United States.</p> <p>*** Where the qualification was completed by a Canadian Armed Forces member and obtained outside of Canada, Canada reserves the right to request a copy of the resource's Military Personal Records Resume (MPRR) to be provided by the Bidder showing the equivalency obtained.</p>	<p>Points cannot be accumulated. The choice that provides the highest score must be chosen.</p> <p><b>a)</b> 10 points for DP3 level</p> <p><b>b)</b> 5 points for Master`s degree</p> <p><b>c)</b> 2 points for an Undergraduate degree</p> <p>Minimum of 12 points (2 points per resource)</p> <p>Max 60 points (Max 10 points per resource)</p>
---	--

<p><b>RT 2.1.2</b> For each of the proposed Course Instructors, they must have a minimum of 36 months in experience in instructing or teaching in a post-secondary, adult education and/or military college environment is scored as follows:</p> <p><b>a)</b> The experience must have occurred in the last ten (10) years, as of the bid closing date (experience can be aggregated from different time periods during the ten (10) years)</p>	<p><b>a)</b> 1 point for each completed 12 months, excluding the initial 36 months</p> <p>Minimum of 18 points (3 points per resource)</p> <p>Max 42 points (Max 7 points per resource)</p>
--	---

**RT2.2 CURRICULUM DEVELOPER (1)**

<p><b>RT2.2.1</b> The minimum level of education attained for each of the proposed one (1) Curriculum Developer under Mandatory Criteria MT6 is scored as follows:</p> <p><b>a)</b> A Canadian Armed Forces Command and Staff College qualification or an equivalent DP 3 level Staff College qualification obtained from a foreign country with which the Canadian Armed Forces college has an exchange agreement** and obtained while the holder was a military member at the rank of Major (Canadian Arm or Royal Canadian Air Force), Lieutenant-commander (Royal Canadian Navy), or above.***</p> <p><b>OR</b></p> <p><b>b)</b> A Master's degree from a Canadian* university in the faculty of Education or Social Sciences, Business or Management.</p> <p><b>OR</b></p> <p><b>c)</b> An Undergraduate degree in Education from a Canadian* University in the faculty of Education, social Sciences, Business of Management.</p>	<p>Points cannot be accumulated. The choice that provides the highest score must be chosen.</p> <p><b>a)</b> 10 points for DP3 level</p> <p><b>b)</b> 5 points for a Master degree</p> <p><b>c)</b> 2 points for an Undergraduate degree</p>
---	--

<p>* Canada reserves the right to consider a post-secondary degree completed outside Canada and may request to bidder to provide a Canadian equivalency document and issued by recognized academic credentials assessment organization showing the academic level obtained.</p> <p>** The Canadian Forces College has exchange agreements with the following countries for DP 4 level qualifications: Australia, United Kingdom, and United States.</p> <p>*** Where the qualification was completed by a Canadian Armed Forces member and obtained outside of Canada, Canada reserves the right to request a copy of the resource's Military Personal Records Resume (MPRR) to be provided by the Bidder showing the equivalency obtained.</p>	<p>Minimum of 2 points</p> <p>Max 10 points</p>
<p><b>RT2.2.2</b> For the proposed Curriculum Developer, a minimum of 36 months of experience in developing curriculum and course design is scored as follows:</p> <p><b>a)</b> the experience must have occurred in the last ten (10) years, as of the bid closing date (experience can be aggregated from different time periods during the ten (10) years)</p>	<p><b>a)</b> 1 point for each completed 12 months, excluding the initial 36 months</p> <p>Minimum of 3 points</p> <p>Max 7 points</p>
<p><b>RT 2.2.3</b> For the proposed Curriculum Developer, a minimum of 36 months of experience in instructing or teaching in a post-secondary and/or adult education and/or military college environment is scored as follows:</p> <p><b>a)</b> the experience must have occurred in the last ten (10) years, as of the bid closing date (experience can be aggregated from different time periods during the ten (10) years)</p>	<p><b>a)</b> 1 point for each completed 12 months, excluding the initial 36 months</p> <p>Minimum of 3 points</p> <p>Max 7 points</p>

## RT2.3 INTERACTORS (6)

<p><b>RT2.3.1</b> The minimum level of education attained for each of the six (6) proposed Interactors under Mandatory Criteria MT7 are scored as follows:</p> <p><b>a)</b> A Canadian Armed Forces Command and Staff College qualification or an equivalent DP 3 level Staff College qualification obtained from a foreign country with which the Canadian Armed Forces college has an exchange agreement** and obtained while the holder was a military member at the rank of Major (Canadian Arm or Royal Canadian Air Force), Lieutenant-commander (Royal Canadian Navy), or above.***</p> <p><b>OR</b></p> <p><b>b)</b> A degree from a Canadian* university in the faculty of Education, Social Sciences, Business or Management.</p> <p><b>OR</b></p> <p><b>c)</b> A diploma from a Canadian* college in the field of Education, Social Sciences, Business or Management.</p> <p><b>OR</b></p> <p><b>d)</b> A minimum of 10 years of service**** in the Canadian Armed Forces in the last 20 years, as of the bid closing date. (service can be aggregated from different time periods during the twenty (20) years)</p> <p>* Canada reserves the right to consider a post-secondary degree completed outside Canada and may request to bidder to provide a Canadian equivalency document and issued by recognized academic credentials assessment organization showing the academic level obtained.</p> <p>** The Canadian Forces College has exchange agreements with the following countries for DP 4 level qualifications: Australia, United Kingdom, and United States.</p> <p>*** Where the qualification was completed by a Canadian Armed Forces member and obtained outside of Canada, Canada reserves the right to request a copy of the resource's Military Personal Records Resume (MPRR) to be provided by the Bidder showing the equivalency obtained.</p>	<p>Points cannot be accumulated. The choice that provides the highest score must be chosen.</p> <p><b>a)</b> 10 points for a DP3 level</p> <p><b>b)</b> 5 points for a University degree</p> <p><b>c)</b> 2 points for a college diploma</p> <p><b>d)</b> 1 point for 10 years of service</p> <p>Minimum of 6 points (1 point par resource)</p>
---	---

<p>**** "Years of service" is defined as full-time paid service, in any service in either the Regular Force or Reserve Force of her Majesty, where so ever raised, provided the member was on full-time duty and received a full day's pay.</p>	<p>Max 60 points (Max 10 points per resource)</p>
<p><b>RT2.3.2</b> For each of the proposed Interactors, participation as an "Interactor" in military experiment, simulated exercise or military course and is scored as follows:</p> <p><b>a)</b> Participation occurred in the last five (5) years, as of the bid closing date</p>	<p><b>a)</b> 1 point for each participation</p> <p>Minimum of 6 points (1 points per resource)</p> <p>Max 18 points (Max 3 points per resource)</p>
<p><b>RT2.3.3</b> For each of the proposed Interactors, experience in preparing experimentation or exercise documentation detailing experiment or exercise objectives and scenario requirements is scored as follows:</p> <p><b>a)</b> Experience occurred in the last five (5) years, as of the bid closing date (experience can be aggregated from different time periods during the five (5) years)</p>	<p><b>a)</b> 5 points for the first 24 completed months of experience; and</p> <p>1 point for each subsequent 12 completed months of experience, up to a maximum of 36 subsequent completed months.</p> <p>Minimum of 30 points (5 points per resource)</p> <p>Max 48 points (Max 8 points per resource)</p>
<p><b>RT2.3.4</b> For each of the proposed Interactors, experience in preparing post-experiment or post-exercise reports is scored as follows:</p> <p><b>a)</b> Experience occurred in the last five (5) years, as of the bid closing date (experience can be aggregated from different time periods during the five (5) years)</p>	<p><b>a)</b> 1 point for each 12 completed months</p> <p>Minimum of 6 points (1 point per resource)</p> <p>Max 30 points (Max 5 points per resource)</p>

## RT2.4 SUBJECT MATTER EXPERTS (2)

<p><b>RT2.4.1</b> The minimum level of education attained for each of the two (2) proposed Subject Matter Experts under Mandatory Criteria MT8 are scored as follows:</p> <p><b>a)</b> A Canadian Armed Forces Command and Staff College qualification or an equivalent DP 3 level Staff College qualification obtained from a foreign country with which the Canadian Armed Forces college has an exchange agreement** and obtained while the holder was a military member at the rank of Major (Canadian Arm or Royal Canadian Air Force), Lieutenant-commander (Royal Canadian Navy), or above.***</p> <p><b>OR</b></p> <p><b>b)</b> A degree from a Canadian* university in the Faculty of Education, Social Sciences, Business or Management.</p> <p><b>OR</b></p> <p><b>c)</b> A diploma from a Canadian* college in the field of Education, Social Sciences, Business or Management.</p> <p><b>OR</b></p> <p><b>d)</b> A minimum of 10 years of service**** in the Canadian Armed Forces in the last 20 years, as of the bid closing date. (service can be aggregated from different time periods during the twenty (20) years)</p> <p>* Canada reserves the right to consider a post-secondary degree completed outside Canada and may request to bidder to provide a Canadian equivalency document and issued by recognized academic credentials assessment organization showing the academic level obtained.</p> <p>** The Canadian Forces College has exchange agreements with the following countries for DP 4 level qualifications: Australia, United Kingdom, and United States.</p> <p>*** Where the qualification was completed by a Canadian Armed Forces member and obtained outside of Canada,</p>	<p>Points cannot be accumulated. The choice that provides the highest score must be chosen.</p> <p><b>a)</b> 10 points for DP3 level</p> <p><b>b)</b> 5 points for a University degree</p> <p><b>c)</b> 2 points for a college diploma</p> <p><b>d)</b> 1 point for 10 years of service</p>
---	---

<p>Canada reserves the right to request a copy of the resource's Military Personal Records Resume (MPRR) to be provided by the Bidder showing the equivalency obtained.</p> <p>**** "Years of service" is defined as full-time paid service, in any service in either the Regular Force or Reserve Force of her Majesty, where so ever raised, provided the member was on full-time duty and received a full day's pay.</p>	<p>Minimum of 2 points (1 point per resource)</p> <p>Max 20 points (Max 10 points per resource)</p>
<p><b>RT2.4.2</b> For each of the proposed Subject Matter Experts, the military exercises facilitated or conducted by the resource at the operational level are scored as follows:</p> <p><b>a)</b> Military exercises occurred in the last ten (10) years, as of the bid closing date</p>	<p><b>a)</b> 1 point for each military exercise</p> <p>Minimum of 4 points (2 points per resource)</p> <p>Max 10 points (Max 5 points per resource)</p>
<p><b>RT2.4.3</b> For each of the proposed Subject Matter Experts, experience in preparing post-experiment or post-exercise reports is scored as follows:</p> <p><b>a)</b> Experience occurred in the last five (5) years, as of the bid closing date (experience can be aggregated from different time periods during the five (5) years)</p>	<p><b>a)</b> 1 point per each 12 completed months</p> <p>Minimum of 4 points (2 points per resource)</p> <p>Max 10 points (Max 5 points per resource)</p>

**POINT RATED TECHNICAL CRITERIA APPLICABLE TO  
STREAM 2 - CONCEPT DEVELOPMENT**

**RT2.5 RESEARCH ANALYSTS (2)**

<p><b>RT2.5.1</b> The minimum level of education attained for each of the two (2) proposed Research Analysts under Mandatory Criteria MT10 are scored as follows:</p> <p><b>a)</b> Doctor of Philosophy (PhD) from a Canadian* university in Arts, Sciences or Engineering.</p> <p><b>OR</b></p> <p><b>b)</b> A Master's degree from a Canadian* university in Arts, Science or Engineering.</p> <p>* Canada reserves the right to consider a post-secondary degree completed outside Canada and may request to bidder to provide Canadian equivalency document by the Bidder and issued by recognized academic credentials assessment organization showing the academic level obtained.</p>	<p>Points cannot be accumulated. The choice that provides the highest score must be chosen.</p> <p><b>a)</b> 6 points for a PhD</p> <p><b>b)</b> 2 points for a Master degree</p> <p>Minimum of 4 points (2 points per resource)</p> <p>Max 12 points (Max 6 points per resource)</p>
<p><b>RT2.5.2</b> For each of the proposed Research &amp; Education Analysts, should have a minimum of 60 months of experience in conducting research including research design, data collection and data analysis using basic qualitative and quantitative methods, is scored as follows:</p> <p><b>a)</b> Experience occurred in the last ten (10) years, as of the bid closing date (experience can be aggregated from different time periods during the ten (10) years)</p>	<p><b>a)</b> 1 point for each completed 12 months, excluding the initial 60 months</p> <p>Minimum of 4 points (2 points per resource)</p> <p>Max 20 points (Max 10 points per resource)</p>

**RT2.6 WARGAMING FACILITATORS (2)**

<p><b>RT2.6.1</b> The minimum level of education attained for each of the two (2) proposed Wargaming Facilitators under Mandatory Criteria MT11 are scored as follows:</p> <p><b>a)</b> A degree from a Canadian* university in Art, Science or Engineering.</p> <p><b>OR</b></p> <p><b>b)</b> A Canadian Armed Forces Command and Staff College qualification or an equivalent DP 3 level Staff College qualification obtained from a foreign country with which the Canadian Armed Forces college has an exchange agreement** and obtained while the holder was a military member at the rank of Major (Canadian Arm or Royal Canadian Air Force), Lieutenant-commander (Royal Canadian Navy), or above.***</p> <p><b>OR</b></p> <p><b>c)</b> A diploma from a Canadian* college in Arts, Science or Engineering.</p> <p><b>OR</b></p> <p><b>d)</b> A minimum of 10 years of service**** in the Canadian Armed Forces in the last 20 years, as of the bid closing date. (service can be aggregated from different time periods during the twenty (20) years)</p> <p>* Canada reserves the right to consider a post-secondary degree completed outside Canada and may request to bidder to provide a Canadian equivalency document and issued by recognized academic credentials assessment organization showing the academic level obtained.</p> <p>** The Canadian Forces College has exchange agreements with the following countries for DP 4 level qualifications: Australia, United Kingdom, and United States.</p> <p>*** Where the qualification was completed by a Canadian Armed Forces member and obtained outside of Canada, Canada reserves the right to request a copy of the resource's Military</p>	<p>Points cannot be accumulated. The choice that provides the highest score must be chosen.</p> <p><b>a)</b> 10 points for a University degree</p> <p><b>b)</b> 5 points for a DP3 level</p> <p><b>c)</b> 2 points for a college degree</p> <p><b>d)</b> 1 point for 10 years of service</p>
--	--

<p>Personal Records Resume (MPRR) to be provided by the Bidder showing the equivalency obtained.        **** "Years of service" is defined as full-time paid service, in any service in either the Regular Force or Reserve Force of her Majesty, where so ever raised, provided the member was on full-time duty and received a full day's pay.</p>	<p>Minimum of 2 points (1 point per resource)         Max 20 points (Max 10 points per resource)</p>
<p><b>RT2.6.2</b> For each of the proposed Wargaming Facilitators should have at least designed, facilitated or conducted one (1) wargame exercises at the operational level and are scored as follows:   <b>a)</b> Wargame exercises occurred in the last five (5) years, as of the bid closing date</p>	<p><b>a)</b> 1 point for each wargame exercise         Minimum of 4 points (2 points per resource)         Max 12 points (Max 6points per resource)</p>
<p><b>RT2.6.3</b> For each of the proposed Wargaming Facilitators, should have at least participate in one (1) post experiment or post exercise review identifying and evaluating experiment results and lessons learned are scored as follows:   <b>a)</b> Participations occurred in the last five (5) years, as of the bid closing date</p>	<p><b>a)</b> 1 point for each participation         Minimum of 4 points (2 points per resource)         Max 12 points (Max 6 points per resource)</p>

**RT2.7 CONCEPT & DOCTRINE WRITERS (2)**

<p><b>RT2.7.1</b> The minimum level of education attained for each of the two (2) proposed Concept &amp; Doctrine Writer under Mandatory Criteria MT12 are scored as follows:   <b>a).</b> A degree from a Canadian* university in Arts, Science or Engineering   <b>OR</b></p>	<p>Points cannot be accumulated. The choice that provides the highest score must be chosen.   <b>a)</b> 10 points for a University degree</p>
---	---

<p><b>b)</b> A Canadian Armed Forces Command and Staff College qualification or an equivalent DP 3 level Staff College qualification obtained from a foreign country with which the Canadian Armed Forces college has an exchange agreement** and obtained while the holder was a military member at the rank of Major (Canadian Arm or Royal Canadian Air Force), Lieutenant-commander (Royal Canadian Navy), or above.***</p> <p><b>OR</b></p> <p><b>c)</b> A diploma from a Canadian* college in Arts, Science or Engineering.</p> <p>* Canada reserves the right to consider a post-secondary degree completed outside Canada and may request to bidder to provide a Canadian equivalency document and issued by recognized academic credentials assessment organization showing the academic level obtained.  ** The Canadian Forces College has exchange agreements with the following countries for DP 4 level qualifications: Australia, United Kingdom, and United States.  *** Where the qualification was completed by a Canadian Armed Forces member and obtained outside of Canada, Canada reserves the right to request a copy of the resource's Military Personal Records Resume (MPRR) to be provided by the Bidder showing the equivalency obtained.</p>	<p><b>b)</b> 5 points for a DP3 level</p> <p><b>c)</b> 2 points for a college degree</p> <p>Minimum of 4 points (2 points per resource)</p> <p>Max 20 points (Max 10 points per resource)</p>
<p><b>RT2.7.2</b> For each of the proposed Concept &amp; Doctrine Writers, should have a minimum of 36 months of experience in writing military policy or military doctrine documents is scored as follows:</p> <p><b>a)</b> the experience must have occurred in the last ten (10) years, as of the bid closing date (experience can be aggregated from different time periods during the ten (10) years)</p>	<p><b>a)</b> 1 point for each completed 12 months, excluding the initial 36 months</p> <p>Minimum of 6 points (3 points per resource)</p> <p>Max 14 points (7 points per resource)</p>

**RT2.8 SUBJECT MATTER EXPERTS (2)**

<p><b>RT2.8.1</b> The minimum level of education attained for each of the two (2) proposed Subject Matter Experts under Mandatory Criteria MT13 are scored as follows:</p>	<p>Points cannot be accumulated. The choice that provides the highest score must be chosen.</p>
--	---

<p><b>a)</b> A degree from a Canadian* university in Arts, Science or Engineering.</p> <p><b>OR</b></p> <p><b>b)</b> A Canadian Armed Forces Command and Staff College qualification or an equivalent DP 3 level Staff College qualification obtained from a foreign country with which the Canadian Armed Forces college has an exchange agreement** and obtained while the holder was a military member at the rank of Major (Canadian Arm or Royal Canadian Air Force), Lieutenant-commander (Royal Canadian Navy), or above.***</p> <p><b>OR</b></p> <p><b>c)</b> A diploma from a Canadian* college in Arts, Science or Engineering.</p> <p><b>OR</b></p> <p><b>d)</b> A minimum of 10 years of service**** in the Canadian Armed Forces in the last 20 years, as of the bid closing date. (service can be aggregated from different time periods during the twenty (20) years)</p> <p>* Canada reserves the right to consider a post-secondary degree completed outside Canada and may request to bidder to provide a Canadian equivalency document and issued by recognized academic credentials assessment organization showing the academic level obtained.</p> <p>** The Canadian Forces College has exchange agreements with the following countries for DP 4 level qualifications: Australia, United Kingdom, and United States.</p> <p>*** Where the qualification was completed by a Canadian Armed Forces member and obtained outside of Canada, Canada reserves the right to request a copy of the resource's Military Personal Records Resume (MPRR) to be provided by the Bidder showing the equivalency obtained.</p> <p>**** "Years of service" is defined as full-time paid service, in any service in either the Regular Force or Reserve Force of her Majesty, where so ever raised, provided the member was on full-time duty and received a full day's pay.</p>	<p><b>a)</b> 10 points a University degree</p> <p><b>b)</b> 5 points for a DP3 level</p> <p><b>c)</b> 2 points for a college degree</p> <p><b>d)</b> 1 point for 10 years of service</p> <p>Minimum of 2 points (1 point per resource)</p> <p>Max 20 points (Max 10 points per resource)</p>
--	--

<p><b>RT2.8.2</b> For each of the proposed Subject Matter Experts, participations in post-experiment or exercise review identifying and evaluating experiment results and lessons learned are scored as follows:</p> <p><b>a)</b> Participations occurred in the last ten (10) years, as of the bid closing date (experience can be aggregated from different time periods during the ten (10) years)</p>	<p><b>a)</b> 1 point for each participation</p> <p>Minimum of 4 points (2 points per resource)</p> <p>Max 12 points (Max 6 points per resource)</p>
<p><b>RT2.8.3</b> For each of the proposed Subject Matter Experts, experience in the writing military policy or military doctrine documents is scored as follows:</p> <p><b>a)</b> Experience occurred in the last ten (10) years, as of the bid closing date (experience can be aggregated from different time periods during the ten (10) years)</p>	<p><b>a)</b> 1 point for each completed 12 months</p> <p>Minimum of 8 points (4 points per resource)</p> <p>Max 20 points (Max 10 points per resource)</p>

**RT2.9 LESSONS LEARNED SPECIALIST (2)**

<p><b>RT2.9.1</b> The minimum level of education attained for each of the two (2) proposed Lessons Learned Specialists under Mandatory Criteria MT14 are scored as follows:</p> <p><b>a)</b> A degree from a Canadian* university in Arts, Science or Engineering.</p> <p><b>OR</b></p> <p><b>b)</b> A Canadian Armed Forces Command and Staff College qualification or an equivalent DP 3 level Staff College qualification obtained from a foreign country with which the Canadian Armed Forces college has an exchange agreement** and obtained while the holder was a military</p>	<p>Points cannot be accumulated. The choice that provides the highest score must be chosen.</p> <p><b>a)</b> 10 points for a University degree</p>
--	--

<p>member at the rank of Major (Canadian Arm or Royal Canadian Air Force), Lieutenant-commander (Royal Canadian Navy), or above.***</p> <p><b>OR</b></p> <p>c) A diploma from a Canadian* college in Arts, Science or Engineering.</p> <p>* Canada reserves the right to consider a post-secondary degree completed outside Canada and may request to bidder to provide a Canadian equivalency document and issued by recognized academic credentials assessment organization showing the academic level obtained.  ** The Canadian Forces College has exchange agreements with the following countries for DP 4 level qualifications: Australia, United Kingdom, and United States.  *** Where the qualification was completed by a Canadian Armed Forces member and obtained outside of Canada, Canada reserves the right to request a copy of the resource's Military Personal Records Resume (MPRR) to be provided by the Bidder showing the equivalency obtained.</p>	<p><b>b) 5 points for a DP3 level</b></p> <p><b>c) 2 points for a college degree</b></p> <p>Minimum of 4 points (2 points per resource)</p> <p>Max 20 points (Max 10 points per resource)</p>
<p><b>RT2.9.2</b> For each of the proposed Lessons Learned Specialists, participations in post-experiment or exercise review identifying and evaluating experiment results and lessons learned are scored as follows:</p> <p><b>a) Participations occurred in the last ten (10) years, as of the bid closing date (experience can be aggregated from different time periods during the ten (10) years)</b></p>	<p><b>a) 1 point for each participation</b></p> <p>Minimum of 4 points (2 points per resource)</p> <p>Max 12 points (6 points per resource)</p>
<p><b>RT2.9.3</b> For each of the proposed Lessons Learned Specialists should have a minimum of 12 months experience writing and reviewing Lessons Learned reports is scored as follows:</p> <p><b>a) Experience occurred in the last ten (10) years, as of the bid closing date (experience can be aggregated from different time periods during the ten (10) years)</b></p>	<p><b>a) 1 point for each completed 12 months, excluding the initial 12 months</b></p> <p>Minimum of 8 points (4 points per resource)</p> <p>Max 20 points (Max 10 points per resource)</p>

---

## 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 and Additional Information Required with the 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 Integrity declaration form available on the Forms for the Integrity Regime website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### 5.2 Certifications and Information Required Precedent to Contract Award

The required certifications and additional information below should be submitted with the bid but may be submitted afterwards. If the required certifications and additional information are not submitted with the bid, the Contracting Authority will inform the Bidder of a time frame within which they must be submitted by the Bidder. Failure to provide the required certifications and additional information within the time frame specified 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>), 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](#) 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.

Sollicitation No. - N° de l'invitation  
W8485-195040/A  
Client Ref. No. - N° de réf. du client  
W8485-195040

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
423ZG  
CCC No./N° CCC - FMS No./N°

---

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid List" during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity certification before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority before contract award with a completed Federal Contractors Program for Employment Equity certification for each member of the Joint Venture. Attachment 1 to Part 5, Additional Certifications Precedent to Contract Award, includes a copy of the certification to provide.

### **5.2.3 Additional Certifications Required Precedent to Contract Award**

The required additional certifications to provide are included in Attachment 1 to Part 5, Additional Certifications Required Precedent to Contract Award.

---

## ATTACHMENT 1 TO PART 5, ADDITIONAL CERTIFICATIONS REQUIRED PRECEDENT TO CONTRACT AWARD

### 1. Federal Contractors Program For Employment Equity - Certification

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit the [Employment and Social Development Canada \(ESDC\) - Labour's website](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html) (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>).

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

Instructions to the Bidder: Complete both A and B.

A. Instructions to the Bidder: Check only one of the following:

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

or

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

B. Instructions to the Bidder: Check only one of the following:

- B1. The Bidder is not a Joint Venture.

or

- ( ) B2. The Bidder is a Joint venture. **Instructions to the Bidder: Refer to the Joint Venture section of the Standard Instructions. If the Bidder is a Joint Venture, it must provide the Contracting Authority before contract award with a completed Federal Contractors Program for Employment Equity certification for each member of the Joint Venture.**

## 2. Canadian Content

### 2.1 Canadian Content Definition

SACC Manual clause A3050T (2018-12-06) Canadian Content Definition

### 2.2 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

- ( ) the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

### 3. 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.

### 4. Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

## PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirement

6.1.1 Before award of a contract, the following conditions must be met:

- a. the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- b. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
- c. the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- d. the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7- Resulting Contract Clauses; and
- e. the Bidder must provide the address of each proposed site or premise of work performance and document safeguarding as follows:

Address:

Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country

If the information is not provided in or with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

6.1.2 Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

6.1.3 For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### 6.2 Financial Capability

SACC Manual clause A9033T (2012-07-16) Financial Capability

### 6.3 Insurance Requirements

SACC Manual clause G1005C (2016-01-28) Insurance – No Specific Requirement

---

## PART 7 – RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in Annex A, and the Contractor's technical bid entitled \_\_\_\_\_, dated \_\_\_\_\_.

#### 7.1.1 Task Authorization

**A.** Work described at Annex A, Statement of Work, will be performed under the Contract on an “as and when requested basis”.

**B.** With respect to the Work mentioned under paragraph A of this clause,

1. an obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized TA;
2. the TA Authority and limit will be determined in accordance with paragraph C of this clause;
3. the Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor's own risk and expense;
4. the task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A; and
5. the TA, inclusive of any revisions, will be authorized under the Contract through the use of Annex F, DND 626, Task Authorization Form. An authorized TA is a completed Annex F signed by the TA Authority.

#### C. TA Authority and Limit

The Project Authority may authorize individual TAs inclusive of any revisions up to a limit of \$\_\_\_\_\_ (insert amount at contract award), Applicable Taxes extra. Any TA the total value of which would exceed that limit or any revision to a previously authorized TA that would increase the TA total value above that limit must be authorized by the Contracting Authority before issuance to the Contractor.

**D.** The authority specified under paragraph C of this clause is granted subject to the sum specified in the Contract under clause 7.6.2 (Canada's Total Liability, Cumulative Total of all authorized TAs not being exceeded).

## E. TA Process

For each task or revision of a previously authorized task, the Project Authority will provide the Contractor with a request to perform a task prepared using Annex F Task DND 626, Task Authorization Form, containing as a minimum:

- the task or revised task description of the Work required, including:
  - the details of the activities or revised activities to be performed;
  - a description of the deliverables or revised deliverables to be submitted; and
  - a schedule or revised schedule indicating completion dates for the major activities or submission dates for the deliverables, or both, as applicable;
- the Contract security requirements applicable to the task or revised task;
- the Contract basis (bases) of payment applicable to the task or revised task; and
- the Contract method(s) of payment applicable to the task or revised task.

**F.** Within 5 calendar days of its receipt of the request, the Contractor must provide the Project Authority with a signed and dated response prepared and submitted using the TA form received from the Project Authority, containing as a minimum:

1. the total estimated cost proposed for performing the task or, as applicable, revised task;
2. a breakdown of that cost in accordance with Annex B Basis of Payment
3. and; for each resource proposed by the Contractor for the performance of the Work required:

the name of the proposed resource;  
the resume of the proposed resource; and  
a demonstration that the proposed resource meets :  
the Contract security requirements

## G. TA Authorization

1. The TA Authority will authorize the TA based on:
  - the request submitted to the Contractor pursuant to paragraph F of this clause;
  - the Contractor's response received, submitted pursuant to paragraph G of this clause; and
  - the agreed total estimated cost for performing the task or, as applicable, revised task
2. The TA Authority will authorize the TA provided that each resource proposed by the Contractor for the performance of the Work required meets all the requirements specified under paragraph F.3 of this clause.
3. The authorized TA will be issued to the Contractor by email (as an email attachment in PDF format).

## H. Minimum Work Guarantee - All the Work - Authorized TAs

1. "Maximum Contract Value" means the sum specified in Contract clause 7.6.2 (Canada's Total Liability, Cumulative Total of all authorized TAs); and "Minimum Contract Value" means 5% of the Maximum Contract Value.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph I.3 of this clause. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work

---

requested in authorized TAs, performed by the Contractor and accepted by Canada must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request Work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work requested in authorized TAs, performed by the Contractor and accepted by Canada.

4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### I. Periodic Usage Reports - Contracts with TAs

1. The Contractor must compile and maintain detailed and current data on its performance of Work required and requested under TAs (inclusive of any revisions) authorized and issued under the Contract.

2. No later than 15 calendar days after the end of each of the reporting periods below, the Contractor must submit to the Contracting Authority and Project Authority a periodic usage report containing, in an electronic spreadsheet (such as MSOffice Excel), the data elements specified in paragraphs I.3 and I.4 of this clause in the order they are presented. Where at the end of a reporting period, no changes are required to be made to the data contained in the periodic usage report submitted for the previous period, the Contractor must submit a "NIL" report to the Contracting Authority and Project Authority.

The reporting periods are defined as follows:

1st quarter: April 1 to June 30;  
2nd quarter: July 1 to September 30;  
3rd quarter: October 1 to December 31; and  
4th quarter: January 1 to March 31.

3. For each TA authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- the TA number appearing on the TA form;
- the date the task was authorized appearing on the TA form;
- the total estimated cost of the task (Applicable Taxes extra) before any revisions appearing on the TA form;
- the following information appearing on the TA form must be included for each authorized revision, starting with revision 1, than 2, etc:
  - the TA revision number;
  - the date the revision to the task was authorized;
  - the authorized increase or decrease (Applicable Taxes extra);
  - the total estimated cost of the task (Applicable Taxes extra) after authorization of the revision;
  - the total cost incurred for the task (as last revised, as applicable), Applicable Taxes extra;
  - the total cost incurred and invoiced for the task (as last revised, as applicable), Applicable Taxes extra;
  - the total amount of Applicable Taxes invoiced;
  - the total amount paid, Applicable Taxes included;
  - the start and completion date of the task (as last revised, as applicable); and
  - the active status (i.e., the percentage of the work completed) of the task (as last revised, as applicable) with an explanation (as applicable).

4. For all TAs authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- the sum (Applicable Taxes extra) specified in clause 7.6.2, Canada's Total Liability, Cumulative Total of all Authorized TAs, as last amended;
- the total cost incurred for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- the total cost incurred and invoiced for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- the total amount of Applicable Taxes invoiced for all authorized tasks inclusive of any revisions; and
- the total amount paid for all authorized tasks inclusive of any revisions, Applicable Taxes extra.

**J. Administration of the TA Process - Department of National Defence**

The administration of the TA process will be carried out by Department of National Defence. This process includes: monitoring, controlling and reporting on expenditures of the Contract to the Contracting Authority.

**7.2 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.

**7.2.1 General Conditions**

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

**7.2.2 Supplemental General Conditions**

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

4008 (2008-12-12), Personal Information; and

A9122C (2008-05-12), Protection and Security of Data Stored in Databases

**7.2.3 Basis for Canada's Ownership of Intellectual Property**

The Department of National Defence (DND) has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#): the Intellectual Property in Foreground Information consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

---

## 7.2.4 Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

## 7.2.5 Non-Disclosure Agreement

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex E , 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.

## 7.3 Security Requirement

**7.3.1** The following security requirement (SRCL and related clauses provided by the [Contract Security Program](#) apply and form part of the Contract:

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 **SECRET**, with approved Document Safeguarding and Production Capabilities at the level of Protected B, issued by the Contract Security Program (CSP) of the Industrial Security Sector (ISS), Public Works and Government Services (PWGSC).
2. The Contractor/Offeror personnel requiring access to **CLASSIFIED/PROTECTED** information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **SECRET**, granted or approved by the CSP/ISS/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP/ISS/PWGSC.
4. 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).

## 7.3.2 Contractor's Site or Premises Requiring Safeguarding Measures

**7.3.2.1** Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up-to-date the information related to the Contractor's and proposed individuals' sites or premises for the following addresses:

Address:  
Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country

**7.3.2.2** The Company Security Officer (CSO) must ensure through the [Contract Security Program](#) that the Contractor and proposed individuals hold a valid security clearance at the required level.

## 7.4 Term of Contract

### 7.4.1 Period of the Contract

The Work is to be performed during the period of three (3) years from Contract Award date.

### 7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(s) 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.

### 7.4.3 Comprehensive Land Claims Agreements (CLCAs)

The Contract does not include deliveries of services within locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirements for deliveries of services within locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to CLCAs will have to form part of a separate contract.

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Karen Marcotte

Title: Supply Team Leader

Public Works and Government Services Canada

Acquisitions Branch

Directorate: Business Management and Consulting Services Division

Address: 10 Wellington Street, 5<sup>th</sup> floor Gatineau Quebec K1A 0S5

Telephone: 613-858-8522

E-mail address: Karen.Marcotte@pwgsc.gc.ca

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

### 7.5.2 Technical Authority

The Technical Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Sollicitation No. - N° de l'invitation  
W8485-195040/A  
Client Ref. No. - N° de réf. du client  
W8485-195040

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
423ZG  
CCC No./N° CCC - FMS No./N°

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_  
E-mail address: \_\_\_\_\_

Insert, as applicable:

In its absence, the Technical Authority is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 7.5.3 Contractor's Representative

(Fill in at time of contract award.)

## 7.6 Payment

### 7.6.1 Basis of Payment

#### 7.6.1.1 Authorized TA

##### TA subject to a Limitation of Expenditure

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work specified in the authorized TA in accordance with the basis of payment in Annex B to the limitation of expenditure specified in the authorized TA.

Canada's total liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work specified in the authorized TA will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the TA Authority before their incorporation into the Work specified in the authorized TA. 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 authorization of the TA Authority. The Contractor must notify the TA Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the final delivery date specified in the authorized TA, or

- (c) as soon as the Contractor considers that the authorized TA funds are inadequate for the completion of the Work specified in the authorized TA,

whichever comes first.

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

### 7.6.2 Canada's Total Liability

#### Cumulative Total of all authorized TAs

- A. Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_ (insert amount at contract award). Customs duties are included and the Applicable Taxes are extra.
- B. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
- C. The Contractor must notify the Contracting Authority, in writing, as to the adequacy of this sum:
1. when it is 75 percent committed, or
  2. four (4) months before the Contract expiry date, or
  3. as soon as the Contractor considers that the sum is inadequate for the completion of the Work requested in all authorized TAs inclusive of any revisions, the applicable basis of payment of which is limitation of expenditure [contract clause 7.6.1.1, TA subject to a Limitation of Expenditure],
- whichever comes first.
- D. 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.

### 7.6.3 Method of Payment

For the Work specified in an authorized TA subject to a limitation of expenditures:

#### Monthly Payments

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;

- c. the Work performed has been accepted by Canada.

#### **7.6.4 SACC Manual Clauses**

A9116C (2007-11-30) T1204 – Information Reporting by Contractor;  
A9117 C (2007-11-30) T1204 – Direct Request by Customer Department

#### **7.6.5 Electronic Payment of Invoices - Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instruments:

- a. Direct Deposit (Domestic and International);
- b. Electronic Data Interchange (EDI);
- c. Wire Transfer (International Only);
- d. Large Value Transfer System (LVTS) (Over \$25M)

#### **7.6.6 Discretionary Audit**

C0100C (2010-01-11) Discretionary Audit - Commercial Goods and/or Services

#### **7.6.7 Time Verification**

C0711C (2008-05-12), Time Verification

### **7.7 Invoicing Instructions**

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.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
  - d. a copy of the monthly progress report.
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 or by email in a PDF format.
    - b. One (1) copy must be forwarded to the Contracting Authority by email identified under the section entitled "Authorities" of the Contract.

### **7.8 Certifications and Additional Information**

### 7.8.1 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.

### 7.8.2 Federal Contractors Program for Employment Equity - Default by the Contractor

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

### 7.8.3 Canadian Content Certification

SACC Manual clause A3060C (2008-05-12) Canadian Content Certification

### 7.9 Applicable Laws

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

### 7.10 Priority of Documents

If there is a discrepancy between the wordings 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 2035 (2018-06-21), General Conditions - Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment ;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Access to DND Computer Systems;
- (h) Annex E, Non-Disclosure Agreement;
- (i) the signed Task Authorizations (including all of its annexes, if any); and
- (j) the Contractor's bid dated \_\_\_\_\_, as clarified on \_\_\_\_\_ (year-month-day)

### 7.11 Defence Contract

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

### 7.12 Foreign Nationals

Sollicitation No. - N° de l'invitation  
W8485-195040/A  
Client Ref. No. - N° de réf. du client  
W8485-195040

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
423ZG  
CCC No./N° CCC - FMS No./N°

---

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

### **7.13 Insurance Requirement**

SACC Manual clause G1005C (2016-01-28) Insurance – no specific requirement

### **7.14 Proactive Disclosure of Contracts with Former Public Servants**

If the selected Bidder provided in accordance with the article 2.3, Former Public Servant, information on its status with respect to being a Former Public Servant in receipt of a Public Service Superannuation Act (PSSA) pension, you must insert here the full text of SACC Manual clause A3025C, Proactive Disclosure of Contracts with Former Public Servants.

Sollicitation No. - N° de l'invitation  
W8485-195040/A  
Client Ref. No. - N° de réf. du client  
W8485-195040

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
423ZG  
CCC No./N° CCC - FMS No./N°

---

# **ANNEX A, STATEMENT OF WORK**

## **TRAINING AND CONCEPT DEVELOPMENT SERVICES FOR ROYAL CANADIAN AIR FORCE WARFARE CENTER**

### Acronym and Definition Listing

ACCE	Air Component Coordination Element
AWE	Air Expeditionary Wings
AFIC	Air Force Interoperability Council
AFOD	Air Force Officer Development
ALL	Analysis and Lessons Learned
AOC	Air Operations Centre
ARP	Air Resiliency Program
ASPOC	Air and Space Power Operation Course
ASPRC	Air and Space Power Refresher Course
ATF Comd	Air Task Force Commander
ATFCE	Air Task Force Coordination Element
AWE	Air Warfare Education
C2	Command and Control
C4ISR	Command, Control, Communication, Computers, Intelligence, Surveillance and Reconnaissance
CA	Contracting Authority
CAOC	Combined Air Operations Centre
CAOCC	Combined Air Operations Centre Course
CAF	Canadian Armed Forces
CD&E	Concept Development and Experimentation
CD&I	Capability Development and Integration
CFB	Canadian Forces Base
CFXnet	Canadian Forces Experimentation Network
CGF	Computer-Generated Forces
CONOPS	Concept of Operations
DP2	Development Period 2
DATE	Decisive Action Training Environment
DD	Doctrine Development
DND	Department of National Defence
DND/AF	Department of National Defence and the Canadian Forces Architecture Framework
DoDAF	Department of Defence Architecture Framework
DMOC	Distributed Mission Operation Centre
DRMIS	Defence Resources Management Information System
DSP	Detailed Support Plan
DWAN	Defence Wide Area Network
E&T	Exercise & Training
EW	Electronic Warfare
FD	Force Development
GCdocs	Government of Canada documents
H&H	History & Heritage
HICON	Higher Control
HLA	High-Level Architecture
HQ	Headquarter

Sollicitation No. - N° de l'invitation  
W8485-195040/A  
Client Ref. No. - N° de réf. du client  
W8485-195040

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
423ZG  
CCC No./N° CCC - FMS No./N°

---

HR	Human Resources
IM	Information Management
IP	Intellectual Property
JCATS	Joint Conflict and Tactical Simulation
JTF	Joint Task Force
JTLS	Joint Theater Level Simulation
KMS	Knowledge Management System
LOCON	Lower Control
LOE	Level of Effort
LOO	Line of Operation
MOE	Measures of Effectiveness
MPR	Monthly Progress Reports
M&S	Modelling and Simulation
MSCO	Modelling and Simulation Coordination Office
NATO	North Atlantic Treaty Organization
OCCC	Operational Command and Control Course
OPLAN	Operation Plan
OPP	Operations Planning Process
OR&A	Operational Research and Analysis
OT&E	Operational Test & Evaluation
PA	Procurement Authority
POW	Program of Work
PRM	Performance Review Meetings
RAWC	RCAF Aerospace Warfare Centre
RCAF	Royal Canadian Air Force
RMSE	RCAF Modelling and Simulation Environment
ROM	Rough Order of Magnitude
S&T	Science and Technology
SE	Synthetic Environment
SEA	Strategic Experimentation Account
SEG	Strategic Experimentation Guidance
SME	Subject Matter Expert
SOCD	Statement of Capability Deficiency
STANAG	NATO Standardization Agreement
TA	Task Authorization
TRA	Task Request Authority
TTP	Tactics Techniques and procedures
UOR	Unforecasted Operational Requirement
WBS	Work Breakdown Structure

---

## 1. INTRODUCTION

- 1.1 This document specifies the required Training and Concept Development services for the Royal Air Canadian Force Warfare Centre (RACF AWC) within the Department of National Defence (DND).

## 2. BACKGROUND

- 2.1 The Royal Air Canadian Force Aerospace Warfare Centre (RACF AWC) is involved in setting the force development agenda for the RCAF, through the development of air and space power concepts, the creation and maintenance of RCAF doctrine, oversight of the RCAF lessons learned program, experimentation on future air operating concepts and equipment and the delivery of training to institutionalize RCAF doctrine and air and space competencies.

- 2.2 RACF AWC consists of fourteen (14) core branches that provide the following services to the RCAF:

- 2.2.1 Analysis and Lessons Learned (A&LL): Manages the lesson learned program for the RCAF to include collecting lessons observed from RCAF exercises and missions, providing analysis on lessons observed, recommending solutions to address shortfalls identified through lessons observed, reporting to Comd RCAF on the status of lessons learned and actions taken and the training of lessons learned staff officers;
- 2.2.2 Air Warfare Education (AWE): Provides educational opportunities to RCAF members including the conduct of courses to develop air and space operational level planners, the training required to prepare staff for exercises and missions, the maintenance of the RCAF library and the oversight of the RCAF fellowship program;
- 2.2.3 Concept Development and Experimentation (CD&E): Conceives (5 to 30 years) force development (FD) options for the RCAF by identifying, analyzing and evaluating solutions to military problems;
- 2.2.4 Capability Development and Integration (CD&I): Integrates new concepts into the RCAF and represents the RCAF's integration efforts at the Five Eyes Air Force Interoperability Council (AFIC);
- 2.2.5 Exercise & Training (E&T): Plans and executes collective training activities for the RCAF;
- 2.2.6 History & Heritage (H&H): Preserves RCAF history by recording historical activities, providing a historical analysis on RCAF activities and the coordination of commemoration activities;
- 2.2.7 Operational Test & Evaluation (OT&E): Conducts testing and evaluation of upgrades on air platform and writes new procedures for equipment use;

- 2.2.8 Modelling & Simulation Coordination Office (MSCO): Supports collective training by providing simulator connectivity and simulated environments to exercise RCAF capabilities; and
- 2.2.9 Air Resiliency Program (ARP): Identifies electronic warfare (EW) and cyber threats to RCAF assets, conducts threat risk assessments on air and space assets and works with stakeholders to reduce and/or eliminate threats.
- 2.2.10 Doctrine Development (DD): activities include E-doctrine project development & implementation, alignment of Air Force Vectors & air doctrine, capstone & keystone doctrine 2nd editions, development capability-based air doctrine, RCAF POC for joint & allied doctrine development.
- 2.2.11 Operational Research and Analysis (OR&A): Our analytic methods are used to provide objective, evidence-based support to the decision making processes. At RAWC, the OR&A branch provides support across the other branches and to the RCAF at large under CO RAWC's guidance.
- 2.2.12 Tactical Force Development: responsible for tactical force development to include the management of SOCD and UORs and secretary of operational implementation working groups
- 2.2.13 128 Weapons and Advance Tactics Squadron – provide scientific and evidence based advise to the war fighter, delivers advanced weapons training, assist the planning and execution of major exercises.
- 2.2.14 Management of S&T: RAWC is responsible for the RCAF S&T governance which is responsible for coordinating the RCAF Air and Space S&T priorities

### **3. GENERAL SCOPE**

**3.1** The work to be performed under this contract will be performed on as-and-when-required basis through the DND 626 Task Authorization process and is divided in two (2) section identified below. The specific scope for each of the section is included in the appropriate Appendix.

Appendix 1 – Training Delivery; and

Appendix 2 – Concept Development.

**3.2** Scope of each section as well as roles, responsibilities and tasks by resources is listed in the Appendix below.

**3.3** The Contractor must provide a team of resources to perform the specified services identified in the Appendix.

**3.4** The support personnel will be contracted on an “as and when required” basis.

- 3.5** Details of the applicable level of security associated for each resource when they are required are available in the SOW and will be specified in the resulting DND 626 Task Authorization form.

## **4. WORK LOCATIONS**

### **4.1 Royal Canadian Air Force Aerospace Warfare Centre (RAWC)**

The RAWC is located at CFB Trenton, Ontario. RAWC provides SE capabilities support of air operations, training, and concept development. This organization also provides the facilities, expertise and simulation hardware and software to support SE and training exercise for other RCAF/DND organizations.

### **4.2 Temporary Closures to Work Location**

- 4.2.1 Temporary Closures to Work Location(s) may occur over the period of the Contract and closures can be expected or unexpected. Expected is defined as within the Department's control such as, repairs, schedule maintenance, renovations, installation of new equipment(s), etc. Unexpected is defined as outside the control of the Department, such as flood, fire, equipment failure or shut down, power outages or extreme weather conditions, etc.
- 4.2.2 When a Temporary Closure to a Work Location is expected, the TRA or Technical Authority will advise the Contractor in writing, a minimum of seven (7) days calendar days in advance, of any expected Temporary Closures, including the date(s) and duration of the closure, and the names of the locations affected by the temporary closure.
- 4.2.3 The Contractor must advise the affected resources of any expected Temporary Closures to Work Location(s) accordingly.
- 4.2.4 If unexpected Temporary Closures to a Work Location occur, the TRA or Technical Authority will advise the Contractor by email, or if not possible, verbally, on the day of the closure and when known, advise the Contractor of the date and time the resources are to return to the work location.
- 4.2.5 The Contractor must contact the resources and advise the date and time they are to return to the work location.
- 4.2.6 The resource time during expected or unexpected Temporary Closures to Work Location closures are not billable hours.

## **5. CONTRACTOR REQUIREMENTS**

### **5.1 Initial Kick-off Meeting**

---

*Two weeks after contract signature the contractor representatives are required to attend the Initial Kick-off meeting which will be held at the RCAF Warfare Center in Trenton, ON.*

- The minutes of the meetings will be prepared by DND.
- Should there be any action items resulting from the Initial Kick-off meeting, the TRA will prepare the Action Item Log (AIL). The AIL must be provided with the Minutes.
- The Contractor will coordinate responses to Action Items from the responsible parties and update the AIL.
- All Action Items resulting from the Initial Contract Meeting must be responded to within 10 calendar days following the date of the meeting or by the date agreed upon at the Initial Contract Kick-Off Meeting.
- The updated AIL will be distributed by the Contractor to all attendees within 15 calendar days from the date of the meeting and will contain all responses for the Action Items assigned to all parties.

## **5.2 Task Coordination**

### **5.2.1 Monthly Tasking Priorities Report**

This document details all of the activities performed by the Contractor as well as approved and prioritized work for the Contractor for the following month.

The Monthly Tasking Priorities Report should include the following:

- 5.2.1.1 Activities performed during the month;
- 5.2.1.2 Planned issues in the next month;
- 5.2.1.3 Financial status issues;
- 5.2.1.4 Notes of importance;
- 5.2.1.5 Financial roll-ups;
- 5.2.1.6 Expenditures against a Task; and
- 5.2.1.7 Travel and trip expenditures.

### **5.2.2 Initial Support Estimate (ISE)**

For each new additional specific activity, the Technical Authority will define the aim, scope and objective of the work. The Contractor is authorized to commence initial planning and to liaise with the applicable DND organization to gain sufficient information in order to complete the activity Initial Support Estimate. The ISE should be provided within 5 working days and must include all projected support costs as well as any travel and living costs, planning conferences, meetings and any other requirements in support of the task. Once the ISE is approved by the TA, he/she must inform the TRA who will provide separate approval for a DND 626 Task Authorization.

#### **5.2.4 Technical Reports.**

The Contractor, in accordance with the Task Authorization, may be required to prepare and submit technical reports, which must include at a minimum:

- 4.2.4.1 General description of the reason for report;
- 4.2.4.2 Background of the Task;
- 4.2.4.3 References;
- 4.2.4.4 Analysis of the Task;
- 4.2.4.5 Options investigated;
- 4.2.4.6 Recommended option;
- 4.2.4.7 Analysis and design of a solution;
- 4.2.4.8 Significant issues that could affect the implementation of the solution;
- 4.2.4.9 Test procedures and test results;
- 4.2.4.10 Cost and schedule for the implementation of the recommended solution; and
- 4.2.4.11 Conclusions.

#### **5.2.5 Post Activity Report**

The Contractor might have to provide a Post Activity Report (PAR) following completion of the activity when requested in the DND 626 Task Authorization. The PAR must include all of the final detailed costs, receipts, if applicable, and any lessons learned identified for similar activities in the future.

#### **5.2.6 Trip Reports**

Upon request in the Task Authorization a trip report might request by the Technical Authority. That trip report should be submitted no later than five (5) business days after the end date of the trip, a Trip Report, which must include:

- 5.2.6.1 Reason for the trip;
- 5.2.6.2 Personnel on the trip;
- 5.2.6.3 Personnel contacted during the trip;
- 5.2.6.4 Pertinent issues discussed;
- 5.2.6.5 Action items resulting from the trip; and
- 5.2.6.6 Timelines for addressing all action items.

#### **5.2.7 Acceptable Delay**

When the Contractor is not able to provide the resources to fill a DND 626 – Task Authorization the Contractor must justify the delay in satisfying the requirement, in writing, to the TA and TRA. The TRA in discussion with the Technical Authority will determine if the Contractor will be given an additional period to fill, or if the DND 626 - Task Authorization will be cancelled.

The Contractor may be given a written notice by the TRA for all approved delay requests. The DND 626 – Task Authorizations that are not filled will not remain open indefinitely. The TRA will provide the Contractor with the Cancellation of a Task

Authorization Notice for DND 626 - Task Authorization, when the issued Task Authorization is cancelled because it was not filled.

## **5.2.8 Additional Deliverables**

Deliverables will be detailed in each Task Authorization and must be provided to the Technical Authority in accordance with the provisions of the Task Authorization and in accordance with the schedule therein. Unless otherwise specified, the Contractor may provide all required deliverables in an electronic format agree with the Technical Authority or TRA. The Contractor might be requested to provide the following deliverables:

**5.2.8.1 Training Packages.** In accordance with the Task Authorization, the Contractor may be required to prepare and submit training packages, which may include, but are not limited to:

- 5.2.8.1.1 Training material;
- 5.2.8.1.2 Course syllabus; and
- 5.2.8.1.3 Evaluation metrics.

**5.2.8.2 Doctrine Documents.** In accordance with the Task Authorization, the Contractor may be required to prepare and submit doctrine documents, which may include, but are not limited to:

- 5.2.8.2.1 Gap analysis of foreign doctrine;
- 5.2.8.2.2 Written foreign and Canadian draft concepts; and
- 5.2.8.2.3 Proposed military lexicon.

**5.2.8.3** Organize and Host meetings, send out invitations, agenda formation and take and distribute minutes to the TRA, Technical Authority, CA and PA.

**5.2.8.4** Any other contract coordination tasks, as requested by the TA.

## **5.3 Contractor representative**

**5.3.1** The Contractor must provide a primary dedicated Contractor Representative (CR) and a secondary Contractor Representative throughout the duration of the Contract.

**5.3.2** The CR position must be filled at all times, including periods when the CR is absent for any reason.

**5.3.3** The CR will be the primary point of contact for the TRA, CA, the Technical Authority and PA.

**5.3.4** The CR must have the authority to plan, organize, coordinate, make decisions, direct, execute, implement, monitor, provide feedback, report, and manage all Work activities undertaken in support of the Work associated with the provision and management of the resources.

**5.3.5** The CR must respond to any phone calls or emails from the TRA, CA, Technical Authority or PA within two (2) business days.

**5.3.6** The CR's name and contact information must be confirmed at Contract award.

#### **5.4 Issues, Challenges and Problem Resolution Process**

**5.4.1** Throughout the duration of the Contract, the Contractor or the Contractor's resources must, as a preliminary step, contact the Technical Authority to resolve any issues, challenges and problems at the lowest possible level.

**5.4.2** If the issue, challenges or problems cannot be resolved at the lowest possible level, the matter will be referred to the TRA and upward for resolution. If the issue cannot be resolved by the TRA, Technical Authority, PA and CA levels, the matter will be assessed and escalated by the CA.

#### **5.5 Contractor Identification**

**5.5.1** Throughout the contract, resources must be identifiable as a Contractor's resource.

**5.5.3** Resources must include the designation of "Contractor" within their signature block when sending email or writing letters.

#### **5.6 Hours of Work**

**5.6.1** Throughout the contract, resources are expected to work 7.5 hr day between the normal hours of 6am to 6pm local time, Monday to Friday. However the needs of Canada may require them to work extended hours and or weekends to fulfill the needs of the Contract.

**5.6.2** The hours of work required will be stated in the DND 626 – Task Authorization Form.

**5.6.3** Resources will not be required to provide services on Federal Government Holidays.

#### **5.6.4 Extended hours**

Extended hours are paid at the hourly rates as per Annex B – Basis of Payment.

#### **5.6.5 Overtime**

Throughout the duration of the Contract, resources may be required to work Overtime. When a resource is required to work overtime the Contractor will be paid at the hourly rates as per Annex B – Basis of Payment.

#### **5.7 Travel**

**5.7.1** Throughout the contract resources may be required to travel. When a resource is

---

required to travel, it will be stated in the DND 626 – Task Authorization. All travel must be pre-authorized by the Technical Authority.

**5.7.2** When a resource is requested to travel and the travel requirement is not stated in the DND 626 – Task Authorization, the Task Authorization must be amended for the travel requirement before the travel is conducted. DND has no responsibility to fund travel that is not pre-authorized.

**5.7.3** The cost of transportation is not to exceed the cost to be incurred from the closest point of departure, and travel arrangements are to be made in accordance with the terms and conditions for travel herein and in accordance with the Treasury Board National Joint Council Travel Directive in effect at the time of travel. the Contractor will be paid for its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed at cost, without any allowance for profit and administrative overhead, in accordance with the meal and private vehicle expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#); and with the other provisions of the directive referring to "travellers", rather than those referring to "employees.

Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.

All travel must have the prior authorization of the Technical Authority.

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

**5.7.4** All payments are subject to government audit.

## **5.8 Meetings**

### **5.8.1 Progress Review Meeting (PRM)**

The Contractor must host a Progress Review Meeting (PRM) at a minimum every six (6) months at the RAWCs facility. The contractor must create an agenda and provide it to all attendees at least two (2) business days before each meeting, take meeting minutes and distribute in accordance with article 5.8.3.c and create summaries of any new work requirements discussed.

### **5.8.2 Ad Hoc Meetings**

- a. Ad Hoc Meetings are meetings that may be conducted when necessary to respond to urgent or unforeseen requirements, technical work, contract or program management activities or issues, and contractual obligations. Ad Hoc meetings are to be kept to a minimum and only take place if absolutely necessary.
- b. Ad Hoc meetings can be requested by Canada or by the Contractor. The party requesting the Ad Hoc meeting may invite representatives as it deems appropriate.

- 
- c. The party requesting an Urgent Ad Hoc Meeting must provide the requested participants with a written notice one (1) business day prior to the meeting. The meeting should take place within two (2) business days of said notice.
  - d. The party requesting a Non-urgent Ad Hoc Meeting must provide the requested participants a minimum of five (5) business days written notice and the meeting will take place at a time agreed to by the parties.
  - e. Ad Hoc meetings must be held at a location that is mutually acceptable to the parties or by teleconference, videoconference or Web conference, if acceptable by all the parties.
  - f. The party requesting the Ad Hoc meeting must organize and chair the meeting as well as prepare and provide the Agenda. As a minimum, the Agenda must include:
    - i. the purpose of the meeting;
    - ii. the location;
    - iii. the date and estimated duration of the meeting;
    - iv. the proposed list of topics and sub-topics to be discussed plus the time allocated to each discussion item; and
    - v. the name of the party and individual responsible for addressing each topic or subtopic included.
  - g. The party who requested the Ad Hoc meeting will be responsible for the preparation and distribution of the Minutes IAW the SOW DND paragraph titled Minutes of Meetings (5.9.3), and the resulting action must be incorporated in the Log as indicated in para 5.9.4 titled Action Item Log (AIL).

### **5.8.3 Minutes of the Meetings**

- a. Minutes of the Meetings will be required, throughout the duration of the Contract, for each meeting or review held, and must include and document all information required to provide an accurate record of the content of the meeting or review.
- b. The minutes are prepared by the party indicated in the meeting paragraphs above. All parties are to indicate their required changes. Once approved by the parties, the responsible party will distribute copies of the Minutes to all the participants within seven (7) business days.
- c. The Minutes must include, as a minimum, the following sections:
  - i. title page containing the title or purpose of the meeting, meeting number, date and location;
  - ii. identification of the Contract number;
  - iii. list of invitees' names, titles, and contact particulars (telephone and email addresses);
  - iv. copy of the Agenda;
  - v. sections for: the Opening Remarks, Agenda Review, Review of Previous

Minutes (if applicable), Open Discussion Items, New Discussion Items, and Review of Previous and New Action Items, Next Meeting, and Closing Remarks;

- vi. a detailed summary of the proceedings, discussions, agreements or decisions reached or taken and by whom;
- vii. the AIL must be attached and include any responses provided from any of the attendees at the meeting; and
- viii. a signature page with spaces for the Contractor, the Technical Authority, as applicable.
- ix. All Minutes prepared must be approved and signed before distribution by the Contractor and the Technical Authority as applicable.

#### **5.8.4 Action Item Log (AIL)**

- a. The AIL is the living document that details all Action Items related to all aspects of the Contract. The AIL is a follow-on document from the Initial Contract Kick-Off Meeting and runs for the duration of the contract.
- b. The Contractor must prepare and maintain the AIL commencing with receipt of the AIL from the TRA after the Initial Kick-off Meeting.
- c. The AIL must provide a consolidated list of all actions to be taken, and by each party.
- d. The AIL must include, as a minimum, the following sections:
  - i. serial number;
  - ii. item;
  - iii. description of the action to be taken;
  - iv. cross-reference to the minutes;
  - v. indication of the person who is responsible for action;
  - vi. estimated target date for completion of action; and
  - vii. status Indicator on whether the Action Item is open or closed.
- e. All Action items will remain open until there is a decision recorded in Minutes of Meetings to close the item or when mutually agree between both party in writing.
- f. The updated version of the AIL must be distributed by the Contractor with meeting minutes to all participants.

#### **5.9 Additional Tasks**

Additional Contractor Requirements are detailed and described below:

- a. Services and Resources in accordance with Monthly Tasking Priorities Report;
- b. Replacement Resources within 21 calendar days or less;

- c. React to ad-hoc activities with timelines under 30 calendar days by coordinating with the TA and TRA;
- d. Ensure résumés and training completion records for all Resources are available for DND review when requested by the Technical Authority and TRA; and
- e. Coordination of the technical support, sourcing and administration of the Resources.

## **6. DND PROVIDED SUPPORT**

### **6.1 Technical Training Responsibilities**

**6.1.1** The Resources will occasionally require technical training for new equipment, software and processes. Training may take place at the RAWC, any location within Canada or a location outside of Canada. Resources must be available to attend training away from their primary Work location for up to a six (6) week period. DND will provide funding for the initial training outlined below. The following details the types of training:

- a. Software and software update training specific to individual job requirements to support simulation and training development; and
- b. DND specific training. DND will identify specific training requirements and resources required to attend.

**6.1.2** The Contractor must maintain training completion records for each resource.

**6.1.3** If a resource is replaced within 12 months following training completion it is the Contractor's responsibility to fund replacement resource training including the travel and living expenses.

### **6.2 DND Accommodations**

**6.2.1** Workspace will be provided at DND facilities for Resources. This includes office furniture and necessary IT hardware and network access. The Contractor will assume the cost and responsibility for any special requirements (i.e. orthopedic or ergonomic requirements).

## **7. Employer/Employee Relationship**

The Technical Authority approve and confirm what activities the Contractor will plan and conduct are responsible for inspecting and accepting the completed work. These Resources will work in concert with the identified military lead for that activity. The Contractor, exercises full control over individual's administration and employment and must ensure coordination of all Contractor provided resources.

## **8. Work Subject to Acceptance**

Sollicitation No. - N° de l'invitation  
W8485-195040/A  
Client Ref. No. - N° de réf. du client  
W8485-195040

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
423ZG  
CCC No./N° CCC - FMS No./N°

---

The Technical Authority is the Inspection Authority. All documents, deliverable, and all services rendered, under the resulting contract must be subjected to inspection by the Inspection Authority. Should and report(s), deliverables(s), document(s), or service not be in accordance with the requirements of the resulting contract and the satisfaction of the Inspection Authority, as submitted, the Inspection Authority has the right to reject or require its correction within 5 business days at the sole expense of the Contractor before recommending payment as part of the validation process performed for payment of all invoices.

Any communication with the Contractor regarding the quality of Work performed pursuant to the Contract must be undertaken by official correspondence through the Task Request Authorization for furtherance to the Contracting Authority.

---

## **APPENDIX 1 – STREAM 1 TRAINING DELIVERY (SECRET)**

### **TRAINING AND CONCEPT DEVELOPMENT SERVICES FOR ROYAL CANADIAN AIR FORCE WARFARE CENTER**

#### **1.0. OBJECTIVE**

- 1.1. This requirement of Training Delivery is for the provision of course development, courseware development and the delivery of training exercise material to DND. Work performed under this contract will provide support to the execution of the RAWC yearly training calendar.

#### **2.0. SCOPE**

- 2.1. The work performed under this contract will include the continuous improvement of courseware, based on lessons learned, course evaluations, changes to doctrine or as directed by senior leadership and the delivery of training material under the direction of a RAWC course officer. The courses that will be supported under this contract are:

2.1.1. Air and Space Power Operations Course (ASPOC):

2.1.1.1. ASPOC is designed to foster an air and space power mindset, hone staff skills and teach all phases of integrated air operations. An intellectually challenging course that is guided by RCAF directing staff, taught by experienced professionals at the post-graduate level and enriched with advice and counsel from general officers, ASPOC utilizes a deliberate building-block approach and culminates with students actively demonstrating their new knowledge, skills and operationally effective attitude.

2.1.1.2. Students will learn about aerospace warfare fundamentals, theories, functions, capabilities and doctrine in addition to syndicate-based planning focused on the operations planning process (OPP). From an operational perspective, students will learn how to plan, task, execute, assess and brief integrated air operations in various levels of conflict, including non-combatant evacuation operations, disaster response and full-spectrum warfare. ASPOC is the RCAF's educational capstone of DP2 (which places emphasis on training and job experience oriented to occupation and environmental requirements) and builds upon the foundational knowledge gained from the Air Force Officer Development (AFOD) program. The ASPOC performance objectives are:

2.1.1.2.1. Execute staff officer duties;

2.1.1.2.2. Promote air and space power mindedness;

- 2.1.1.2.3. Plan integrated air and space operations;
    - 2.1.1.2.4. Task air and space power to conduct integrated air and space operations; and
    - 2.1.1.2.5. Execute and assess integrated air and space operations;
  - 2.1.1.3. ASPOC is a 30 day course which is typically run up to five serials per DND fiscal year.
- 2.1.2. Operational Command and Control Course (OCCC):
  - 2.1.2.1. The course is designed to prepare RCAF personnel to be employable as an Air Task Force Commander (ATF Comd), Air Component Coordination Element (ACCE) Director, or Air Force lead planner with command and control (C2) training focused on operational-level warfare. The course is conducted through a teaching/mentoring approach, employing C2-themed wargaming and relies upon group discussion to familiarize attendees with approaches to the employment of air power in both domestic and expeditionary venues. The Operations Command and Control Course (OCCC) is critical and integral training and is considered essential professional development for the target audience.
  - 2.1.2.2. OCCC is a four day course which is typically run up to five serials per DND fiscal year.
- 2.1.3. Air and Space Power Refresher Course (ASPRC):
  - 2.1.3.1. The course is designed to prepare Royal Canadian Air Force (RCAF) personnel to be employable as an air task force commander (ATF Comd), air task force coordination element (ATFCE) director, air task force headquarters (ATF HQ) staff officer, air component coordination element (ACCE) director or Air Force lead planner with command and control (C2) training focused on operational-level warfare. The course is conducted through a teaching/mentoring approach, employing C2-themed war gaming, and relies upon group discussion to familiarize attendees with approaches to the employment of air and space power in both domestic and expeditionary venues. The ASPRC is critical and integral training and is considered essential professional development for the target audience.
  - 2.1.3.2. ASPRC is a five day course which is typically run up to two serials per DND fiscal year.
- 2.1.4. Combined Air Operations Centre (CAOC) Course:
  - 2.1.4.1. To educate Royal Canadian Air Force (RCAF) personnel on the basic roles and responsibilities of a standard United States combined air operations center (CAOC).

- 2.1.4.2. The CAOC course syllabus provides a detailed explanation of command and control relationships, particularly as they apply in a joint/multinational force, and a general understanding of how the CAOC performs operational-level planning and coordination—vertically with the joint task force (JTF) commander; horizontally with land, maritime and special operations components; and downward with wings and air expeditionary wings (AEWs). Throughout the course, the instructor cadre will pass along experience and knowledge gained from their personal employment in coalition CAOCs via lectures and guided discussions. These are designed to assist the students in understanding their roles, responsibilities and the challenges associated with working in a CAOC environment.
- 2.1.4.3. The CAOC course is a five day course which is typically run up to three serials per DND fiscal year.
- 2.1.5. Senior Command and Control Course (SCCC):
  - 2.1.5.1. The course targets Colonels and Chief Warrant Officers who are selected (or eligible to fill) positions within the command team of an RCAF Task Force. The seminar employs C2 themed wargaming facilitated by RAWC Senior Staff and mentored by a General Officer with command experience in the expeditionary operational environment. Group discussions serve to familiarize candidates with approaches to the employment of air power in joint allied/coalition operations.
  - 2.1.5.2. SCCC is a two day course which is typically run up to three serials per DND fiscal year.
- 2.1.6. Air and Space Power Command Course (ASPCC):
  - 2.1.6.1. ASPCC qualifies members to act as Air Task Force Commander (domestic or expeditionary), Air Component Coordination Element Directors and Air Task Force Coordination Element Directors.
  - 2.1.6.2. The ASPCC themes are:
    - 2.1.6.2.1. Strategic and Operational Command and Control Context – understand strategic- and operational-level influences that shape the composition, command, control and execution of ATF operations;
    - 2.1.6.2.2. ATF Headquarters Design and Employment – apply command and control concepts in design and employment of an ATF HQ;

- 2.1.6.2.3. Combined Air Operations Centre (CAOC) and Air Operations Centre (AOC) Functions – utilize CAOC/AOC functions within an ATF;
- 2.1.6.2.4. ATF Commander's Accountabilities, Responsibilities and Authorities (ARAs) – apply ATF Commander's accountabilities, responsibilities and authorities; and
- 2.1.6.2.5. Art of Air Power Command – confidently apply the art of air power command.

2.1.6.3. The ASPCC is an eight day course which is typically run up to two serials per DND fiscal year.

2.2 All the position listed below must have, or be able to obtain, at least a Level II (SECRET) Security Clearance. For additional information on Security Classification requirements, refer to the Industrial Security Program (ASP) of Public Services and Procurement Canada (<https://www.tpsgc-pwgsc.gc.ca/esc-src/index-eng.html>) website.

### 3.0. ROLES, RESPONSIBILITIES AND TASKS BY RESOURCE CATEGORY

#### 3.1. Six (6) Course Instructors

3.1.1. The course instructors will be responsible for delivering academic curricula associated with RAWC-led courses listed at paragraph 2.

3.1.2. The course instructors will be requested to:

- 3.1.2.1. Deliver approved course material;
- 3.1.2.2. Alter/Tailor courseware to different audiences;
- 3.1.2.3. Facilitate workshops, working groups, syndicate discussions and other forums involving a range of stakeholders for the purposes of advancing the delivery of the RAWCs academic programmes;
- 3.1.2.4. Use current technologies for the design and implementation of the RAWCs education programs, either on-site or on-line;
- 3.1.2.5. Coordinate with other academic institutions (domestic/international, civilian/military) to gather source material, leverage established academic programs and minimize training duplication;
- 3.1.2.6. Provide advice regarding structure, format and content of the RAWCs academic courses, goals and long-term vision; and
- 3.1.2.7. Other tasks supporting course delivery as requested by the Technical Authority.

#### 3.2. One (1) Curriculum Developer

- 
- 3.2.1. The Curriculum Developer will be responsible for developing and maintaining academic curricula associated with RAWC-led courses such as those listed at paragraph 2. Course material must constantly be reviewed and updated as operational expertise advances, lessons learned are incorporated and training scenarios evolve.
- 3.2.2. The Curriculum Developers may be requested to:
- 3.2.2.1. Design and maintain course material for all RAWC courses, including document and information management;
  - 3.2.2.2. Assess individual and organizational learning and performance needs;
  - 3.2.2.3. remain abreast of advancements in technology, air power and force generation/employment that may need to be incorporated into course material;
  - 3.2.2.4. Facilitate workshops, working groups, syndicate discussions and other forums involving a range of stakeholders for the purposes of advancing the delivery of the RAWCs academic programmes;
  - 3.2.2.5. Instruct course material on an as-needed basis;
  - 3.2.2.6. Use current technologies for the design and implementation of the RAWCs education programs, either on-site or on-line;
  - 3.2.2.7. Coordinate with other academic institutions (domestic/international, civilian/military) to gather source material, leverage established academic programs and minimize training duplication;
  - 3.2.2.8. Provide advice regarding structure, format and content of the RAWCs academic courses, goals and long-term vision; and
  - 3.2.2.9. Other tasks supporting curriculum development as requested by the Project/ Technical Authority.

### **3.3. Six (6) Interactors**

- 3.3.1. The Interactors will participate in course exercises by providing injects and acting a 'players' in the exercise scenarios.
- 3.3.2. The Interactors may be requested to:
- 3.3.2.1. Use military voice procedures during role play, including Higher Control (HICON) and Lower Control (LOCON);

- 3.3.2.2. Role-play blue, red, green or white positions within the experiment/exercise;
- 3.3.2.3. Operate RAWC and/or RCAF simulators;
- 3.3.2.4. Attend planning meetings to ensure a complete understanding of the role Interactors are intended to play in that particular evolution;
- 3.3.2.5. Provide recommendations on how the simulation can be best utilized to meet exercise intent;
- 3.3.2.6. Provide written and documented experiment objectives and scenario requirements for specified exercises;
- 3.3.2.7. Provide simulation systems technical knowledge, recommendations and support;
- 3.3.2.8. Support the simulations running during exercises;
- 3.3.2.9. Train personnel in the use of various simulation systems/military procedures; and
- 3.3.2.10. Other tasks related to supporting exercises as requested by the Technical Authority.

#### **3.4. Two (2) Subject Matter Expert**

- 3.4.1. The Subject Matter Experts may be required to assist with the design distributed and local training exercises and courses germane to subjects discussed within the RAWC. These subjects range from C2 to doctrine to the art of operational design. Target audience will be military air force personnel, although not limited to such, of both Canadian and Allied forces.
- 3.4.2. The Subject Matter Experts may be required to:
  - 3.4.2.1. Design distributed and local courses germane to air power;
  - 3.4.2.2. Create course material for instruction of air power concepts, C2, doctrine, and general officer development;
  - 3.4.2.3. Design distributed and local joint training courses;
  - 3.4.2.4. Develop evaluation and assessment metrics for courses;
  - 3.4.2.5. Produce training manuals and teaching tools on subjects at the operational and strategic levels of operation;

Sollicitation No. - N° de l'invitation  
W8485-195040/A  
Client Ref. No. - N° de réf. du client  
W8485-195040

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
423ZG  
CCC No./N° CCC - FMS No./N°

---

- 3.4.2.6. Plan, organize and conduct training classes as necessary to meet the above objectives;
- 3.4.2.7. Conduct Strategic analysis; and
- 3.4.2.8. Other tasks, as requested by the Technical Authority.

## **APPENDIX 2 – STREAM 2 CONCEPT DEVELOPMENT (SECRET)**

### **TRAINING AND CONCEPT DEVELOPMENT SERVICES FOR ROYAL CANADIAN AIR FORCE WARFARE CENTER**

#### **1.0. OBJECTIVE**

1.1. This contract is for the provision of concept development, experimentation and wargaming services to DND. Work performed under this contract will provide support to force development work for the RCAF based on changes in technology, tactics, techniques and procedures.

#### **2.0. SCOPE**

2.1. The work performed under this contract will consist of researching trends in technology, adversary and friendly force equipment/tactics/procedures and then developing mechanisms for the RCAF to exploit technology or gaps in adversary posture to give the RCAF a competitive advantage.

2.2. The concepts related to the delivery of Air Power will be developed over the period of the contract.

2.3. The Contractor must:

2.3.1. Conduct research on assigned concepts and provide recommendations to the Technical Authority on how to implement the concept, further develop the concept, or identify changes in tactics, techniques and procedures;

2.3.2. Support the design, administration, development and execution of exercises, experiments and war gaming scenarios to validate concepts;

2.3.3. Participate in working groups that will identify future trends and concepts; and

2.3.4. Write journals, articles or information pieces on developed concepts, or concepts being considered.

2.4 All the position listed below must have, or be able to obtain, at least a Level II (SECRET) Security Clearance. For additional information on Security Classification requirements, refer to the Industrial Security Program (ASP) of Public Services and Procurement Canada (<https://www.tpsgc-pwgsc.gc.ca/esc-src/index-eng.html>) website.

### 3.0. ROLES, RESPONSIBILITIES AND TASKS BY RESOURCE CATEGORY

#### 3.1. Two (2) Research Analysts

- 3.1.1. The Research Analysts will support the conduct of experiments.
- 3.1.2. The Research Analysts may be requested to:
  - 3.1.2.1. Provide analytical and scientific research support services in support of concept development and experimentation;
  - 3.1.2.2. Evaluate each of the concept options under consideration along all the Personnel, Research & Development, Infrastructure, Concepts, Information Management/Information Technology, Equipment/Support (PRICIE) lines of development and provide an assessment of the problems and issues associated with each option;
  - 3.1.2.3. Support RAWC CD&E with experiment design, data gathering, data analysis and report writing;
  - 3.1.2.4. Identify and specify areas of training pertinent to the RCAF;
  - 3.1.2.5. Conduct research including research design, data collection and data analysis using basic qualitative and quantitative methods;
  - 3.1.2.6. Support the RAWC in defining the metrics to be captured within experiments in order to provide the data necessary to evaluate the results in terms of the experiment goals; and
  - 3.1.2.7. Other tasks, as requested by the Technical Authority.

#### 3.2. Two (2) Wargaming Facilitators

- 3.2.1. The Wargaming Facilitators will work with RAWC personnel in designing, executing, facilitating and post-action reporting on wargaming that examines future Air Force concepts.
- 3.2.2. The Wargaming Facilitators may be requested to:
  - 3.2.2.1. Provide military or government employees with training prior to conducting an experiment or experiment verification to ensure that the systems are correctly prepared for the experiment and are functioning correctly;
  - 3.2.2.2. Develop tactics, techniques and procedures (TTPs) for standardizing activities;

- 3.2.2.3. Provide subject matter input to scenario and training exercise design;
- 3.2.2.4. Prepare and present status update reports with regards to current and forecasted task activities on a weekly basis or as required by the TA;
- 3.2.2.5. Must have, or be able to obtain, at least a Level II (SECRET) Security Clearance.
- 3.2.2.6. Other tasks, as requested by the Technical Authority.

### **3.3. Two (2) Concept and Doctrine Writers**

- 3.3.1. The Concept and Doctrine Writers may be requested to undertake a wide range of document related tasks, from researching and drafting of RCAF concepts and doctrine to supporting the final editing.
- 3.3.2. The Concept and Doctrine Writers may be requested to:
  - 3.3.2.1. Research, develop, and present concept papers on select topics of interest to the future delivery of Air Power and provide practical solution and implementation strategies;
  - 3.3.2.2. Draft discussion papers on selected aspects of doctrine under development;
  - 3.3.2.3. Prepare and deliver verbal briefings on pertinent references, significant points of doctrine, proposed doctrine and doctrinal terms and definitions;
  - 3.3.2.4. Solicit, collate, review and interpret proposed changes to draft and extant doctrine;
  - 3.3.2.5. Review doctrine drafted by others and propose appropriate changes;
  - 3.3.2.6. Rewrite subsequent drafts ensuring approved changes are incorporated as intended;
  - 3.3.2.7. Prepare for, support and conduct doctrine development meetings, to include: organize and prepare meeting venues; prepare draft agenda; prepare presentations in support of meetings; and draft minutes and records of decisions;
  - 3.3.2.8. Review and edit draft doctrine to ensure proper spelling and compliance with Canadian Forces terminology in accordance with Canadian Oxford Dictionary, Defence Terminology Bank, and NATO terminology publications; and ensure grammar and style are in

---

accordance with the Canadian Style Guide and current standards for the format and presentation of Canadian Forces joint doctrine; and

3.3.2.9. Other tasks, as requested by the Technical Authority.

### **3.4. Two (2) Subject Matter Expert**

3.4.1. The Subject Matter Expert may be requested to undertake a wide range of activities in order to assist Research and Education Analysts, the Wargaming Facilitators and the Concept and Doctrine Writers.

3.4.2. The Subject Matter Expert may be requested to:

3.4.2.1. Support RAWC CD&E with experiment design, concept support, data gathering, data analysis and report writing;

3.4.2.2. Develop tactics, techniques and procedures (TTPs) for standardizing activities;

3.4.2.3. Solicit, collate, review and interpret proposed changes to draft and extant doctrine;

3.4.2.4. Rewrite subsequent drafts ensuring approved changes are incorporated as intended; and

3.4.2.5. Other tasks, as requested by the Technical Authority

### **3.5 Two (2) Lesson Learned Specialist**

3.5.1 The Lesson Learned Specialist may be requested to research, collect and analyze lessons learned data from military events as well as develop, deliver and maintain common lessons learned processes, procedures, policy, tools and lessons learned training.

3.6.2. The Lessons Learned Specialist may be requested to:

3.5.2.1. Research, collect and analyze lessons learned data from military events;

3.5.2.2. Produce a series of draft staff directives to enable the adoption of best practices;

3.5.2.3. Write analysis reports that includes recommendation to resolve, correct or entrench practices to optimize future operations;

3.5.2.4. Post approved findings to the RCAF Knowledge Management System (KMS) in the format that will be provided by the Technical Authority;

Sollicitation No. - N° de l'invitation  
W8485-195040/A  
Client Ref. No. - N° de réf. du client  
W8485-195040

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
423ZG  
CCC No./N° CCC - FMS No./N°

---

- 3.5.2.5. Prepare and present PowerPoint presentations and/or reports detailing the final results and findings of the analysis; and
- 3.5.2.6. Other tasks, as requested by the Technical Authority.

## ANNEX B, BASIS OF PAYMENT

### A- Contract Period (From \_\_\_\_ to \_\_\_\_ )

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

#### A1.0 Professional Fees

The Contractor will be paid all-inclusive fixed time rates as follows:

Position Title	FIRM ALL – INCLUSIVE HOURLY RATE (in CAD \$)
Course instructor	
Curriculum Developer	
Interactor	
Subject Matter Expert	

#### A.2.0OR/ AND (to be updated at contract award)

Position Title	FIRM ALL – INCLUSIVE HOURLY RATE (in CAD \$)
Research Analyst	
Wargaming Facilitator	
Concept and Doctrine Writer	
Lesson Learned Specialist	
Subject Matter Expert	

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all-inclusive fixed hourly rate must be prorated to reflect the actual time worked.

**Total Estimated Cost of Professional Fees: \$ \_\_\_\_\_** (insert amount at contract award)

### 2.0 Cost Reimbursable Expenses

#### 2.1 Authorized travel and living expenses for Work

Concerning the requirements to travel described in the Statement of Work in Annex A, the Contractor will be paid for its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed at cost, without any allowance for profit and administrative overhead, in accordance with the meal and private vehicle expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#); and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

Sollicitation No. - N° de l'invitation  
W8485-195040/A  
Client Ref. No. - N° de réf. du client  
W8485-195040

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
423ZG  
CCC No./N° CCC - FMS No./N°

---

Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.

All travel must have the prior authorization of the Technical Authority.

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Total Estimated Cost of Authorized Travel and Living Expenses: \$\_\_\_\_\_ (insert amount at contract award)

**3.0 Total Estimated Cost- Contract Period: \$\_\_\_\_\_ (insert amount at contract award)**

With the exception of the all-inclusive fixed time rates specified above, the amounts shown in this section of the annex are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Technical Authority, and provided that the total estimated cost of the Contract does not exceed the Limitation of Expenditure specified in clause 7.6.1.1. of the Contract.

## B- Extend the Term of the Contract

This section is only applicable if the option to extend the Contract is exercised by Canada.

### Annual Inflation Adjustment for the Firm All-Inclusive Hourly Rates

The Firm All-Inclusive Hourly Rates are subject to an annual inflation adjustment as of the first optional year of the Contract. The adjustment will be equal to the increase in the all-items Consumer Price Index, monthly (CANSIM Table 326- 0020) for January of that year over the same Index for the previous January, as published by Statistics Canada for the previous year. Any subsequent adjustments will be calculated on the most recent previous Firm All-Inclusive Hourly Rates. Where the CPI rate is a negative value, it will be treated as zero for the purposes of this adjustment.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

### B-1 1<sup>st</sup> Period of Contract Extension (From \_\_\_\_\_ to \_\_\_\_\_)

#### 1.0 Professional Fees

The Contractor will be paid all-inclusive fixed time rates as follows:

Position Serial	Position Title	FIRM ALL – INCLUSIVE HOURLY RATE (in CAD \$)
<b>STREAM 1: TRAINING REQUIREMENT</b>		
3.1	Course instructor	
3.2	Curriculum Developer	
3.3	Interactor	
3.4	Subject Matter Expert	

#### B 2.0 OR (to be updated at contract award)

Position Serial	Position Title	FIRM ALL – INCLUSIVE HOURLY RATE (in CAD \$)
<b>STREAM 2: CONCEPT DEVELOPMENT</b>		
3.1	Research Analyst	
3.2	Wargaming Facilitator	
3.3	Concept and Doctrine Writer	
3.4	Lesson Learned Specialist	
3.5	Subject Matter Expert	

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all-inclusive fixed daily rate must be prorated to reflect the actual time worked.

**Total Estimated Cost of Professional Fees: \$ \_\_\_\_\_** (insert amount at contract award)

#### 2.0 Cost Reimbursable Expenses

##### 2.1 Authorized travel and living expenses for Work

Sollicitation No. - N° de l'invitation  
W8485-195040/A  
Client Ref. No. - N° de réf. du client  
W8485-195040

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
423ZG  
CCC No./N° CCC - FMS No./N°

---

Concerning the requirements to travel described in the Statement of Work in Annex A, the Contractor will be paid for its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed at cost, without any allowance for profit and administrative overhead, in accordance with the meal and private vehicle expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#); and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.

All travel must have the prior authorization of the Technical Authority.

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Total Estimated Cost of Authorized Travel and Living Expenses: \$ \_\_\_\_\_ (insert amount at contract award)

**3.0 Total Estimated Cost- Contract Period: \$ \_\_\_\_\_ (insert amount at contract award)**

With the exception of the all-inclusive fixed time rates specified above, the amounts shown in this section of the annex are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Technical Authority, and provided that the total estimated cost of the Contract does not exceed the Limitation of Expenditure specified in clause 7.6.1.1. of the Contract.

## B-2 2<sup>nd</sup> Period of Contract Extension (From \_\_\_\_\_ to \_\_\_\_\_)

### Annual Inflation Adjustment for the Firm All-Inclusive Hourly Rates

The Firm All-Inclusive Hourly Rates are subject to an annual inflation adjustment as of the first optional year of the Contract. The adjustment will be equal to the increase in the all-items Consumer Price Index, monthly (CANSIM Table 326- 0020) for January of that year over the same Index for the previous January, as published by Statistics Canada for the previous year. Any subsequent adjustments will be calculated on the most recent previous Firm All-Inclusive Hourly Rates. Where the CPI rate is a negative value, it will be treated as zero for the purposes of this adjustment.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

### B 2.1.0 Professional Fees

The Contractor will be paid all-inclusive fixed time rates as follows:

Position Serial	Position Title	FIRM ALL – INCLUSIVE HOURLY RATE (in CAD \$)
<b>STREAM 1: TRAINING REQUIREMENT</b>		
3.1	Course instructor	
3.2	Curriculum Developer	
3.3	Interactors	
3.4	Subject Matter Expert	

### B 2.2.0 OR (to be updated at contract award)

Position Serial	Position Title	FIRM ALL – INCLUSIVE HOURLY RATE (in CAD \$)
<b>STREAM 2: CONCEPT DEVELOPMENT</b>		
3.1	Research Analyst	
3.2	Wargaming Facilitator	
3.3	Concept and Doctrine Writer	
3.4	Lesson Learned Specialist	
3.5	Subject Matter Expert	

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all-inclusive fixed daily rate must be prorated to reflect the actual time worked.

**Total Estimated Cost of Professional Fees: \$ \_\_\_\_\_** (insert amount at contract award)

## 2.0 Cost Reimbursable Expenses

### 2.1 Authorized travel and living expenses for Work

Concerning the requirements to travel described in the Statement of Work in Annex A, the Contractor will be paid for its authorized travel and living expenses reasonably and properly incurred in the performance

Sollicitation No. - N° de l'invitation  
W8485-195040/A  
Client Ref. No. - N° de réf. du client  
W8485-195040

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
423ZG  
CCC No./N° CCC - FMS No./N°

---

of the Work done, delivered or performed at cost, without any allowance for profit and administrative overhead, in accordance with the meal and private vehicle expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#); and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.

All travel must have the prior authorization of the Technical Authority.

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Total Estimated Cost of Authorized Travel and Living Expenses: \$ \_\_\_\_\_ (insert amount at contract award)

**3.0 Total Estimated Cost- Contract Period: \$ \_\_\_\_\_ (insert amount at contract award)**

With the exception of the all-inclusive fixed time rates specified above, the amounts shown in this section of the annex are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Technical Authority, and provided that the total estimated cost of the Contract does not exceed the Limitation of Expenditure specified in clause 7.6.1.1. of the Contract.

**B-3 3<sup>rd</sup> Period of Contract Extension (From \_\_\_\_\_ to \_\_\_\_\_)**

**Annual Inflation Adjustment for the Firm All-Inclusive Hourly Rates**

The Firm All-Inclusive Hourly Rates are subject to an annual inflation adjustment as of the first optional year of the Contract. The adjustment will be equal to the increase in the all-items Consumer Price Index, monthly (CANSIM Table 326- 0020) for January of that year over the same Index for the previous January, as published by Statistics Canada for the previous year. Any subsequent adjustments will be calculated on the most recent previous Firm All-Inclusive Hourly Rates. Where the CPI rate is a negative value, it will be treated as zero for the purposes of this adjustment.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

**B 3.1.0 Professional Fees**

The Contractor will be paid all-inclusive fixed time rates as follows:

Position Serial	Position Title	FIRM ALL – INCLUSIVE HOURLY RATE (in CAD \$)
<b>STREAM 1: TRAINING REQUIREMENT</b>		
3.1	Course instructor	
3.2	Curriculum Developer	
3.3	Interactor	
3.4	Subject Matter Expert	

**B.3.2.0 OR (to be updated at contract award)**

Position Serial	Position Title	FIRM ALL – INCLUSIVE HOURLY RATE (in CAD \$)
<b>STREAM 2: CONCEPT DEVELOPMENT</b>		
3.1	Research Analyst	
3.2	Wargaming Facilitator	
3.3	Concept and Doctrine Writer	
3.4	Lesson Learned Specialist	
3.5	Subject Matter Expert	

For the purpose of this Contract, a day is defined as 8 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all-inclusive fixed daily rate must be prorated to reflect the actual time worked.

**Total Estimated Cost of Professional Fees: \$\_\_\_\_\_ (insert amount at contract award)**

**2.0 Cost Reimbursable Expenses**

**2.1 Authorized travel and living expenses for Work**

Concerning the requirements to travel described in the Statement of Work in Annex A, the Contractor will be paid for its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed at cost, without any allowance for profit and administrative

Sollicitation No. - N° de l'invitation  
W8485-195040/A  
Client Ref. No. - N° de réf. du client  
W8485-195040

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
423ZG  
CCC No./N° CCC - FMS No./N°

---

overhead, in accordance with the meal and private vehicle expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#); and with the other provisions of the directive referring to "travellers", rather than those referring to "employees."

Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.

All travel must have the prior authorization of the Technical Authority.

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Total Estimated Cost of Authorized Travel and Living Expenses: \$ \_\_\_\_\_ (insert amount at contract award)

**3.0 Total Estimated Cost- Contract Period: \$ \_\_\_\_\_ (insert amount at contract award)**

With the exception of the all-inclusive fixed time rates specified above, the amounts shown in this section of the annex are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Technical Authority, and provided that the total estimated cost of the Contract does not exceed the Limitation of Expenditure specified in clause 7.6.1.1. of the Contract.

Sollicitation No. - N° de l'invitation  
W8485-195040/A  
Client Ref. No. - N° de réf. du client  
W8485-195040

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
423ZG  
CCC No./N° CCC - FMS No./N°

---

## **ANNEX C, SECURITY REQUIREMENTS CHECK LIST**

---

## ANNEX D, ACCESS TO DND COMPUTER SYSTEMS

1. For purposes of carrying out its work under the Contract, the Contractor and its personnel as required, whether as employee, subcontractor, agent, or otherwise, must be given access to the DND Enterprise Resource Planning (ERP) application known as the Defence Resource Management Information System (DRMIS), also sometimes referred to as either one of its parent applications, the Financial Management Accounting System (FMAS) or the Materiel Acquisition and Support Information System (MASIS). The specific User Roles within DRMIS to which the Contractor must have access to carry out its work under the Contract are listed in Addendum 1 to Appendix 1 of this Annex. In performance of the work, the Contractor agrees that it and its personnel will restrict their use of and access to only the DRMIS data and associated data tables which are required to carry out the Work under the Contract and which reside in the DRMIS modules listed in the DRMIS modules listed in Addendum 1 to this Annex. The Contractor also agrees that neither it nor any of its personnel will access any information or data from DRMIS that is not specifically required to perform the work under the Contract nor use or disclose any such information or data for any purpose whatsoever. The Contractor agrees that it will by contract subject its subcontractors at any tier and agents who have access to DRMIS to the same obligation and restriction before any of them is permitted to access the DRMIS system.
2. The Contractor must require every individual personnel performing Work pursuant to the Contract and who will be given access to DRMIS to sign the Access and Non-Disclosure Agreement attached at the Appendix 1 to this Annex. The Contractor must deliver each such Access and Non-Disclosure Agreement to the Technical Authority before the individual personnel is permitted to access DRMIS.
3. The Contractor agrees to notify the Contracting Authority immediately when the Contractor becomes aware of any actual or potential breach of this Annex or of an Access and Non-Disclosure Agreement, including the name or names of the persons who have committed or have planned to commit a breach and all information that the Contractor is reasonably able to obtain as to the nature of the breach and the data in DRMIS that was accessed in breach of the Contract or the Agreement. The Contractor must immediately transmit to the Contracting Authority any notice it receives from a subcontractor at any tier of any breach or potential breach.
4. The Contractor agrees that where it becomes aware that any of its personnel or the personnel of any subcontractor at any tier have breached this Annex (or the equivalent in a subcontract at any tier) or an Access and Non-Disclosure Agreement, or have been given access to DRMIS without having been required to sign the Access and Non-Disclosure Agreement, and unless Canada determines that no advantage to a bidder in a procurement could have resulted from the breach, the Contractor must, for a period of two (2) years commencing on the date of the last possibility of access to DRMIS by that person, not use the services of or information from that person in preparing, participating in, or advising on any bid in a competitive procurement by Canada in which unauthorized access to DRMIS could provide an advantage to a bidder. The restriction in the preceding sentence applies as well to any bid of a subcontractor at any tier whose personnel is responsible for the breach, or to any bid in which the subcontractor at any tier, as applicable, is a participant, subcontractor or provides advice or assistance to a bidder. The Contractor agrees that Canada may, in a call for tenders or Request for Proposal for any such competitive procurement, provide that all bidders must certify that they have not, in the preparation of a bid, used the services of or information from a person who has committed a breach referred to in this paragraph whose name will be listed in the tender call or Request for Proposal documents.
5. The Contractor agrees that if Canada receives or discovers credible evidence, in the sole opinion of Canada, of a breach of this Annex or of an Access and Non-Disclosure Agreement, or such

---

evidence sufficient to create a reasonable apprehension of such a breach that, in Canada's sole opinion, if known would present a significant risk of a successful legal challenge to a competitive procurement, Canada will have sufficient grounds for disqualification of any bid of the Contractor or in which the Contractor is a participant, subcontractor or advisor, or if a contract has already been awarded to the bidder of such a bid, Canada will have sufficient grounds to terminate that contract for default. The Contractor will ensure that all subcontractors at any tier are aware of and bound by this provision and paragraph 6 below in relation to procurement by Canada or a contract awarded by Canada.

6. The remedies in paragraph 5 above are not applicable to a breach described in paragraph 4 above by personnel unless the conditions of paragraph 5 are met, and either (a) the breach was directed, requested or condoned by the Contractor's or subcontractor's management or supervisor of the personnel, as applicable, or (b) the Contractor or subcontractor, as applicable, has used or contributed in a bid information obtained as a result of such a breach, or has otherwise benefitted from the breach.
7. Canada has the right to monitor and record all activities associated with the use of DND computer systems.
8. Canada may, on written notice to the Contractor at least five (5) days before the effective date of the modifications, unilaterally make modifications to Appendix 1 to this Annex. Prior to the effective date of the modifications, the Contractor must deliver a copy of the revised Appendix 1 to its subcontractors at any tier who have access to DRMIS, and to its personnel who have access to DRMIS. On the effective date identified in the notice from Canada, regardless of whether the Contractor delivers a copy of the revised Appendix 1 to the affected parties, the revised Appendix 1 will come into effect for purposes of this Annex and all affected subcontracts and all Access and Non-Disclosure Agreements.

---

## ANNEX E, 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 provided by or on behalf of Canada in connection with the work pursuant to Contract Serial No. W8486-195040/ between Her Majesty the Queen in right of Canada, represented by the Minister of National Defence and \_\_\_\_\_ ("Prime Contractor"), including information that may be confidential or proprietary to third parties, and information conceived, developed or produced as part of the work under the contract. For the purposes of this agreement, information includes but is not limited to: any documents, specifications, 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 if I have been given access to the DND Enterprise Resource Planning (ERP) application known as the Defence Resource Management Information System (DRMIS), also sometimes referred to as either one of its parent applications, the Financial Management Accounting System (FMAS) or the Materiel Acquisition and Support Information System (MASIS), I will restrict my use of and access to the system only to the DRMIS data and associated data tables which are required to carry out the work under the contract, and which reside in the DRMIS modules listed in the Schedule of DRMIS roles of this this agreement. I agree that I will not access any information or data from DRMIS that is not specifically required to perform the work under the contract.

I agree that modifications to the Schedule of DRMIS roles may be made unilaterally by Canada and that the modifications shall be effective on the date determined by Canada provided that notice of the modifications has been provided to the prime contractor \_\_\_\_\_ at least five (5) days prior to the effective date.

I acknowledge that Canada has the right to monitor and record all activities associated with the use of DND computer systems.

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 or any information from the DRMIS system to any person other than a person employed by my employer or Canada who has a need to know for purposes of carrying out the work under the contract. I undertake to safeguard the same and take all necessary and appropriate measures required by my employer, 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 agree that any information provided to my employer by or on behalf of Canada must be used solely for the purpose of the work under the contract and will remain the property of Canada or a third party, as the case may be.

In addition to any remedies against me at law, I have been advised by my employer that, if it is demonstrated that I have breached this agreement, I may be prevented for a period of time from working on any bid in certain future competitive procurements by Canada.

I agree that the obligations of this agreement will survive the completion of the Contract Serial No.:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Solicitation No. - N° de l'invitation  
W8486-195040/A  
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
423ZG  
CCC No./N° CCC - FMS No./N°

---

**ADDENDUM 1 to APPENDIX 1 to ANNEX A, SCHEDULE OF DRMIS ROLES**

DRMIS Roles, if applicable, will be determined once the contractor resource commences work.

Solicitation No. - N° de l'invitation  
**W8486-195040/A**  
 Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.  
 File No. - N° du dossier

Buyer ID - Id de l'acheteur  
**423ZG**  
 CCC No./N° CCC - FMS No./N°

## ANNEX F, TASK AUTHORIZATION DND 626 FORM



### TASK AUTHORIZATION AUTORISATION DES TÂCHES

<b>All invoices/progress claims must show the reference Contract and Task numbers.          Toutes les factures doivent indiquer les numéros du contrat et de la tâche.</b>		Contract no. - N° du contrat <hr/> Task no. - N° de la tâche
Amendment no. - N° de la modification	Increase/Decrease - Augmentation/Réduction	Previous value - Valeur précédente
To - À	<b>TO THE CONTRACTOR</b> You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.  <b>À L'ENTREPRENEUR</b> Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.	
Delivery location - Expédié à	Date _____ _____ for the Department of National Defence pour le ministère de la Défense nationale	
Delivery/Completion date - Date de livraison/achèvement		
Contract item no. N° d'article du contrat	Services	Cost Prix
	<b>GST/HST TPS/TVH</b>	
	<b>Total</b>	
<b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract. <b>NE S'APPLIQUE QU'ÀUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.		
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux		

DND 626 (01-05)

Design: Forms Management 993-4050  
 Conception: Gestion des formulaires 993-4062

**Instructions for completing  
DND 626 - Task Authorization**

**Contract no.**

Enter the PWGSC contract number in full.

**Task no.**

Enter the sequential Task number.

**Amendment no.**

Enter the amendment number when the original Task is amended to change the scope or the value.

**Increase/Decrease**

Enter the increase or decrease total dollar amount including taxes.

**Previous value**

Enter the previous total dollar amount including taxes.

**To**

Name of the contractor.

**Delivery location**

Location where the work will be completed, if other than the contractor's location.

**Delivery/Completion date**

Completion date for the task.

**for the Department of National Defence**

Signature of the DND person who has delegated Authority for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

**Services**

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

**Cost**

The cost of the Task broken out into the individual costed items in **Services**.

**GST/HST**

The GST/HST cost as appropriate.

**Total**

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

**Applicable only to PWGSC contracts**

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

**Note:**

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

**Instructions pour compléter le formulaire  
DND 626 - Autorisation des tâches**

**N° du contrat**

Inscrivez le numéro du contrat de TPSGC en entier.

**N° de la tâche**

Inscrivez le numéro de tâche séquentiel.

**N° de la modification**

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

**Augmentation/Réduction**

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

**Valeur précédente**

Inscrivez le montant total précédent, y compris les taxes.

**À**

Nom de l'entrepreneur.

**Expédiez à**

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

**Date de livraison/d'achèvement**

Date d'achèvement de la tâche.

**pour le ministère de la Défense nationale**

Signature du représentant du MDN auquel on a délégué le pouvoir d'approbation en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

**Services**

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p. ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

**Prix**

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

**TPS/TVH**

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

**Total**

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

**Ne s'applique qu'aux contrats de TPSGC**

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

**Nota :**

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.



Contract Number / Numéro du contrat W8485-195040 (amendment # 3)
Security Classification / Classification de sécurité unclassified

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

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DND	2. Branch or Directorate / Direction générale ou Direction RAWC	
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 The RCAF Aerospace Warfare Center (RAWC) is seeking an Omnibus contract that will enable the organization to call-up against the contract to have tasks completed.		
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"/>	
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:	
7. c) Level of Information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input checked="" 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 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"/>



Contract Number / Numéro du contrat W8485-195040 (amendment # 3)
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<br>COTE DE FIABILITÉ     | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input checked="" type="checkbox"/> SECRET<br>SECRET | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET  | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>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



**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 / 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).



**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées) J.P.M. Fortin RAWC DCO 613-392-2811 x 4367	Title - Titre CFAWC DCO	Signature <i>J.P.M. Fortin</i>	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 24 JUN 2019
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Sasa Medjovic - DPSC - Industrial Security Senior Security Analyst	Title - Titre	Signature <i>Sasa Medjovic</i>	
Telephone No. - N° de téléphone Tel: 613-996-0286	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel E-mail: sasa.medjovic@forces.gc.ca	Date 29 June 2019
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
Name Vikenti Gorokhovski Contract Security Officer, Contract Security Division <a href="mailto:vikenti.gorokhovski@tpsgc-pwgsc.gc.ca">vikenti.gorokhovski@tpsgc-pwgsc.gc.ca</a>	Title - Titre	Signature <i>Gorokhovski, Vikenti</i>	Digitally signed by Gorokhovski, Vikenti
Telephone Tel/Tél 613-957-9337	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date Date: 2019.07.15 14:05:32 -04'00'