



**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
Quebec
K1A0S5
Bid Fax: (819) 997-9776

**LETTER OF INTEREST
LETTRE D'INTÉRÊT**

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Informatics Professional Services Division/Division des
services professionnels en informatique
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Quebec
K1A0S5

Title - Sujet LC4ISR Prof Svcs	
Solicitation No. - N° de l'invitation W8486-207088/A	Date 2020-09-18
Client Reference No. - N° de référence du client W8486-207088	GETS Ref. No. - N° de réf. de SEAG PW-\$IPS-003-38466
File No. - N° de dossier 003ips.W8486-207088	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-10-02	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Kelly, James	Buyer Id - Id de l'acheteur 003ips
Telephone No. - N° de téléphone (873) 353-6164 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

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

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REQUEST FOR INFORMATION REGARDING LC4ISR PROFESSIONAL SERVICES SUPPORT FOR

DEPARTMENT OF NATIONAL DEFENCE

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Annex A1: Draft Request for Proposal (RFP)

Annex A2: Response Tables

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1 Purpose and Background of this Request for Information (RFI)

The intent of this Request for Information (RFI) is to solicit feedback from industry on the Draft Request for Proposal (RFP).

Overview

The Government of Canada has a requirement for Informatics Professional services on an as required basis for the provision of commercial professional services to support the Director Land Command Systems Program Management (DLCSPM) with the sustainment of the Land Command, Control, Communications, Computers, Intelligence, Surveillance and Reconnaissance (LC4ISR) Systems of Systems (SoS) in areas that require specialized expertise. The Contractor will not only support the DLCSPM with the sustainment of the LC4ISR SoS as it exists, but will also support the sustainment of future evolutions of SoS to integrate various initiatives and projects that will contribute to Canada's defence vision of being Strong, Secure and Engaged (SSE).

The work will be performed on an as-and-when requested basis, through a Task Authorization process. The work will include tasks related to architecture, engineering, analysis, testing, integration, verification and validation (V&V) and other technical and managerial disciplines related to LC4ISR software, hardware, systems, networks, radio frequency, security, information management, and other areas of the LC4ISR SoS.

The Requirement will include the following Workstreams:

1. Software Engineering
2. System Engineering
3. Network Engineering
4. Communications System Engineering
5. Security Engineering
6. Information Management / Knowledge Management (IM/KM)
7. Integrated Logistics Support (ILS)
8. Program / Project Management
9. Administration Support
10. Testing Support
11. Specialty Engineering

A total of 45 categories of resources as illustrated in Table-1 below will be required to execute activities including, but not limited to, software, systems and specialty engineering services, program management services, complex capital procurement project and engineering management support.

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TABLE -1 – Resources Categories

Serial	Workstream	Resource Category
1	1. Software Engineering	Software Architect
2		Software Engineer
3		Software Specialist
4		Programmer
5	2. System Engineering	System Architect
6		System Engineer
7		System Specialist
8		System Analyst
9	3. Network Engineering	Network Architect
10		Network Engineer
11		Network Specialist
12		Network Administrator
13	4. Comms System Engineering	Radio Frequency Architect
14		Communication System Engineer
15		Platform Integration Engineer
16		Platform Integration Specialist
17		Radio Frequency Specialist
18	5. Security Engineering	Security Architect
19		Security Engineer
20		Security Specialist
21		Security Analyst
22	6. Information Management / Knowledge Management (IM/KM)	IM Architect
23		IM Specialist
24		Technical Writer
25		Software Availability, Licensing and Distribution
26		Process Specialist
27		Database Integrator
28		Database Administrator
29		Configuration Management Specialist
30	7. Integrated Logistics Support (ILS)	ILS Specialist
31		Supply Manager
32		Training Material Developer
33		LCMM Technician
34	8. Program / Project Management	Senior Account Manager
35		Project Manager
36		Project Control Coordinator
37	9. Administration Support	Procurement Specialist
38		Administration Support
39	10. Testing Support	Test Manager
40		Test Technician
41	11. Specialty Engineering	Enterprise Architect
42		Geospatial Software Architect
43		Aerospace Engineer
44		Manufacturing Engineer
45		Electromagnetic Environment Effects Specialist

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2 Security Requirements

- (a) This requirement will be subject to Controlled Goods Program. For any information pertaining to the Controlled Good Program, please refer to the following website <https://www.tpsgc-pwgsc.gc.ca/esc-src/index-eng.html>
- (b) This requirement contains security requirements and Foreign Ownership and Control of Influence (FOCI). For any information pertaining to the Controlled Goods Program, please refer to the following website: <https://www.tpsgc-pwgsc.gc.ca/esc-src/index-eng.html>

3 Accessible Procurement

Public Services and Procurement Canada (PSPC)'s goal is to ensure that the goods and services the Government of Canada (GC) buys are inclusive by design and accessible by default. Considering accessibility in public procurements is now an obligation in the Treasury Board Contracting Policy and, accessibility criteria must be included in the requirements for goods and services, where appropriate.

4 Nature of Request for Information

This is not a bid solicitation. This RFI will not result in the award of any contract. As a result, potential suppliers of any goods or services described in this RFI should not reserve stock or facilities, nor allocate resources, as a result of any information contained in this RFI. Nor will this RFI result in the creation of any source list. Therefore, whether or not any potential supplier responds to this RFI will not preclude that supplier from participating in any future procurement. Also, the procurement of any of the goods and services described in this RFI will not necessarily follow this RFI. This RFI is simply intended to solicit feedback from industry with respect to the matters described in this RFI.

5 Nature and Format of Responses Requested

Respondents are requested to provide their comments, concerns and, where applicable, alternative recommendations regarding how the requirements or objectives described in this RFI could be satisfied. Respondents are also invited to provide comments regarding the content, format and/or organization of any draft documents included in this RFI. Respondents should explain any assumptions they make in their responses.

6 Response Costs

Canada will not reimburse any respondent for expenses incurred in responding to this RFI.

7 Treatment of Responses

- (a) **Use of Responses:** Responses will not be formally evaluated. However, the responses received may be used by Canada to develop or modify procurement strategies or any draft documents contained in this RFI. Canada will review all responses received by the RFI closing date. Canada may, in its discretion, review responses received after the RFI closing date.
- (b) **Review Team:** A review team composed of representatives of the client (where applicable) and PWGSC will review the responses. Canada reserves the right to hire any independent consultant, or use any Government resources that it considers necessary to review any response. Not all members of the review team will necessarily review all responses.
- (c) **Fairness Monitor:** Canada has engage the services of an organization to act as an independent, thirty-party Fairness Monitor. The fairness monitor will not be

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part of the evaluation team, but will observe the evaluation of the bids with respect to Canada's adherence to the evaluation process described in this bid solicitation.

- (d) **Confidentiality:** Respondents should mark any portions of their response that they consider proprietary or confidential. Canada will handle the responses in accordance with the *Access to Information Act*.

8 Contents of this RFI

- (a) This RFI contains a draft Request for Proposal (RFP). This document remain a work in progress and respondents should not assume that new clauses or requirements will not be added to any bid solicitation that is ultimately published by Canada. Nor should respondents assume that none of the clauses or requirements will be deleted or revised. Comments regarding any aspect of these draft documents are welcome.
- (b) This RFI also contains specific questions addressed to the industry.

9 Potential Scope and Constraints

- (a) This RFI is neither a call for tender nor an RFP, and no agreement or contract for the procurement of the requirement described herein will be entered into solely as a result of this RFI. The issuance of this RFI is not to be considered in any way as a commitment by Canada nor as authority to potential Respondents to undertake any work that could be charged to Canada.
- (b) Any discussions on this subject with project staff representing DND, PSPC or any other Government of Canada representative or other personnel involved in project activities, must not be construed as an offer to purchase or as a commitment by Canada.
- (c) Respondents may provide documents / information / data collected as commercial-in-confidence (and if identified as such, will be treated accordingly by Canada). However, Canada reserves the right to use the information to assist them in drafting performance specifications and for budgetary purposes in consultation with both national and international stakeholders. Requirements are subject to change, which may be as a result of information provided in response to this RFI. Participants are advised that any information submitted to Canada in response to this RFI may or may not be used by Canada in the development of the potential subsequent RFP.
- (d) Participation in this RFI is encouraged, but is not mandatory. There will be no shortlisting of potential suppliers for the purposes of undertaking any future work as a result of this RFI. Similarly, participation in this RFI is not a condition or prerequisite for the participation in any potential subsequent solicitation.

10 Questions to Industry

- (a) Respondents are requested to review the Draft Request for Proposal (RFP) under Annex A1 and respond to the associated questions under the Annex A2 - Response Tables.

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11 Format of Responses

- (a) **Cover Page:** If the response includes multiple volumes, respondents are requested to indicate on the front cover page of each volume the title of the response, the solicitation number, the volume number and the full legal name of the respondent.
- (b) **Title Page:** The first page of each volume of the response, after the cover page, should be the title page, which should contain:
 - (i) the title of the respondent's response and the volume number;
 - (ii) the name and address of the respondent;
 - (iii) the name, address and telephone number of the respondent's contact;
 - (iv) the date; and
 - (v) the RFI number.
- (c) **Numbering System:** Respondents are requested to prepare their response using a numbering system corresponding to the one in this RFI. All references to descriptive material, technical manuals and brochures included as part of the response should be referenced accordingly.
- (d) **Number of Copies:** Canada requests that respondents submit 1 soft copy of their responses.

12 Enquiries

Because this is not a bid solicitation, Canada will not necessarily respond to enquiries in writing or by circulating answers to all potential suppliers. However, respondents with questions regarding this RFI may direct their enquiries to:

Contracting Authority: James Kelly

E-mail Address: james.kelly@tpsgc-pwgsc.gc.ca

13 Submission of Responses

- (a) **Time and Place for Submission of Responses:** Responses must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit via **e-Post Connect** by the time and date indicated on page 1 of this RFI.

Note: For suppliers needing to register with epost Connect the email address is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca.

Interested suppliers must register a few days prior to RFI closing date.

Note: Responses 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 responses through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

For further information please refer to para 2 – epost Connect, of article 08 the 2003 Standard Instructions <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/25#transmission-by-facsimile>

The ePost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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Submissions by paper, facsimile, email or softcopy on CD/DVD or USB stick will not be accepted.

- (b) **Responsibility for Timely Delivery:** Each respondent is solely responsible for ensuring its response is delivered on time to the correct location.
- (c) **Identification of Response:** Each respondent should ensure that its name and return address, the solicitation number and the closing date appear legibly on their response.

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ANNEX A2

RESPONSE TABLES

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RESPONSE TABLE FOR DRAFT STATEMENT OF WORK (SOW)

As the purpose of this RFI is to solicit industry feedback with respect to The Department of National Defence (DND) requirement, respondents are invited to submit answers in response to the questions below. Respondents are encouraged to submit answers to as many questions as possible.

1 - Please state any question and/or comments you may have regarding the scope of work and the services described in Annex A - Statement of Work (SOW) of the draft RFP.
2 - Would you be interested in submitting a bid to provide the services described in this SOW?
3 - Would your company be able to provide all required services based on the criteria outlined in Annex A – Statement of Work?
4 - Please provide any other information that you believe would be useful in preparing an RFP for the services described in this SOW.

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RESPONSE TABLE FOR DRAFT PRICING SCHEDULE

As the purpose of this RFI is to solicit industry feedback with respect to The Department of National Defence (DND) requirement, respondents are invited to submit answers in response to the questions below. Respondents are encouraged to submit answers to as many questions as possible.

1 - Please state any questions and/or comments you may have regarding Annex B - Draft Pricing Schedule of the draft RFP.
2 - Would you be interested in submitting a bid to provide the services described in this RFI given the structure of the Pricing under Annex B – Draft Pricing Schedule of the draft RFP?
3 - Does the pricing reflect a reasonable price differential between each of the resource levels given the technical requirements asked for by Canada?
5- Do you have any comments with submitting a bid with hourly rates versus per diem rates?
6- Please state any question and/or comments you may have regarding the proposed price/rate indexation methodology described in Annex B – Draft Pricing Schedule of the draft RFP.
7- Please state any question and/or comments you may have regarding the Financial Evaluation methodology detailed under Part 4 – Section 4.3, Financial Evaluation of the draft RFP.

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8- With respect to the lower and upper band limits, would you suggest any changes to the method described under Part 4 - Section 4.3 c) of the RFP		

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RESPONSE TABLE FOR DRAFT CORPORATE MANDATORY TECHNICAL CRITERIA

As the purpose of this RFI is to solicit industry feedback with respect to The Department of National Defence (DND) requirement, respondents are invited to submit answers in response to the questions below. Respondents are encouraged to submit answers to as many questions as possible.

1 - Please state any question and/or comments you may have regarding the Corporate Mandatory Technical Criteria under Attachment 4.1 of the draft RFP.
2 - Would your company be able to provide all required services based on the criteria outlined in the Attachment 4.1?
3 - Please provide any other information that you believe would be useful in assessing bids with these mandatory technical criteria.

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RESPONSE TABLE FOR DRAFT POINT-RATED TECHNICAL CRITERIA

As the purpose of this RFI is to solicit industry feedback with respect to The Department of National Defence (DND) requirement, respondents are invited to submit answers in response to the questions below. Respondents are encouraged to submit answers to as many questions as possible.

1 - Please state any question and/or comments you may have regarding the Point-Rated Technical Criteria under Attachment 4.2 of the draft RFP
2 - Would your company be able to provide all required services based on the criteria outline in the Attachment 4.2?
3 - What methods could be used for evaluating the equivalencies of labour categories in referenced contracts?
4 - Please provide any other information that you believe would be useful in assessing bids with these point-rated technical criteria.

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RESPONSE TABLE FOR DRAFT RESOURCE ASSESSMENT CRITERIA

As the purpose of this RFI is to solicit industry feedback with respect to The Department of National Defence (DND) requirement, respondents are invited to submit answers in response to the questions below. Respondents are encouraged to submit answers to as many questions as possible.

1 - Please state any questions and/or comments you may have about the Appendix C to Annex A - Draft Resource Assessment Criteria detailed of the draft RFP.
2 - Would you be interested in submitting a bid to provide the services described in this RFI?
3 - Would your company be able to provide resources based on the criteria outlined in Appendix C to Annex A – Draft Resource Assessment Criteria detailed of the draft RFP?
4 – Would you have any changes to suggest to Appendix C to Annex A – Draft Resource Assessment Criteria that would enable your company to bid on a future RFP for these services?
5- Please provide any other information that you believe would be useful in preparing an RFP for the services described in this RFI.

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RESPONSE TABLE FOR INDUSTRIAL AND TECHNOLOGICAL BENEFITS (ITB)

As the purpose of this RFI is to solicit industry feedback with respect to The Department of National Defence (DND) requirement, respondents are invited to submit answers in response to the questions below. Respondents are encouraged to submit answers to as many questions as possible.

One of the objectives of Canada's Defence Procurement Strategy is to leverage defence purchases to create jobs and economic growth in Canada. Industry's feedback is requested on how industry can help Canada to achieve this objective through the LC4ISR Professional Services requirement.

<p>1 - Based on the technical and security requirements put forward by the Department of National Defence for this procurement, are there opportunities for Canada to obtain economic benefits beyond performing work directly related to the LC4ISR Professional Services project in Canada?</p> <p>a. If yes, in what areas would these opportunities be? Can they be encouraged with any of the Value Proposition pillars (i.e. Skills Development and Training, Research and Development, Supplier Development, or Exports)</p>
<p>2 - The ITB Policy typically requires that at least 15 percent of the contractor's ITB obligation (equal to the value of the contract) be represented by work with Canadian Small and Medium-sized Businesses (SMB) with less than 250 employees. This portion can consist of SMB work directly related to the LC4ISR Professional Services requirements, and to SMB opportunities in other business areas not related to the LC4ISR Professional Services requirements. Based on the LC4ISR Professional Services requirements, are there opportunities to work with Canadian SMBs to meet or exceed this 15% SMB requirement?</p>
<p>3 - Are there any relevant Key Industrial Capabilities (KICs) which align with the work to be conducted for the LC4ISR Professional Services Project? If yes, please indicate which KICs should be considered and why. As part of your response, please describe how the proposed KICs would enhance the opportunities that could be leveraged.</p>
<p>4 – Based on the high-level mandatory requirements, how can Canada ensure that economic benefits are maximized on this procurement, whether through application of the ITB Policy, including Value Proposition, or by another economic leveraging strategy? Please explain your answer in detail.</p>

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RESPONSE TABLE FOR DRAFT REQUEST FOR PROPOSAL (RFP)

As the purpose of this RFI is to solicit industry feedback with respect to The Department of National Defence (DND) requirement, respondents are invited to submit answers in response to the questions below. Respondents are encouraged to submit answers to as many questions as possible.

1 - Please state any question and/or concerns you may have regarding the Pre-Cleared Resource concept detailed under Part 7 - Section 7.2 h) of the draft RFP.

2 – Security Requirements:

- a) Please state any question and/or concerns you may have regarding the security requirements identified under Annex C Security Requirements Checklist the draft RFP.
- b) Please state any question and/or concerns on the potential impacts of the security requirements on the performance of the Work (e.g. resource ability).
- c) Does your firm have any recommendation to mitigate the risk?

3 - Limitations and constraints: Do you have any suggestions with regards to the work progress in the current pandemic environment (e.g. where physical distancing is the new normal and measure(s) that we may add to the contract to reduce any barriers)?

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<p>4 - Please elaborate on your company's ability to meet both the initial and future resource requirements identified in Attachment 2.1 – Resource requirements estimate.</p>		

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BID SOLICITATION

TASK- BASED CONTRACT FOR LC4ISR PROFESSIONAL SERVICES

FOR

THE DEPARTMENT OF NATIONAL DEFENCE

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Annex A - Statement of Work

- Appendix A to Annex A – Tasking Assessment Procedure
- Appendix B to Annex A – Task Authorization Form
- Appendix C to Annex A – Resources Assessment Criteria and Response Table
- Appendix D to Annex A – Certification at the TA Stage
- Appendix E to Annex A – Embedded Contractor Letter of Acknowledgment
- Appendix F to Annex A – Non Disclosure Agreement

Annex B - Basis of Payment

Annex C - Security Requirements Check List

- Appendix A to Annex C – Security Classification Guide

List of Attachment to Part 2 (Bidders Instructions):

-Attachment 2.1: Resource Requirements Estimate (Year 1)

List of Attachment to Part 3 (Bid Preparation Instructions):

- Attachment 3.1: Bid Submission Form
- Attachment 3.2: Electronic Payment Instruments
- Attachment 3.3: Customer Reference Contact Information Form

List of Attachment to Part 4 (Evaluation Procedures and Basis of Selection):

- Attachment 4.1: Mandatory Technical Criteria
- Attachment 4.2: Point Rated Evaluation Criteria
- Attachment 4.3: Pricing Schedule

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List of Attachment to Part 5 (Certifications):

- Attachment 5.1: Federal Contractors Program for Employment Equity – Certification
- Attachment 5.2: Canadian Content Certification

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BID SOLICITATION

TASK- BASED CONTRACT FOR LC4ISR PROFESSIONAL SERVICES FOR

DEPARTMENT OF NATIONAL DEFENCE

PART 1 - GENERAL INFORMATION

1.1 Introduction

This document states terms and conditions that apply to this bid solicitation. It 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, if applicable, and the basis of selection;

Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;

Part 6 Security, Financial and 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 annexes include the Statement of Work and any other annexes.

1.2 Summary

- (a) This bid solicitation is being issued to satisfy the requirement of the Department of National Defence (**DND**) (the "**Client**") for task-based professional services to support the Directorate, Land Command Systems Program Management (DLCSPM) with the sustainment of the Land, Command, Control, Communications, Computers, Intelligence, Surveillance and Reconnaissance (LC4ISR) Systems of Systems (SoS).
- (b) It is intended to result in the award of one (1) contract, for five (5) years plus five (5) one-year irrevocable options allowing Canada to extend the term of the contract.
- (c) The national security exception provided for in the trade agreements have been invoked; therefore, this procurement is excluded from all of the obligations of all the trade agreements.
- (d) The requirement is limited to Canadian goods and/or services.

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- (e) There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 – Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- (f) This procurement is subject to the Controlled Goods Program. The Defence production Act defines Canadian Controlled Goods as certain goods listed in Canada's Export Control List, a regulation made pursuant to the Export and Import Permits Act (EIPA).
- (g) The Federal Contractor's Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7 – Resulting Contract Clauses and the attachment titled "Federal Contractors Program for Employment Equity – Certification."
- (h) This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will be treated as a separate procurement, outside the resulting contract.
- (i) This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled "Bidder Instructions, and Part 3 entitled "Bid Preparation Instructions", of the bid solicitation, for further information.

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 provided in writing, by telephone or in person.

1.4 Phased Bid Compliance Process

The Phased Bid Compliance Process applies to this requirement.

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PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

- (a) 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>) issued by Public Works and Government Services Canada.
- (b) 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(s).
- (c) The 2003 (2020/05/28) Standard Instructions - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation. If there is a conflict between the provisions of 2003 and this document, this document prevails.
- (d) Subsection 3 a) of Section 01, Integrity Provisions - Bid of Standard Instructions 2003 incorporated by reference above is deleted in its entirety and replaced with the following:
 - a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the *Ineligibility and Suspension Policy*. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names.
- (e) Subsection 4 of Section 05, Submission of bids of Standard Instructions 2003 incorporated by reference above, is amended as follows:

Delete: 60 days
Insert: 180 days
- (f) Subsection 1 of Section 08, Transmission by facsimile or by epost Connect of Standard Instructions 2003 incorporated by reference above, is deleted and replaced by the following:
 - 1. Facsimile

Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail other than ePost Connect to PWGSC will not be accepted.

2.2 Submission of Bids

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

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

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

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send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

- (b) Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to PWGSC will not be accepted.

2.3 Enquiries - Bid Solicitation

- (a) All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.
- (b) 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 with copies to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4 Former Public Servant

- (a) Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, Bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

(b) 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:

- (i) an individual;
- (ii) an individual who has incorporated;
- (iii) a partnership made of former public servants; or
- (iv) 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](#)

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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.

(c) **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**
If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- (i) name of former public servant;
- (ii) 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.

(d) **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:

- (i) name of former public servant;
- (ii) conditions of the lump sum payment incentive;
- (iii) date of termination of employment;
- (iv) amount of lump sum payment;
- (v) rate of pay on which lump sum payment is based;
- (vi) period of lump sum payment including start date, end date and number of weeks;
- (vii) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.5 Applicable Laws

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

Note to Bidders: Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of its bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of its choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidder. Bidders are requested to indicate the Canadian province or territory they wish to apply to any resulting contract in their Bid Submission Form.

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2.6 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 reasons for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority in accordance with the article entitled "Enquiries - Bid Solicitation". Canada will have the right to accept or reject any or all suggestions.

2.7 Basis for Canada's Ownership of Intellectual Property

The Department of National Defence has determined that any intellectual property rights arising from the performance of the Work under any resulting contract will belong to Canada, on the following grounds:

- a) national security.
- b) statutes, regulations or prior obligations of Canada to a third party or parties preclude Contractor ownership of the Intellectual Property Rights in Foreground Information;

2.8 Volumetric Data

The information provided under Attachment 2.1 – Resource Requirements Estimate (Year 1) has been provided to the Bidders to assist them in preparing their bids. The inclusion of this data in this bid solicitation does not represent a commitment by Canada that Canada's future usage of the service identified in this bid solicitation will be consistent with this data. It is provided purely for information purposes.

2.9 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are strict deadlines for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

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PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

(a) Epost Connect Bid Submission

- (i) If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 Standard Instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.
 - (ii) The bid must be gathered per section and separated as follows:
 - (A) Section I: Technical Bid
 - (B) Section II: Financial Bid
 - (C) Section III: Certifications
 - (iii) Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
 - (iv) For further information please refer to article 08 - Transmission by facsimile or by epost Connect at <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/23#transmission-by-facsimile>.
- (b) Canada is not requesting a hard copy of the bid. However, if the Bidder submits a hard copy of its bid, and if there is a discrepancy between the wording of the epost Connect copy and the hard copy, the wording of the epost Connect copy will have priority over the wording of the hard copy.
- (c) **Format for Bid:** Canada requests that Bidders follow the format instructions described below in the preparation of their bid:
- (i) use 8.5 x 11 inch (216 mm x 279 mm) page size;
 - (ii) use a numbering system that corresponds to the bid solicitation;
 - (iii) include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative; and
 - (iv) include a table of contents.
- (d) **Canada's Policy on Green Procurement:** 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. See the Policy on Green Procurement (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Bidders should:
- (i) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing a minimum of 30% recycled content; and
 - (ii) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, and using staples or clips instead of cerlox, duotangs or binders.
- (e) **Submission of Only One Bid:**

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- (i) A Bidder, including related entities, will be permitted to submit only one bid in response to this bid solicitation. If a Bidder or any related entities participate in more than one bid (participating means being part of the Bidder, not being a subcontractor), Canada will provide those Bidders with 2 working days to identify the single bid to be considered by Canada. Failure to meet this deadline will result in all the affected bids being disqualified.
- (ii) For the purposes of this Article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is a natural person, corporation, partnership, etc), an entity will be considered to be "related" to a Bidder if:
 - (A) they are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
 - (B) they are "related persons" or "affiliated persons" according to the Canada Income Tax Act;
 - (C) the entities have now or in the two years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or
 - (D) the entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.
- (iii) Individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture.

(f) Joint Venture Experience:

- (i) 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.

- (ii) 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.

- (iii) 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

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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 submit 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:

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

That show in total 100 billable days.

- (iv) 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.

3.2 Section I: Technical Bid

- (a) The technical bid consists of the following:

- (i) **Bid Submission Form:** Bidders are requested to include the Attachment 3.1 - Bid Submission Form with their bids. It provides a common form in which bidders can provide information required for evaluation and contract award, such as a contact name and the Bidder's Procurement Business Number, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.
- (ii) **Security Clearance:** Bidders are requested to submit the following security information for each of the proposed resources with their bids on or before the bid closing date:

SECURITY INFORMATION	
Name of individual as it appears on security clearance application form	
Level of security clearance obtained	
Validity period of security clearance obtained	
Security Screening Certificate and Briefing Form file number	

If the Bidder has not included the security information in its bid, the Contracting Authority will provide an opportunity to the Bidder to submit the security information during the

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evaluation period. If the Bidder has not submitted the security information within the period set by the Contracting Authority, its bid will be declared non-responsive.

(iii) **Substantiation of Technical Compliance:**

(A) **Mandatory Technical Criteria:** The technical bid must substantiate the compliance with the specific articles of Attachment 4.1: Mandatory Evaluation Criteria, which is the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or resources comply is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be considered non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Bidder's Response" column of Attachment 4.1: Mandatory Evaluation Criteria, where Bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.

(B) **Point-Rated Technical Criteria:** The technical bid must substantiate the compliance with the specific articles of Attachment 4.2: Point Rated Evaluation Criteria, which is the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or resources comply is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be rated accordingly. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Bidder's Response" column of Attachment 4.2 Point Rated Evaluation Criteria", where Bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.

(iv) **For Proposed Resources:** The technical bid must include the number of résumés identified in Attachments 4.1 and 4.2. The same individual must not be proposed for more than one Resource Category. The Technical bid must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:

(A) Proposed resources may be employees of the Bidder or employees of a subcontractor, or these individuals may be independent contractors to whom the Bidder would subcontract a portion of the Work (refer to Part 5, Certifications).

(B) For educational requirements for a particular degree, designation or certificate, PWGSC will only consider educational programs that were successfully completed by the resource by the time of bid closing. If the degree, designation or certification was issued by an educational institution outside of Canada, the Bidder is requested to provide a copy of the results of the academic credential

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assessment and qualification recognition service issued by one of the members of the Alliance of Credential Evaluation Services of Canada (ACESC). If the Bidder has not included the copy of the results in its bid, the Contracting Authority will provide an opportunity to the Bidder to submit it during the evaluation period. If the Bidder has not submitted the copy of the results within 2 working days of the request by the Contracting Authority, its bid will be declared non-responsive and/or will be rated accordingly. Bidders should note that in addition to providing a copy of the results of the academic credential assessment and qualification recognition service, Bidders are also required to provide a copy of the original degree, designation, certificate or any other document required as per the bid solicitation as proof of education.

- (C) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of bid closing and must continue, where applicable, to be a member in good standing of the profession or membership throughout the evaluation period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this solicitation. If the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued. If the degree, diploma or certification was issued by an educational institution outside of Canada, the Bidder is requested to provide a copy of the results of the academic credential assessment and qualification recognition service issued by one of the six members of the Alliance of Credential Evaluation Services of Canada (ACESC). If the Bidder has not included the copy of the results in its bid, the Contracting Authority will provide an opportunity to the Bidder to submit it during the evaluation period. If the Bidder has not submitted the copy of the results within 2 working days of the request by the Contracting Authority, its bid will be declared non-responsive and/or will be rated accordingly. Bidders should note that in addition to providing a copy of the results of the academic credential assessment and qualification recognition service, Bidders are also required to provide a copy of the original degree, designation, certificate or any other document required as per the bid solicitation as proof of education.
- (D) For work experience, Canada will not consider experience gained as part of an educational program, except for experience gained through a formal co-operative program at a post-secondary institution.
- (E) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.
- (F) For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the qualification

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requirements, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

(v) **Customer Reference Contact Information:**

- (A) The Bidder must provide customer references. The customer references must each confirm, if requested by Canada, the facts identified in the Bidder's bid, as required by Attachments 4.1 – MT.1

- (B) The form of question to be used to request confirmation from customer references is as follows:

"Has [the Bidder provided your organization with [description of the services and, if applicable, required time frame within which those services must have been provided]?"

☐ *Yes, the Bidder/Resource has provided my organization with the services described above.*

☐ *No, the Bidder/Resource has not provided my organization with the services described above.*

☐ *I am unwilling or unable to provide any information about the services described above.*

- (C) For each customer reference, the Bidder must, at a minimum, provide the name and either the telephone number or e-mail address for a contact person. If only the telephone number is provided, it will be used to call to request the e-mail address and the reference check will be done by e-mail.

Bidders are also requested to include the title of the contact person. It is the sole responsibility of the Bidder to ensure that it provides a contact who is knowledgeable about the services the Bidder has provided to its customer and who is willing to act as a customer reference. Crown references will be accepted.

3.3 Section II: Financial Bid

- (a) **Pricing:** Bidders must submit their financial bid in accordance with the Pricing Schedule provided in Attachment 4.3: Pricing Schedule. The total amount of Applicable Taxes must be shown separately, if applicable. Unless otherwise indicated, bidders must include a single, firm, all-inclusive per diem rate quoted in Canadian dollars in each cell requiring an entry in the pricing tables.
- (b) **Variation in Resource Rates By Time Period:** For any given resource category, where the financial tables provided by Canada allow different firm rates to be charged for a resource category during different time periods:
- (i) the rate bid must not increase by more than 5% from one time period to the next; and
 - (ii) the rate bid for the same resource category during any subsequent time period must not be lower than the rate bid for the time period that includes the first month of the Initial Contract Period.

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- (c) **Variation in Resource Rates By Level:** Where the financial tables provided by Canada allow different firm rates to be charged for different levels of experience within the same resource category and time period, for any such resource category and time period:
- (i) the rate bid for the senior level must be the same or higher than that bid for the intermediate level, and
 - (ii) the rate bid for the intermediate level must be the same or higher than the rate bid for the junior level.
- (d) **All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option periods. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.
- (e) **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

Note to Bidders: If Canada receives four (4) or fewer Bids by the bid solicitation closing date, the above sub-article (e) will not apply.

- (f) **Electronic Payment of Invoices – Bid:** If you are willing to accept payment of invoices by Electronic Payment Instruments, complete "Attachment 3.2 - Electronic Payment Instruments", to identify which ones are accepted. If "Attachment 3.2 - Electronic Payment Instruments" is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices. Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.4 Section III: Certifications

It is a requirement that bidders submit the certifications and additional information identified under Part 5.

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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. There are several steps in the evaluation process, which are described below. Even though the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Bidder has successfully passed all the previous steps. Canada may conduct steps of the evaluation in parallel.
- (b) An evaluation team composed of representatives of the Client and PWGSC will evaluate the bids on behalf of Canada. Canada may hire any independent consultant, or use any Government resources, to evaluate any bid. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.
- (c) PWGSC has engaged P1 Consulting Inc. as a fairness monitor for this procurement. The fairness monitor will not be part of the evaluation team, but will observe the evaluation of the bids with respect to Canada's adherence to the evaluation process described in this bid solicitation.
- (d) Canada will use the Phased Bid Compliance Process described below.
- (e) In addition to any other time periods established in the bid solicitation:
 - (i) **Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have two (2) working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
 - (ii) **Requests for Further Information:** If Canada requires additional information in order to do any of the following pursuant to the Section entitled "Conduct of Evaluation" in 2003, Standard Instructions - Goods or Services - Competitive Requirements:
 - (A) verify any or all information provided by the Bidder in its bid; or
 - (B) contact any or all references supplied by the Bidder (e.g., references named in the résumés of individual resources) to verify and validate any information submitted by the Bidder,

the Bidder must provide the information requested by Canada within two (2) working days of a request by the Contracting Authority.
 - (iii) **Extension of Time:** If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

4.1.1 Phased Bid Compliance Process

4.1.1.1 (2018/07/19) General

- (a) Canada will conduct the Phased Bid Compliance Process (PBCP) described below for this requirement ONLY if Canada receives four (4) or fewer Bids by the bid solicitation closing date.

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- (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 (2020/05/28) 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 (2018/03/13) Phase I: Financial Bid

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- (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.

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- (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 (2018/0313) 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.

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- (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 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 (2018/03/13) 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.

4.2 Technical Evaluation

(a) Mandatory Technical Criteria:

- (i) Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.
- (ii) The mandatory technical criteria are described in Attachment 4.1.
- (iii) If the Phased Bid Compliance Process applies, it will apply to all mandatory technical criteria.

(b) Point-Rated Technical Criteria:

- (i) Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to

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submit complete bids with all the information requested by this bid solicitation will be rated accordingly.

- (ii) The rated requirements are described in Attachment 4.2.

(c) **Number of Resources Evaluated:**

Only a certain number of resources will be evaluated as part of this bid solicitation as identified in Attachment 4.1. Additional Resources will only be assessed after contract award once specific tasks are requested of the Contractor. After contract award, the Task Authorization process will be in accordance with Part 7 – Resulting Contract Clauses, the Article titled “Task Authorization”. When a Task Authorization Form is issued, the Contractor will be requested to propose a resource to satisfy the specific requirement based on the Task Authorization Form’s Statement of Work. The proposed resource will then be assessed against the criteria identified in the Contract’s Statement of Work in accordance with the Appendices C and D of Annex A.

(d) **Reference Checks:**

- (i) Whether or not to conduct reference checks is discretionary. However, if PWGSC chooses to conduct reference checks for any given rated or mandatory requirement, it will check the references for that requirement for all bidders who have not, at that point, been found non-responsive.
- (ii) For reference checks, Canada will conduct the reference check in writing by email. Canada will send all email reference check requests to contacts supplied by all the Bidders within a 48-hour period using the email address provided in the bid. Canada will not award any points and/or a bidder will not meet the mandatory experience requirement (as applicable) unless the response is received within 5 working days of the date that Canada's email was sent.
- (iii) On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the Bidder by email, to allow the Bidder to contact its reference directly to ensure that it responds to Canada within 5 working days. If the individual named by a Bidder is unavailable when required during the evaluation period, the Bidder may provide the name and email address of an alternate contact person from the same customer. Bidders will only be provided with this opportunity once for each customer, and only if the originally named individual is unavailable to respond (i.e., the Bidder will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The five (5) working days will not be extended to provide additional time for the new contact to respond.
- (iv) Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.
- (v) Points will not be allocated and/or a bidder will not meet the mandatory experience requirement (as applicable) if (1) the reference customer states he or she is unable or unwilling to provide the information requested, or (2) the customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself). Nor will points be allocated or a mandatory met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder.

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4.3 Financial Evaluation

- (a) The financial evaluation will be conducted using the firm per diem rates provided by the responsive bid(s).
- (b) There are two possible financial evaluation methods for this requirement. The first method will be used if three or more bids are determined responsive (see (c) Financial Evaluation - Method A below). The second method will be used if fewer than three bids are determined responsive (see (d) Financial Evaluation - Method B below).

- (c) **Financial Evaluation - Method A:** The following financial evaluation method will be used if three or more bids are determined responsive:

- (i) **STEP 1 - ESTABLISHING THE LOWER AND UPPER MEDIAN BAND LIMITS FOR EACH PERIOD AND EACH RESOURCE CATEGORY:** The Contracting Authority will establish, for each period and each Resource Category, the median band limits based on the firm per diem rates provided by the technically responsive bids. For each such Resource Category the median will be calculated using the median function in Microsoft Excel and will represent a range that encompasses any rate to a value of minus (-) 20% of the median, and an upper median rate to a value of plus (+) 30% of the median. When an even number of technically responsive bids have been determined, an average of the middle two rates will be used to calculate the median band limits and for an odd number of technically responsive bids, the middle rate will be used.

- (ii) **STEP 2 - POINTS ALLOCATION:** For each period and each Resource Category points will be allocated as follows:

- (A) A Bidder's proposed firm per diem rate that is either lower than the established lower median band limit or higher than the established upper median band limit for that period and Resource Category will be allocated 0 points.
- (B) A Bidder's proposed firm per diem rate falling within the upper and lower median band limits, for that period and Resource Category, will be allocated points using the following calculation, which will be rounded to two decimal places:

$$\frac{\text{Lowest proposed firm per diem rate within the median band limits}}{\text{Bidder's proposed firm per diem rate within the median band limits}} \times \text{Maximum Points Assigned at Table 1 below}$$

- (C) A Bidder's proposed firm per diem rate falling within the established median band limits which is the lowest proposed firm per diem rate will be allocated the applicable maximum points assigned at Table 1 below.

TABLE 1 - MAXIMUM POINTS ASSIGNED											
RESOURCE CATEGORIES	INITIAL CONTRACT PERIOD (5 YEARS)					OPTION PERIOD 1	OPTION PERIOD 2	OPTION PERIOD 3	OPTION PERIOD 4	OPTION PERIOD 5	TOTAL POINTS
	Year 1	Year 2	Year 3	Year 4	Year 5						
1. Software Architect, Senior	30	30	30	30	30	150	150	150	150	150	900
2. Software Engineer, Intermediate	20	20	20	20	20	100	100	100	100	100	600

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W8486-207088				003IPS. W8486-207088							
3. Software Specialist, Senior	20	20	20	20	20	100	100	100	100	100	600
4. Programmer, Intermediate	10	10	10	10	10	50	50	50	50	50	300
5. System Architect, Senior	30	30	30	30	30	150	150	150	150	150	900
6. System Engineer, Intermediate	20	20	20	20	20	100	100	100	100	100	600
7. System Specialist, Senior	20	20	20	20	20	100	100	100	100	100	600
8. System Analyst, Intermediate	10	10	10	10	10	50	50	50	50	50	300
9. Network Architect, Senior	30	30	30	30	30	150	150	150	150	150	900
10. Network Engineer, Intermediate	20	20	20	20	20	100	100	100	100	100	600
11. Network Specialist, Senior	20	20	20	20	20	100	100	100	100	100	600
12. Network Administrator, Intermediate	10	10	10	10	10	50	50	50	50	50	300
13. Radio Frequency Architect, Senior	30	30	30	30	30	150	150	150	150	150	900
14. Communications Systems Engineer, Intermediate	20	20	20	20	20	100	100	100	100	100	600
15. Platform Integration Engineer, Intermediate	20	20	20	20	20	100	100	100	100	100	600
16. Platform Integration Specialist, Senior	20	20	20	20	20	100	100	100	100	100	600
17. Radio Frequency Specialist, Senior	20	20	20	20	20	100	100	100	100	100	600

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18. Security Architect, Senior	30	30	30	30	30	150	150	150	150	150	900
19. Security Engineer, Intermediate	20	20	20	20	20	100	100	100	100	100	600
20. Security Specialist, Senior	20	20	20	20	20	100	100	100	100	100	600
21. Security Analyst, Intermediate	20	20	20	20	20	100	100	100	100	100	600
22. IM Architect, Senior	20	20	20	20	20	100	100	100	100	100	600
23. IM Specialist, Senior	20	20	20	20	20	100	100	100	100	100	600
24. Technical Writer, Intermediate	10	10	10	10	10	50	50	50	50	50	300
25. Software Availability, Licensing and Distribution, Intermediate	10	10	10	10	10	50	50	50	50	50	300
26. Process Specialist, Senior	20	20	20	20	20	100	100	100	100	100	600
27. Database Integrator, Intermediate	10	10	10	10	10	50	50	50	50	50	300
28. Database Administrator, Intermediate	10	10	10	10	10	50	50	50	50	50	300
29. Configuration Management Specialist, Senior	20	20	20	20	20	100	100	100	100	100	600
30. ILS Specialist, Senior	20	20	20	20	20	100	100	100	100	100	600
31. Supply Manager, Intermediate	20	20	20	20	20	100	100	100	100	100	600
32. Training Material Developer, Intermediate	10	10	10	10	10	50	50	50	50	50	300

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33. LCMM Technician, Senior	20	20	20	20	20	100	100	100	100	100	600
34. Senior Account Manager, Senior	30	30	30	30	30	150	150	150	150	150	900
35. Project Manager, Senior	10	10	10	10	10	50	50	50	50	50	300
36. Project Control Coordinator, Intermediate	10	10	10	10	10	50	50	50	50	50	300
37. Procurement Specialist, Intermediate	10	10	10	10	10	50	50	50	50	50	300
38. Administration Support, Intermediate	10	10	10	10	10	50	50	50	50	50	300
39. Test Manager, Senior	20	20	20	20	20	100	100	100	100	100	600
40. Test Technician, Intermediate	10	10	10	10	10	50	50	50	50	50	300
41. Enterprise Architect, Senior	30	30	30	30	30	150	150	150	150	150	900
42. Geospatial Software Architect, Senior	30	30	30	30	30	150	150	150	150	150	900
43. Aerospace Engineer, Senior	30	30	30	30	30	150	150	150	150	150	900
44. Manufacturing Engineer, Senior	30	30	30	30	30	150	150	150	150	150	900
45. Electromagnetic Environment Effects Specialist, Senior	30	30	30	30	30	150	150	150	150	150	900
TOTAL	880	880	880	880	880	4400	4400	4400	4400	4400	26400

- (i) **STEP 3 - FINANCIAL SCORE:** Points allocated under STEP 2 for each period and Resource Category will be added together and rounded to two decimal places to produce the Financial Score. Bidders will find below an example of a financial evaluation using Method A.

- (ii) **EXAMPLE OF A FINANCIAL EVALUATION USING METHOD A**

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TABLE 2 - EXAMPLE OF A FINANCIAL EVALUATION USING METHOD A:

Resource Category	Max. Points	Bidder 1		Bidder 2		Bidder 3	
		Year 1	Year 2	Year 1	Year 2	Year 1	Year 2
System Engineer, Intermediate	200 (100 pts. per year)	\$400.00	\$400.00	\$420.00	\$450.00	\$450.00	\$450.00
Security Architect, Senior	300 (150 pts. per year)	\$600.00	\$600.00	\$600.00	\$620.00	\$650.00	\$820.00
Project Manager	100 (50 pts. per year)	\$555.00	\$900.00	\$750.00	\$800.00	\$700.00	\$800.00
TOTAL	300						

STEP 1 - Establishing the lower and upper median band limits for each year and each resource category

- (Median 1) For the Programmer Resource Category, the year 1 median would be \$420.00. The lower median band limit would be \$336.00 and higher median band limit would be \$546.00.
- (Median 2) For the Programmer Resource Category, the year 2 median would be \$450.00. The lower median band limit would be \$360.00 and higher median band limit would be \$585.00.
- (Median 3) For the Business Analyst Resource Category, the year 1 median would be \$600.00. The lower median band limit would be \$480.00 and higher median band limit would be \$780.00.
- (Median 4) For the Business Analyst Resource Category, the year 2 median would be \$620.00. The lower median band limit would be \$496.00 and higher median band limit would be \$806.00.
- (Median 5) For the Project Manager Resource Category, the year 1 median would be \$700.00. The lower median band limit would be \$560.00 and higher median band limit would be \$910.00.
- (Median 6) For the Project Manager Resource Category, the year 2 median would be \$800.00. The lower median band limit would be \$640.00 and higher median band limit would be \$1,040.00.

STEP 2 - Points Allocation:

Bidder 1:

75 points (lowest rate within the lower and upper median band limits)

Programmer Year 1 = 75 points (lowest rate within the lower and upper median band limits)
 Business Analyst Year 1 = 50 points (lowest rate within the lower and upper median band limits)
 Business Analyst Year 2 = 50 points (lowest rate within the lower and upper median band limits)

Project Manager Year 1 = 0 points (outside the lower and higher median band limits)
 Project Manager Year 2 = 22.22 points (based on the following calculation = (Lowest rate of \$800.00 / Bidder's proposed rate of \$900.00) Multiplied by 25 pts)

Bidder 2:

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71.43 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$420.00) Multiplied by 75 pts)

Programmer Year 1 = 66.67 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$450.00) Multiplied by 75 pts)
 Business Analyst Year 1 = 50 points (lowest price within the lower and upper median band limits)
 Business Analyst Year 2 = 48.39 points (based on the following calculation = (Lowest rate of \$600.00 / Bidder's proposed rate of \$620.00) Multiplied by 50 pts)
 Project Manager Year 1 = 23.33 points (based on the following calculation = (Lowest rate of \$700.00 / Bidder's proposed rate of \$750.00) Multiplied by 25 pts)
 Project Manager Year 2 = 25 points (lowest price within the lower and upper median band limits)

Bidder 3:

66.67 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$450.00) Multiplied by 75 pts)

Programmer Year 1 = 66.67 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$450.00) Multiplied by 75 pts)
 Business Analyst Year 1 = 46.15 points (based on the following calculation = (Lowest rate of \$600.00 / Bidder's proposed rate of \$650.00) Multiplied by 75 pts)
 Business Analyst Year 2 = 0 points (outside the lower and higher median band limits)
 Project Manager Year 1 = 25 points (lowest price within the lower and upper median band limits)
 Project Manager Year 2 = 25 points (lowest price within the lower and upper median band limits)

STEP 3 - Financial Score:

Bidder 1: 75 + 75 + 50 + 50 + 0 + 22.22 = Total Financial Score of 272.22 points out of a possible 300 points
Bidder 2: 71.43 + 67.67 + 50 + 48.39 + 23.33 + 25 = Total Financial Score of 284.82 points out of a possible 300 points
Bidder 3: 66.67 + 66.67 + 46.15 + 0 + 25 + 25 = Total Financial Score of 229.49 points out of a possible 300 points

(d) **Financial Evaluation - Method B:** The following financial evaluation method will be used if less than three bids are determined responsive:

(i) **STEP 1 - POINTS ALLOCATION:** For each period and each Resource Category points will be allocated as follows:

(A) Points will be established based on the following calculation, with points rounded to two decimal places:

$$\frac{\text{Lowest proposed firm per diem rate}}{\text{Bidder's proposed firm per diem rate}} \times \text{Maximum Points Assigned at Table 3 below}$$

The Bidder with the lowest proposed firm per diem rate will be allocated the applicable maximum points assigned at Table 3 below.

TABLE 3 - MAXIMUM POINTS ASSIGNED											
RESOURCE CATEGORIES	INITIAL CONTRACT PERIOD (5 YEARS)					OPTION PERIOD 1	OPTION PERIOD 2	OPTION PERIOD 3	OPTION PERIOD 4	OPTION PERIOD 5	TOTAL POINTS
	Year 1	Year 2	Year 3	Year 4	Year 5						
1. Software Architect, Senior	30	30	30	30	30	150	150	150	150	150	900

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2. Software Engineer, Intermediate	20	20	20	20	20	100	100	100	100	100	100	600
3. Software Specialist, Senior	20	20	20	20	20	100	100	100	100	100	100	600
4. Programmer, Intermediate	10	10	10	10	10	50	50	50	50	50	50	300
5. System Architect, Senior	30	30	30	30	30	150	150	150	150	150	150	900
6. System Engineer, Intermediate	20	20	20	20	20	100	100	100	100	100	100	600
7. System Specialist, Senior	20	20	20	20	20	100	100	100	100	100	100	600
8. System Analyst, Intermediate	10	10	10	10	10	50	50	50	50	50	50	300
9. Network Architect, Senior	30	30	30	30	30	150	150	150	150	150	150	900
10. Network Engineer, Intermediate	20	20	20	20	20	100	100	100	100	100	100	600
11. Network Specialist, Senior	20	20	20	20	20	100	100	100	100	100	100	600
12. Network Administrator, Intermediate	10	10	10	10	10	50	50	50	50	50	50	300
13. Radio Frequency Architect, Senior	30	30	30	30	30	150	150	150	150	150	150	900
14. Communications Systems Engineer, Intermediate	20	20	20	20	20	100	100	100	100	100	100	600
15. Platform Integration Engineer, Intermediate	20	20	20	20	20	100	100	100	100	100	100	600
16. Platform Integration Specialist, Senior	20	20	20	20	20	100	100	100	100	100	100	600

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17. Radio Frequency Specialist, Senior	20	20	20	20	20	100	100	100	100	100	600
18. Security Architect, Senior	30	30	30	30	30	150	150	150	150	150	900
19. Security Engineer, Intermediate	20	20	20	20	20	100	100	100	100	100	600
20. Security Specialist, Senior	20	20	20	20	20	100	100	100	100	100	600
21. Security Analyst, Intermediate	20	20	20	20	20	100	100	100	100	100	600
22. IM Architect, Senior	20	20	20	20	20	100	100	100	100	100	600
23. IM Specialist, Senior	20	20	20	20	20	100	100	100	100	100	600
24. Technical Writer, Intermediate	10	10	10	10	10	50	50	50	50	50	300
25. Software Availability, Licensing and Distribution, Intermediate	10	10	10	10	10	50	50	50	50	50	300
26. Process Specialist, Senior	20	20	20	20	20	100	100	100	100	100	600
27. Database Integrator, Intermediate	10	10	10	10	10	50	50	50	50	50	300
28. Database Administrator, Intermediate	10	10	10	10	10	50	50	50	50	50	300
29. Configuration Management Specialist, Senior	20	20	20	20	20	100	100	100	100	100	600
30. ILS Specialist, Senior	20	20	20	20	20	100	100	100	100	100	600
31. Supply Manager, Intermediate	20	20	20	20	20	100	100	100	100	100	600
32. Training Material	10	10	10	10	10	50	50	50	50	50	300

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Developer, Intermediate											
33. LCMM Technician, Senior	20	20	20	20	20	100	100	100	100	100	600
34. Senior Account Manager, Senior	30	30	30	30	30	150	150	150	150	150	900
35. Project Manager, Senior	10	10	10	10	10	50	50	50	50	50	300
36. Project Control Coordinator, Intermediate	10	10	10	10	10	50	50	50	50	50	300
37. Procurement Specialist, Intermediate	10	10	10	10	10	50	50	50	50	50	300
38. Administration Support, Intermediate	10	10	10	10	10	50	50	50	50	50	300
39. Test Manager, Senior	20	20	20	20	20	100	100	100	100	100	600
40. Test Technician, Intermediate	10	10	10	10	10	50	50	50	50	50	300
41. Enterprise Architect, Senior	30	30	30	30	30	150	150	150	150	150	900
42. Geospatial Software Architect, Senior	30	30	30	30	30	150	150	150	150	150	900
43. Aerospace Engineer, Senior	30	30	30	30	30	150	150	150	150	150	900
44. Manufacturing Engineer, Senior	30	30	30	30	30	150	150	150	150	150	900
45. Electromagnetic Environment Effects Specialist, Senior	30	30	30	30	30	150	150	150	150	150	900
TOTAL	880	880	880	880	880	4400	4400	4400	4400	4400	26400

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- (ii) **STEP 2 - FINANCIAL SCORE:** Points allocated under STEP 1, for each period and each Resource Category, will be added together and rounded to two decimal places to produce the Financial Score.

(e) **Substantiation of Professional Services Rates**

In Canada's experience, bidders will from time to time propose rates at the time of bidding for one or more categories of resources that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. When evaluating the rates bid for professional services, Canada may, but will have no obligation to, require price support in accordance with this Article. If Canada requests price support, it will be requested from all otherwise responsive bidders who have proposed a rate that is at least 20% lower than the median rate bid by all responsive bidders for the relevant resource category or categories. If Canada requests price support, the Bidder must provide the following information:

- (i) an invoice (referencing a contract serial number or other unique contract identifier) that shows that the Bidder has provided and invoiced a customer (with whom the Bidder deals at arm's length) for services performed for that customer similar to the services that would be provided in the relevant resource category, where those services were provided for at least three months within the eighteen months before the bid solicitation closing date, and the fees charged were equal to or less than the rate offered to Canada;
- (ii) in relation to the invoice in (i), evidence from the Bidder's customer that the services identified in the invoice include at least 50% of the tasks listed in the Statement of Work for the category of resource being assessed for an unreasonably low rate. This evidence must consist of either a copy of the contract (which must describe the services to be provided and demonstrate that at least 50% of the tasks to be performed are the same as those to be performed under the Statement of Work in this bid solicitation) or the customer's signed certification that the services subject to the charges in the invoice included at least 50% of the same tasks to be performed under the Statement of Work in this bid solicitation; and
- (iii) the name, telephone number and, if available, e-mail address of a contact person at the customer who received each invoice submitted under (i), so that Canada may verify any information provided by the Bidder.

Once Canada requests substantiation of the rates bid for any resource category, it is the sole responsibility of the Bidder to submit information (as described above and as otherwise may be requested by Canada, including information that would allow Canada to verify information with the resource proposed) that will allow Canada to determine whether it can rely, with confidence, on the Bidder's ability to provide the required services at the rates bid. If Canada determines that the information provided by the Bidder does not adequately substantiate the unreasonably low rates, the bid will be declared non-responsive.

(f) **Formulae in Pricing Tables**

If the pricing tables provided to bidders include any formulae, Canada may re-input the prices provided by bidders into a fresh table, if Canada believes that the formulae may no longer be functioning properly in the version submitted by a bidder.

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4.4 Basis of Selection

- (a) A bid must comply with the requirements of the bid solicitation, meet all mandatory evaluation criteria and obtain the required pass marks for the point rated criteria identified in this bid solicitation to be declared responsive.
- (b) The responsive bid that obtains the highest Total Bidder Score will be recommended for award of a contract. For any given Bidder, the greatest possible Total Technical Score is 60 while the greatest possible Total Financial Score is 40.
- (i) Calculation of Total Technical Score: The Total Technical Score will be computed for each responsive bid by converting the Technical Score obtained for the point-rated technical criteria using the following formula, rounded to two decimal places:
- $$\frac{\text{Technical Score}}{\text{Maximum Technical Points (bidders, please refer to the maximum technical points in Attachment 4.2)}} \times 60 = \text{Total Technical Score}$$
- (ii) Calculation of Total Financial Score: The Total Financial Score will be computed for each responsive bid by converting the Financial Score obtained for the financial evaluation using the following formula rounded to two decimal places:
- $$\frac{\text{Financial Score}}{\text{Total Maximum Points Assigned (Bidders, please refer to the total maximum points assigned)}} \times 40 = \text{Total Financial Score}$$
- (iii) Calculation of the Total Bidder Score: The Total Bidder Score will be computed for each responsive bid in accordance with the following formula:
- $$\text{Total Technical Score} + \text{Total Financial Score} = \text{Total Bidder Score}$$
- (c) In the event of identical Total Bidder Scores occurring, then the bid with the highest Total Financial Score will become the top-ranked bidder.
- (d) One contract may be awarded in total as a result of this bid solicitation.
- (e) Bidders should note that all contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Despite the fact that the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to Canada's internal policies. If approval is not granted, no contract will be awarded.

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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 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 Precedent to Contract Award and Additional Information

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

(a) 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](#).

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.

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 Attachment 5.1 - Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed Attachment 5.1 - Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

(b) Additional Certifications Precedent to Contract Award

(i) Canadian Content Certification

This procurement is limited to Canadian services.

(A) The Bidder certifies that:

() the services offered are Canadian services as defined in paragraph 4 of clause A3050T.

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For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6, Example 2, of the Supply Manual.

(B) SACC Manual Clause A3050T (2018/12/06) Canadian Content Definition

(c) Professional Services Resources

- (i) By submitting a bid, the Bidder certifies that, if it is 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.
- (ii) By submitting a bid, the Bidder certifies that all the information provided in the resumes 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.
- (iii) If a Bidder has proposed any individual who is not an employee of the Bidder, by submitting a bid, 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 resumes 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. Failure to comply with the request may result in the bid being declared non-responsive.

(d) Certification of Language - English and/or Bilingual Essential

By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, every individual proposed in its bid will be fluent in English and/or in both official languages of Canada (French and English). The individual(s) proposed must be able to communicate orally and in writing in French and English without any assistance and with minimal errors.

(e) Submission of Only One Bid

By submitting a bid, the Bidder is certifying that it does not consider itself to be related to any other bidder.

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PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirement

- (a) Before award of a contract, the following conditions must be met:
- (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (ii) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (iii) This requirement contains a Foreign Ownership, Control or Influence (FOCI). Bidder(s) selected to undergo a FOCI assessment will be contacted via email by the FOCI Evaluation Office. Bidders must provide the information requested by FOCI Evaluation Office in the most timely manner possible. Failure to provide the requested information within thirty (30) calendar days, or within the timeframe otherwise specified, may result in the bid being deemed non-responsive;
 - (iv) the Bidder's proposed location of work performance and document safeguarding must meet the security requirement as indicated in Part 7 – Resulting Contract Clauses; and
 - (v) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 – Section IV, Additional Information.
- (b) 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.
- (c) For additional information on security requirements, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- (d) In the case of a joint venture bidder, each member of the joint venture must meet the security requirements.

6.2 Financial Capability

- (a) SACC Manual clause A9033T (2012/07/16) Financial Capability applies, except that subsection 3 is deleted and replaced with the following: "If the Bidder is a subsidiary of another company, then any financial information required by the Contracting Authority in 1(a) to (f) must be provided by each level of parent company, up to and including the ultimate parent company. The financial information of a parent company does not satisfy the requirement for the provision of the financial information of the Bidder; however, if the Bidder is a subsidiary of a company and, in the normal course of business, the required financial information is not generated separately for the subsidiary, the financial information of the parent company must be provided. If Canada determines that the Bidder is not financially capable but the parent company is, or if Canada is unable to perform a separate assessment of the Bidder's financial capability because its financial information has been combined with its parent's, Canada may, in its sole discretion, award the contract to the Bidder on the condition that the parent company grant a performance guarantee to Canada."

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- (b) In the case of a joint venture bidder, each member of the joint venture must meet the financial capability requirements.

6.3 Controlled Goods Requirement

- (a) SACC Manual clause A9130T (2019/11/28) Controlled Goods Program – Bid
- (b) In the case of a joint venture bidder, each member of the joint venture must meet the requirements of the Controlled Goods Program.

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PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Requirement

- (a) **TO BE INSERTED UPON CONTRACT AWARD** (the "**Contractor**") agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes providing professional services as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.
- (b) **Client:** Under the Contract, the "**Client**" is the Department of National Defence.
- (c) **Reorganization of Client:** The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.
- (d) **Defined Terms:** Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

7.2 Task Authorization

- (a) **As-and-when-requested Task Authorizations:** The Work or a portion of the Work to be performed under the Contract will be on an "as-and-when-requested basis" using a Task Authorization. The Work described in the Task Authorization must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued Task Authorization has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.
- (b) **Assessment of Resources Proposed at Task Authorization Stage:** Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendices A, B, C, D, E and F of Annex A.
- (c) **Form and Content of draft Task Authorization:**
 - (i) The Technical Authority will provide the Contractor with a description of the task in a draft Task Authorization containing the Statement of Work (SOW). Transmission of the draft Task Authorization will be done via Contract Management and Performance Assessment System (CMPAS) or alternative portal agreed upon with the Contractor.

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- (ii) The SOW will contain the details of the activities to be performed, and must also contain the following information:
 - (A) the contract number;
 - (B) the task number;
 - (C) The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);
 - (D) the categories of resources and the number required;
 - (E) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);
 - (F) the start and completion dates;
 - (G) any option(s) to extend initial end date (if applicable);
 - (H) milestone dates for deliverables and payments (if applicable);
 - (I) the number of person-days of effort required;
 - (J) whether the work requires on-site activities and the location;
 - (K) the language profile of the resources required;
 - (L) the level of security clearance required of resources;
 - (M) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and
 - (N) any other constraints that might affect the completion of the task.
- (d) The Technical Authority will provide the Contractor with a final Task Authorization using the form specified in the Appendix B to Annex A.
- (e) **Contractor's Response to Draft Task Authorization:** The Contractor must provide to the Technical Authority, within two (2) working days of receiving the draft Task Authorization (or within any longer time period specified in the draft Task Authorization), a quotation with the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract, as well as its corresponding proposed resource(s) in accordance with Appendix A to Annex A of the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the Task Authorization.
- (f) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations:**
 - (i) To be validly issued, a Task Authorization must include the following signatures:
 - (A) for any Task Authorization, inclusive of revisions, with a value less than or equal to \$1,000,000.00 (excluding Applicable Taxes), the Task Authorization must be signed by a DND Procurement Representative.

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(B) for any Task Authorization, inclusive of revisions, with a value greater than this amount, a Task Authorization must include the following signatures:

- (1) a DND Procurement Representative; and
- (2) the Contracting Authority.

Any Task Authorization that does not bear the appropriate signatures is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued Task Authorization is done at the Contractor's own risk. If the Contractor receives a Task Authorization that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue Task Authorizations at any time, or reduce the dollar value threshold described in sub article (A) above; any suspension or reduction notice is effective upon receipt.

(g) **Periodic Usage Reports:**

(i) The Contractor must compile and maintain records on its provision of services to the federal government under Task Authorizations validly issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The data must be submitted on a quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.

(ii) The quarterly periods are defined as follows:

- (A) 1st quarter: April 1 to June 30;
- (B) 2nd quarter: July 1 to September 30;
- (C) 3rd quarter: October 1 to December 31; and
- (D) 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than fifteen (15) calendar days after the end of the reporting period.

(iii) Each report must contain the following information for each validly issued Task Authorization (as amended):

- (A) the Task Authorization number and the Task Authorization Revision number(s), if applicable;
- (B) a title or a brief description of each authorized task;
- (C) the name, Resource category and level of each resource involved in performing the Task Authorization, as applicable;
- (D) the total estimated cost specified in the validly issued Task Authorization of each task, exclusive of Applicable Taxes;
- (E) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- (F) the start and completion date for each authorized task; and
- (G) the active status of each authorized task, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the Task Authorization, etc.).

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- (iv) Each report must also contain the following cumulative information for all the validly issued Task Authorizations (as amended):
 - (A) the amount, exclusive of Applicable Taxes, specified in the Contract (as last amended, as applicable) as Canada's total liability to the Contractor for all validly issued Task Authorizations; and
 - (B) the total amount, exclusive of Applicable Taxes, expended to date against all validly issued Task Authorizations.

(h) **Pre-Cleared Resources:**

The Contractor must:

- (i) ensure that the specific individuals named in Annex ___ of this Contract or acceptable alternatives remain available in appropriate quantities for work under the Task Authorizations to be issued in accordance with this Contract, and must also ensure that these individuals maintain any professional qualifications and security levels associated with the corresponding resource categories of the bid solicitation for which they are available; and
- (ii) avoid delays associated with the Contract's security requirements by initiating the assessment and security clearance of additional resources by Canada within ___ business days of Contract award and on an ongoing basis during the Contract Period, in the quantities specified for each resource category in the Annex. Each such resource must meet the minimum qualifications applicable to the resource category for which they are available, as well as the security requirements identified in the Contract. If accepted by Canada, the Contract will be amended to list each such resource by name.

The resources identified in the Contract must be maintained and available in the quantities specified throughout the Contract Period. There is no limit to the number of resources that the Contractor may submit for consideration and assessment on an ongoing basis; however, the submission of alternatives does not relieve the Contractor from its obligation to provide, for a given task, specific individuals agreed to be provided to Canada in a validly issued TA or elsewhere as required by the terms of this Contract.

- (i) **Consolidation of Task Authorizations for Administrative Purposes:** The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those Task Authorizations for administrative purposes.
- (j) **Additional Conditions:** One or both of the following conditions will apply with respect to any specific Task Authorizations (in addition to and without limiting the rights and obligations set out elsewhere in the Contract) if confirmed by Canada in the Task Authorization:
 - (i) The Contractor acknowledges that, in the performance of this Task Authorization:
 - (A) it may be involved with the preparation of the statements of work, requests for proposals, specifications or evaluation criteria, or in the evaluation of proposals, for future solicitations or future Contracts for follow-on or related work; and
 - (B) it may have access to information and material which may result in placing it in a real or perceived conflict of interest or confer an unfair advantage upon it in respect of future solicitations or future Contracts regarding follow-on or related work.

By providing a quotation, the Contractor agrees that it, its subcontractors, their

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respective affiliated entities, their respective agents and their respective employees and former employees, must not: submit a bid for such future solicitations or future contracts; assist or advise anyone (including without limitation contractors and subcontractors) preparing, submitting or otherwise participating in a bid for such future solicitations or future contracts; otherwise be involved in any manner in the preparation of a bid for such future solicitations or future contracts.

Furthermore, the Contractor acknowledges that Canada may, at its discretion, disqualify, consider non-compliant and reject any bid for any such future solicitation or future contract: if the bid is submitted by the Contractor, its subcontractors, their respective affiliated entities, their respective agents or their respective employees or former employees; if any of them assisted or advised anyone (including without limitation contractors and subcontractors) preparing, submitting or otherwise participating in the

bid; or if any of them was otherwise involved in any manner in the preparation of the bid. If the involvement is discovered after the award of the future contract, it shall be grounds for termination under the default provisions of that contract.

The Contractor also acknowledges that it, its subcontractors, their respective affiliated entities, their respective agents or their respective employees or former employees may be prevented, at the discretion of Canada, from performing any work under future contracts regarding follow-on or related work.

The Contractor must advise anyone subject to the restrictions set out in this clause of the restrictions and must obtain their acknowledgement of the restrictions before work under the Task Authorization begins.

- (ii) The Contractor must obtain from each proposed resource a completed and signed Appendix E to Annex A - Embedded Contractor Letter of Acknowledgment and Appendix F to Annex A - Non-Disclosure Agreement, and provide them with its quotation.

7.3 Minimum Work Guarantee

- (a) In this clause,
 - (i) **"Maximum Contract Value"** means the amount specified in the **"Limitation of Expenditure"** clause set out in the Contract; and
 - (ii) **"Minimum Contract Value"** means CAD \$100,000.00 **VALUE OF FIRST TASK AUTHORIZATION** (excluding Applicable Taxes).
- (b) 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 sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

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- (c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
- (d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract
 - (i) for default;
 - (ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or
 - (iii) for convenience within thirty (30) business days of Contract award.

7.4 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>) issued by Public Works and Government Services Canada.

(a) General Conditions:

- (i) 2035 (2020/05/28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

With respect to Section 30 - Termination for Convenience, of General Conditions 2035, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

- 4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.
- 5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:
 - (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Work Guarantee, or due to the Contractor as of the date of termination, or
 - (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.
- 6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

(b) Supplemental General Conditions:

The following Supplemental General Conditions apply to and form part of the Contract:

- (i) 4002 (2010/08/16), Supplemental General Conditions – Software Development or Modification Services; and
- (ii) 4007 (2010/08/16), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information;

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7.5 Security Requirement

The following security requirements applies to and forms part of the Contract.

TO BE INSERTED AT RFP STAGE

7.6 Contract Period

- (a) **Contract Period:** The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:
- (i) The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends 5 year later; and
 - (ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.
- (b) **Option to Extend the Contract:**
- (i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 5 additional 1-year period under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in Annex B, Basis of Payment.
 - (ii) Canada may exercise this option at any time by sending a written notice to the Contractor 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.

7.7 Authorities

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name: James Kelly
Title: Supply Team Leader
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Professional Services Procurement Directorate
Address: 10 rue Wellington, Gatineau, Québec
Telephone: (873) 353-6164
E-mail address: james.kelly@tpsgc-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.

(b) DND Procurement Representative

The DND Procurement Representative for the Contract is:

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TO BE INSERTED UPON CONTRACT AWARD

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

The DND Procurement Representative 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 administrative aspects of the Work under the Contract, communication with PWGSC Contracting Authority on all matters concerning the Contract, procurement initiation authority, and providing PWGSC reports on Contract utilization. Technical matters may be discussed with the DND Procurement Representative; however, the DND Procurement Representative 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.

(c) Technical Authority

The Technical Authority for the Contract is: ***TO BE INSERTED UPON CONTRACT AWARD***

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
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.

(d) Contractor's Representative

TO BE INSERTED UPON CONTRACT AWARD

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

7.8 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be

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reported on departmental web sites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.9 Payment

(a) Basis of Payment

- (i) **Professional Services provided under a Task Authorization with a Maximum Price:** For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the Task Authorization, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.
- (ii) **Professional Services provided under a Task Authorization with a Firm Price:** For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor the firm price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Annex B, Applicable Taxes extra.
- (iii) **Field Support Services (FSS) under a Task Authorization :** The Contractor will be paid for authorized reasonable and proper expenses incurred in the performance of the work for Field Services Representative (FSRs), Mobile Repair Parties (MRPs), Technical Assistance Visits (TAVs) and Operational Test and Evaluation (OT&Es), without any allowance therein for overhead or profit, and these expenses which will be reimbursed in accordance with the Department of National Defence Military Foreign Service Instruction, Chapter 10, in effect at time of travel. The Contractor will also be reimbursed its authorized reasonable and proper expenses incurred in the performance of the work for FSRs, MRPs, TAVs and OT&Es without any allowance therein for overhead or profit, including personnel war risk insurance, personnel kitting expenses, immunization costs and visa expenses. All payments are subject to Government Audit and all expenses must have prior authorization of the Technical Authority.
- (iv) **On-Call Services under a Task Authorization:** For the provision of on-call services outside the working hours, the Contractor will receive 1 hour pay (prorated firm per diem rates identified in the Annex B) for every 8 hour of on-call duty, or part thereof.
- (v) **Call-Back Support Services under a Task Authorization:** For the provision of Call-Back Support to work outside the business hours, or is required to perform extended consultation while on-call, the Contractor will receive a minimum of 3 hours pay (prorated firm per diem rates identified in the Annex B). This minimum applies only once each period of 8 hours standby, or part thereof. In the event that the call-back support services or consultation efforts exceeds 3 hours over any 8 hour period outside the business hours, the Contractor will be paid for the actual hours worked (prorated firm per diem rates identified in the Annex B).
- (vi) **Travel and Living Expenses – National Joint Council Travel Directive:** The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or 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

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those referring to “employees”. All travel must have the prior authorization of the Technical Authority. Travel requests will only be considered for a work location which is located more than 100 kilometers from Ottawa. The Contractor will be paid for actual time spent travelling at half the hourly rate. The hourly rate will be determined by dividing the firm per diem rate set out in Annex B by 7.5 hours. All payments are subject to government audit.

- (vii) **Competitive Award:** The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.
- (viii) **Contractor’s Firm Per Diem Rates:** The Contractor agrees that the rates set out in Annex B remain firm throughout the Contract Period, except as may be provided for in the express terms of the contract. In reference to Article 18(1) of SACC General Conditions 2035, the Contractor acknowledges that its obligation to provide services in accordance with the firm rates set out in Annex B is unaffected by the application of any existing law or any new law which may come into effect during the Contract Period.
- (ix) **Professional Services Rates:** In Canada’s experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

(b) **Limitation of Expenditure – Cumulative Total of all Task Authorizations**

- (i) Canada’s total liability to the Contractor under the Contract for all validly issued Task Authorizations (TAs), inclusive of any revisions, must not exceed the amount set out on page 1 of the Contract, less any Applicable taxes. With respect to the amount set out on page 1 of the Contract, Customs duties are included and Applicable Taxes are included.
- (ii) 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.
- (iii) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (A) when it is 75 percent committed, or
 - (B) 12 months before the contract expiry date, or
 - (C) As soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

whichever comes first.

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- (i) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

(c) **Method of Payment for Task Authorizations with a Maximum Price:**

For each Task Authorization validly issued under the Contract that contains a maximum price:

- (i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.
- (ii) Once Canada has paid the maximum Task Authorization price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum Task Authorization price. If the work described in the Task Authorization is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum Task Authorization price, Canada is only required to pay for the time spent performing the work related to that TA.

(d) **Method of Payment for Task Authorizations with a Firm Price - Lump Sum Payment on Completion:** Canada will pay the Contractor upon completion and delivery of all the Work associated with the validly issued Task Authorization in accordance with the payment provisions of the Contract if:

- (i) 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;
- (ii) all such documents have been verified by Canada; and
- (iii) the Work delivered has been accepted by Canada.

(e) **Electronic Payment of Invoices – Contract**

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

- (i) Visa Acquisition Card;
- (ii) MasterCard Acquisition Card;
- (iii) Direct Deposit (Domestic and International);
- (iv) Electronic Data Interchange (EDI);
- (v) Wire Transfer (International Only);

Note to Bidders: If applicable, the Electronic Payment Instrument(s) indicated by the Bidder in Attachment 3.2 will be included in any resulting contract.

(f) **Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

(g) **Payment Credits**

- (i) **Failure to Provide Resource:**

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- (A) If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of 10 days.
- (B) **Corrective Measures:** If credits are payable under this Article for two consecutive months or for three months in any 12-month period, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority and 20 working days to rectify the underlying problem.
- (C) **Termination for Failure to Meet Availability Level:** In addition to any other rights it has under the Contract, Canada may terminate the Contract for default in accordance with the General Conditions by giving the Contractor three months' written notice of its intent, if any of the following apply:
- (1) the total amount of credits for a given monthly billing cycle reach a level of 10% of the total billing for that month; or
 - (2) the corrective measures required of the Contractor described above are not met.

This termination will be effective when the three month notice period expires, unless Canada determines that the Contractor has implemented the corrective measures to Canada's satisfaction during those three months.

- (ii) **Credits Apply during Entire Contract Period:** The Parties agree that the credits apply throughout the Contract Period.
- (iii) **Credits represent Liquidated Damages:** The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.
- (iv) **Canada's Right to Obtain Payment:** The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.
- (v) **Canada's Rights & Remedies not Limited:** The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.
- (vi) **Audit Rights:** The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.

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(h) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**

- (i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure or there are enhanced measures to restrict access to of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure or restricted access.
- (ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises

7.10 Invoicing Instructions

- (a) The Contractor must submit invoices in accordance with the information required in the General Conditions.
- (b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.
- (c) By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- (d) The Contractor must provide an electronic copy of each invoice to the DND Procurement Representative, and to the Contracting Authority.

7.11 Certifications and Additional Information

- (a) Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, any Task Authorization quotation 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 Contract Period.
- (b) **SACC Manual Clauses**

SACC Manual Clause A3060C (2008/05/12) Canadian Content Certification

7.12 Federal Contractors Program for Employment Equity - Default by 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 "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.13 Applicable Laws

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

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7.14 Priority of Documents

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

- (a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) Supplemental General Conditions, in the following order:
 - (i) 4002 (2010/08/16), Supplemental General Conditions – Software Development or Modification Services
 - (ii) 4007 (2010/08/16), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information;
- (c) General Conditions 2035 (2020/05/28), Higher Complexity - Services;
- (d) Annex A, Statement of Work, including its Appendices as follows;
 - (i) Appendix A to Annex A - Tasking Assessment Procedure;
 - (ii) Appendix B to Annex A - Task Authorization Form;
 - (iii) Appendix C to Annex A - Resource Assessment Criteria and Response Table;
 - (iv) Appendix D to Annex A - Certifications at the Task Authorization stage;
 - (v) Appendix E to Annex A – Embedded Contractor Letter of Acknowledgment
 - (vi) Appendix F to Annex A – Non-Disclosure Agreement
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List, including Appendix as follows;
 - (i) Appendix A to Annex C- Security Classification Guide;
- (g) the validly issued Task Authorizations and any required certifications (including all of their annexes, if any); and
- (h) the Contractor's bid dated **TO BE INSERTED UPON CONTRACT AWARD**, as clarified on **TO BE INSERTED UPON CONTRACT AWARD** or as amended **TO BE INSERTED UPON CONTRATC AWARD**.

7.15 Defence Contract

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

7.16 Foreign Nationals (Canadian Contractor)

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

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Note to Bidders: <i>Either this clause or the one that follows, whichever applies (based on whether the successful Bidder is a Canadian Contractor or Foreign Contractor), will be included in any resulting contract.</i>		

7.17 Foreign Nationals (Foreign Contractor)

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

7.18 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada’s Buy and Sell website under the heading “[Dispute Resolution](#)”.

7.19 Insurance Requirements

(a) Compliance with Insurance Requirements

- (i) The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
- (ii) The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
- (iii) The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor 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 the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

(b) Commercial General Liability Insurance

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- (i) The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
- (ii) The Commercial General Liability policy must include the following:
 - (A) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - (B) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (C) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - (D) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - (E) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - (F) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - (G) Employees and, if applicable, Volunteers must be included as Additional Insured.
 - (H) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - (I) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - (J) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - (K) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - (L) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - (M) Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

(c) **Errors and Omissions Liability Insurance**

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- (i) The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
- (ii) If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (iii) The following endorsement must be included:
Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

7.20 All Risks Property Insurance

The Contractor must obtain All Risks Property insurance while the Government Property is under its care, custody or control, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$1,000,000.00. The Government's Property must be insured on Replacement Cost (new) basis.

1. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
2. The All Risks Property insurance policy must include the following:
 - a. Notice of Cancellation: The Contractor will provide the Contracting Authority at least thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - b. Loss Payee: Canada as its interest may appear or as it may direct.
 - c. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Department of National Defence and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

7.21 All Risk in Transit Insurance

1. The Contractor must obtain on the Government's Property, and maintain in force throughout the duration of the Contract, All Risk Property in Transit insurance coverage for all applicable conveyances while under its care, custody or control, in an amount of not less than \$ \$1,000,000.00 per shipment. Government Property must be insured on Replacement Cost (new) basis.
2. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
3. The All Risk Property in Transit insurance must include the following:
 - a. Notice of Cancellation: The Contractor will provide the Contracting Authority at least thirty (30) days prior written notice of any policy cancellation or any changes to the insurance policy.

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- b. Loss Payee: Canada as its interest appears or as it may direct.
- c. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Department of National Defence and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

7.22 Controlled Goods Program

- (a) SACC Manual clause A9131C (2014/11/27) Controlled Goods Program – Contract
- (b) SACC Manual Clause B4060C (2011/05/16) Controlled Goods.

7.23 Limitation of Liability - Information Management/Information Technology

- (a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.
- (b) **First Party Liability:**
 - (i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:
 - (A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";
 - (B) physical injury, including death.
 - (ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.
 - (iii) Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.
 - (iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.

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- (v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:
 - (A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
 - (B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$1,000,000.00.
In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or \$1,000,000.00, whichever is more.
- (vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

(c) Third Party Claims:

- (i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.
- (ii) If Canada is required, as a result of joint and several liability or joint and solidarily liable, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.
- (iii) The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

7.24 Joint Venture Contractor

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- (a) The Contractor confirms that the name of the joint venture is _____ and that it is comprised of the following members: **[BIDDERS MUST LIST ALL THE JOINT VENTURE MEMBERS NAMED IN THE CONTRACTOR'S ORIGINAL BID]**.
- (b) With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:
- (i) _____ has been appointed as the "representative member" of the joint venture Contractor and has fully authority to act as agent for each member regarding all matters relating to the Contract;
 - (ii) by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and
 - (iii) all payments made by Canada to the representative member will act as a release by all the members.
- (c) All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the Work in any way.
- (d) All the members are jointly and severally or solidarily liable for the performance of the entire Contract.
- (e) The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.
- (f) The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

Note to Bidders: This Article will be deleted if the Bidder awarded the contract is not a joint venture. If the contractor is a joint venture, this clause will be completed with information provided in its bid.

7.25 Professional Services – General

- (a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.
- (b) If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Contracting Authority and the Procurement Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.
- (c) In General Conditions 2035, the Article titled "Replacement of Specific Individuals" is deleted and the following applies instead:

Replacement of Specific Individuals

- (i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of having this knowledge, the individual's departure or failure to commence Work (or, if

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Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:

- (A) the name, qualifications and experience of a proposed replacement immediately available for Work; and
- (B) security information on the proposed replacement as specified by Canada, if applicable.

The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.

- (ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:

- (A) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract in whole or in part for default under the Article titled "Default of the Contractor", or
- (B) assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor to propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that are similar or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this sub-article (c).

Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the "Excusable Delay" Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

- (iii) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that an original or replacement resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order a resource to stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.
- (iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

7.26 Safeguarding Electronic Media

- (a) The Contractor must not use any electronic media to perform the Work and any other coding intended to cause malfunctions.
- (b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

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7.27 Representations and Warranties

The Contractor made statements regarding its own and its proposed resources' experience and expertise in its bid that resulted in the award of the Contract and the issuance of Task Authorizations. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and adding work to it through Task Authorizations. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have and maintain, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

7.28 Access to Canada's Property and Facilities

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Technical Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

7.29 Government Property

Canada agrees to make computerized workstations (the "**Government Property**") available to the Contractor. The section of the General Conditions entitled "Government Property" also applies to the use of the Government Property by the Contractor.

- (a) Refer to Annex A - Statement of Work, section 4.1.2.

7.30 Transition Services at End of Contract Period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of six months under the same conditions to ensure the required transition. 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.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least 20 calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

7.31 Implementation of Professional Services

If similar professional services are currently being provided by another supplier or by Canada's own personnel, the Contractor is responsible for ensuring that the transition to the professional services it provides under the Contract is completed in a way that does not disrupt Canada's operations or users, and does not result in any interim degradation to the timeliness or quality of service. The Contractor is solely responsible for any additional training required by its resources to perform the Work, and time spent by resources on that training or becoming familiar with the Client's environment must not be charged to Canada. The transition will be considered complete once the Contractor has demonstrated, to the satisfaction of the Technical Authority, that it is ready and able to carry out the Work. The transition

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must be complete by no later than 10 working days after the Contract is awarded. All costs associated with establishing itself to provide the professional services are the responsibility of the Contractor.

7.32 Identification Protocol Responsibilities

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

- (a) Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify themselves as Contractor Representatives prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada.
- (b) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative.
- (c) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.
- (d) If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five (5) working days to deliver the action plan to the Client and the Contracting Authority, and twenty (20) working days to rectify the underlying problem.
- (e) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

7.33 Conflict of Interest – Other Work – Unfair Advantage

In order to protect the integrity of any future procurement process related to this contract, The contractor is advised and agree that Canada may reject any future Bid related to this contract in any future procurement in the following circumstances:

- a) If the Contractor, his employees, any Contractor Team Member, any of its subcontractors, any of their respective employees or former employees advisors, consultants or representatives engaged in respect of this contract and any person controlled by or that is under common control of the Contractor was involved in any manner in the following:
 - (i) Preparation, review, participation, information providing, or advice on procurement related activities, including, but not limited to procurement documents, such as Statement Of Work (SOW), Statement Of Requirement (SOR), Evaluation Criteria, or any additional activities related to a project or procurement process or strategy.
- b) If the Contractor or any Contractor Team Member, any of his respective employees or former employees, any of its subcontractors, any of their respective employees or former employees had access to information related to future RFP that was not available to other and that would, in Canada's opinion, give or appear to give the Contractor an unfair advantage;

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- c) If the Contractor acts as an advisor or provide any third party with privileged information obtained in the performance of its work. Canada will disqualify any bid from the Contractor (or any entity that either controls or is controlled by the Contractor or, together with the Contractor, is under the common control of a third party, as well as such third party) (for contracts or categories described in this clause), in respect to which Canada determines, at its sole discretion, that the Contractor's involvement in this Contract, whether direct or indirect, has resulted in a real or apparent conflict of interest or unfair advantage over other suppliers for the work subject to the solicitation;
- d) If its work under the subject Contract involved access to information that would for any reason create a real or apparent conflict of interest or unfair advantage over other potential suppliers for any resulting contract(s), on any other work stream for the Work performed under its Contract, the Contractor, its employees, subcontractors or affiliates;
- e) The experience acquired by any Contractor Team Member, any of his respective employees or former employees, any of its subcontractors, any of their respective employees or former employees who is providing or has provided the goods and services describe in the Response will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This Contractor remains however subject to the criteria established above;
- f) Where Canada intends to reject a Bid under Clause 7.29, the Contracting Authority will inform the Bidder and provide the Bidder an opportunity to respond before making a final decision. Bidders who are in doubt about a particular situation should contact the Contracting Authority before consider itself to be in Conflict of interest nor to have an unfair advantage. By submitting a bid, Bidder represents that it does not consider itself to be in Conflict of Interest nor to have an unfair advantage. The Bidder acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of Conflict of Interest or unfair advantage exists.

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ANNEX A STATEMENT OF WORK

1.0 Scope

This Statement of Work (SOW) focuses on the contracted resources to be provided by the Land Command, Control, Communications, Computers, Intelligence, Surveillance and Reconnaissance (LC4ISR) Professional Services Contractor (hereafter referred to as 'the Contractor') to provide support and specialize expertise to the Directorate, Land Command Systems Program Management (DLCSPM). The contracted resources must perform and complete work in the following Work Areas within DLCSPM:

- a. Tactical Command, Control and Information Systems (TacC2IS);
- b. Tactical Communications (TacCOMS);
- c. Intelligence, Surveillance, Target Acquisition and Reconnaissance (ISTAR);
- d. LC4ISR System-of-Systems (SoS) Integration;
- e. LC4ISR Program Management Support; and
- f. LC4ISR Integrated Logistics Support (ILS).

1.1. Objective

1.1.1. DLCSPM has an operational requirement to develop and maintain the Land C4ISR system of systems which enables the effective command and control and situational awareness for Canadian Army commanders and staff. The objective of this contract is to provide the technical and engineering subject matter experts that support the ongoing development and maintenance work for all components and capabilities of the Land C4ISR system of systems. There is no end product or end objective as the Land C4ISR system of system will continually evolve and change as technology advances and capabilities improve.

1.2. Background

1.2.1. DLCSPM is the Technical Authority (TA) for the LC4ISR SoS, a fully integrated, secure network of Tactical Communications (TacCOMS) systems (i.e. voice and data) that transport Tactical Command, Control and Information System (TacC2IS) services (i.e. specialized software applications) to provide Canadian Army (CA) commanders and staff at formation and unit levels with the information and Situational Awareness (SA) they require to make effective and timely Command and Control (C2) decisions about assigned forces and weapon systems engaged in land operations.

1.2.2. The LC4ISR SoS also enables commanders and staff to maintain SA of the battlefield by accessing and analysing tactical information collected by Intelligence Surveillance Target Acquisition and Reconnaissance (ISTAR) systems. Further, the LC4ISR SoS enables deployed forces to share relevant operational information with other government departments, military forces of other countries, international organizations (such as NORAD and NATO), non-governmental organizations, private volunteer organizations, and private business ventures. A high-level representation of the LC4ISR SoS is provided at Figure A-1, as it currently stands, and is subject to change.

1.2.3. As illustrated at Figure A-1, the LC4ISR SoS enables the CA's Land Command Support System (LCSS) – depicted as a large green oval – to interconnect with other Canadian Armed Forces (CAF) maritime, land and air platforms (e.g., armoured personnel carriers, rotary-wing aircrafts, fighter jets, soft-skin vehicles, etc.); weapon systems (e.g. infantry, artillery, tanks, gunships, bombers, etc.); sensors (radars, drones, electro-optic, infra-red, electronic warfare systems, etc.), military Intelligence nodes

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(fusion, analysis, etc.), communications hubs, C2 centres, as well as those of Allies and coalition partners.

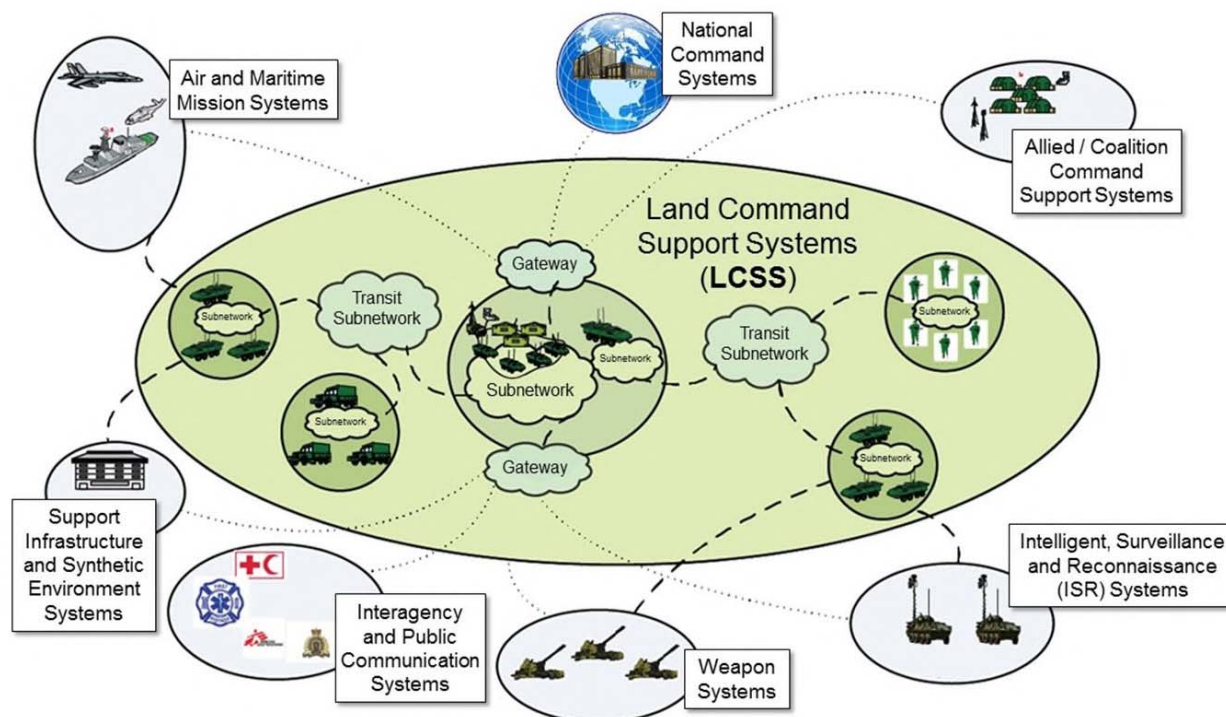


Figure A-1: LC4ISR SoS Conceptual Diagram

1.3 TECHNICAL ENVIRONMENT

The technical environment for Land C4ISR is complex. Collaboration and correspondence is primarily done with Microsoft office tools and applications. DND networks primarily run on Windows operating systems. However, operating systems and software programming languages varies for Land C4ISR components and equipment. The current Land C4ISR baseline system is comprised many integrated applications and is a combination of DND developed, OEM provided and COTS applications. Examples of applications are the Tactical Battle Management System (TBMS), SharePoint and Microsoft Exchange, New hardware and capabilities are constantly being added to the Land C4ISR system of systems which requires a constant evolution of baseline software.

1.4 LC4ISR Challenges

DLCSPM is responsible for the sustainment of the LC4ISR SoS not only as stands at bid time, but also as the SoS evolves over time, including all the challenges that this brings, as further explained in this Section.

1.4.1 Evolving and iterative nature. In consideration of the substantial number of high-tech equipment, sub-systems and systems that make up the LC4ISR SoS, and given the constantly changing operational requirements as well as relentless technological advances, the LC4ISR SoS remains in a state of constant evolution, with no end-of-life expected for the foreseeable future. The LC4ISR SoS must therefore rapidly and continuously adapt to internal and external changes to avoid technological and, most importantly, operational obsolescence (i.e. to remain interoperable with the LC4ISR SoS of our

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Allies and coalition partners). To do so, rapid and repeatable development and procurement processes are required to ensure that frequent and continuous improvements, upgrades, etc. are applied to LC4ISR SoS hardware and software/firmware. The LC4ISR SoS is being developed, built and integrated in the “production realm”, i.e. there is no downtime for the SoS, a permanent status-quo or steady-state is never reached as the SoS is always evolving to keep up with the high-pace of technological and operational changes. The SoS is subjected to continuous engineering, integration and release cycles, with each yearly cycle being accompanied by improvements in several areas at the same time and new capabilities being added and requiring integration.

1.4.2 Complexity. The complex nature of the LC4ISR SoS requires multiple contractors and Original Equipment Manufacturers (OEMs) to work hand-in-hand with DND and other GC stakeholders to execute the sustainment program in a deliberate and coordinated manner, especially the SoS integration aspect.

1.4.3 C4ISR is Everywhere. Just as we have witnessed the rapid expansion of “the Internet of things” within the general population, C4ISR has also become a common theme for most if not all of the modern combat capabilities fielded in support of military operations. The majority of new projects include, or depend on high-tech C4ISR components (e.g. vehicles, soldier systems, air defence, command and control, etc.). All land-based platforms essentially have to be integrated within the LC4ISR SoS.

1.4.4 Integration with Initiatives and Projects. The LC4ISR SoS must integrate with various initiatives and projects that will contribute to Canada’s defence vision of being Strong, Secure and Engaged (SSE), in that Canada will remain *Strong at Home* with its sovereignty well defended by military forces that are also ready to assist in times of natural disaster, other emergencies, and search and rescue; *Secure in North America* being active in a renewed defence partnership in NORAD and with the United States; and *Engaged in the World* with the Canadian Armed Forces (CAF) doing its part in Canada’s contributions to a more stable, peaceful world, including through peace support operations and peacekeeping. Most of the LC4ISR-relevant projects fall under SSE Initiative #42 – commonly referred to as SSE 42 – which aims to modernize land-based Command and Control, Intelligence, Surveillance and Reconnaissance systems. While details remain to be confirmed, it is expected that the implementation of the SSE 42 projects will have an impact on DLCSPM’s entire LC4ISR portfolio well into the next decade. Key SSE 42 projects can be summarized as follows:

- a. LCSS ISR Modernization (ISR Mod). This project will improve the Canadian Army ‘Sense’ capability by networking sensors and improving sensor coverage and mobility. This will enhance the Canadian Army’s ability to detect, identify, acquire and track various threats and integrate this information into Command and Control (C2) systems to optimize the decision-making process;
- b. Combined Joint Intelligence Modernization (CJIM). This project will improve the provision of Intelligence support to deployed operations by modernizing Level III (Top Secret) Intelligence Information Management and Information Technology systems and capabilities;
- c. Tactical Communications Modernization (TacCOMS Mod). This project will improve Canadian Army’s short- and medium-range tactical communications capabilities (i.e. handheld, man-pack portable or vehicle mounted devices) as well as long-range ones (i.e. satellite communications and microwave links);
- d. Tactical Command & Control Information Systems Modernization (TacC2IS Mod). This project will modernize Canadian Army’s C2 capabilities to make sure they remain fully interoperable with those of our Allies and coalition partners, as well as enabling operations in a Joint, Interagency, Multinational and Public (JIMP) environment;
- e. Joint Deployable Headquarters & Signal Regiment Modernization (JDHQSRM). This project will modernize deployable networking and communications infrastructure to be more mobile, robust and easy to operate. This project will also include investment in new and improved C2

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applications and tools as well as providing the training capacity required to institutionalize these capabilities; and

- f. Canadian Forces Land Electronic Warfare Modernization (CFLEWM). This project will enhance the Canadian Army’s ability to employ the electromagnetic spectrum effectively as an integral aspect of all military operations, while selectively denying or exploiting the adversary’s use of it. This project will also improve the Canadian Army’s ability to protect deployed forces from the effects of hostile action taken against them through the electromagnetic spectrum.

1.5 Glossary of Terms and Abbreviations

Listed below is the glossary of terms and a list of abbreviations used in Annex A - Statement of Work (SOW) for the Land Command, Control, Communications, Computers, Intelligence, Surveillance and Reconnaissance (LC4ISR) Professional Services Contract).

Glossary

Term	Definition
C4ISR	C4ISR is a concept that integrates Command, Control, Communications, Computers, Intelligence, Surveillance and Reconnaissance functions, activities and capabilities to enhance deployed commanders’ decision-making process. Land C4ISR (or LC4ISR) is the same concept but applies specifically to the Land environment of the Canadian Armed Forces.
Configuration Item (CI)	A component of a system that is treated as a self-contained unit for the purposes of identification and change control. All configuration items (CIs) are uniquely identified by CI registration codes and version numbers. A CI may be a primitive system building block (e.g. code module) or an aggregate of other CIs (e.g. a subsystem is an aggregate of software units)
Contracted Resource	For the purpose of this SOW, a contracted resource is a person provided by the Contractor to provide professional services to support the DLCSPM workforce in areas that require specialized expertise, which is both hard to acquire and maintain within the federal government. More specifically, contracted resources will be “embedded” within the DLCSPM organisation, essentially working side-by-side with DLCSPM’s military members and public servants to ensure the sustainment of the LC4ISR system-of-systems (SoS).
Firmware	Is to be defined as “software”
In-Service Support (ISS)	In-Service Support provides operational value to defence in terms of availability and reliability of the equipment upon missions and training, and of an extension of its useful life and comprises a full array of coordinated services that address the lifecycle of weapon systems. This approach offers a single point of accountability at all points during the service life of a product. As a result, mission effectiveness and readiness are improved while the total cost of ownership is reduced.
Person-Year (PY)	Person-Year is a standardised measurement of work accomplished by one resources (person) over a 1 year period (12 months).

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System	<p>A combination of interacting elements organized to achieve one or more stated purposes</p> <p>NOTE 1: A system may be considered as a product or as the services it provides.</p> <p>NOTE 2: In practice, the interpretation of its meaning is frequently clarified by the use of an associative noun, e.g. radio system. Alternatively the word system may be substituted simply by a context dependent synonym, e.g. radio, though this may then obscure a system principles perspective.</p>
System-of-Systems (SoS)	A set or arrangement of independent systems that are related or connected to provide a given capability. The loss of any part of the system will degrade the performance or capabilities of the whole
Radio Frequency (RF)	Include typical radio systems as well as radar, electronic warfare, and other similar LC4ISR capabilities.
Technical Office of Primary Interest (Tech OPI)	A civilian or military employee of Canada designated by the Technical Authority to manage day-to-day tasking related activities and associated core activities performed in support of a tasking or potential tasking for a given scope of work.
Total System Responsibility (TSR)	Total System Responsibility (TSR) is the responsibility over the requirements, design and resulting performance of the system.

Abbreviations

Abbreviation	Description
Admin	Administration
ANOC	Army Network Operation Center
Arch	Architect
BCP	Business Continuity Plan
C2	Command and Control
C4	Command, Control, Communications and Computing
C4ISR	Command, Control, Communications, Computers, Intelligence, Surveillance and Reconnaissance
CA	Canadian Army
CAF	Canadian Armed Forces

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CDM	Central Data Manager
CDMN	Canadian Deployable Mission Networking
CFSS	Canadian Forces Supply System
CFTO	Canadian Forces Technical Orders
CGP	Controlled Goods Program
CI	Configuration Item
CISD	Canadian Industrial Security Directorate
CM	Configuration Management
CNRE	Combat Net Radio (Enhanced)
CONEMP	Concept of Employment
CONOPS	Concept of Operations
COTS	Commercial Off-The-Shelf
CR	Change Request
CRUD	Create, Read, Update and Delete
CS	Communications System
DIS	Distributed Information System
DLCSPM	Directorate, Land Command Systems Program Management
DND	Department of National Defence
DRMIS	Defence Resource Management Information System
DSEF	DLCSPM Software Engineering Facility
DWAN	Defence Wide Area Network
E&I	Engineering and Integration
E3	Electromagnetic Environment Effects
EC	Engineering Change
ECR	Engineering Change Request
EM	Electromagnetic

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EMT	Equipment Management Team	
Eng	Engineer or Engineering	
EW	Electronic Warfare	
FW	Firmware (considered as software for the purpose of this SOW)	
GFA	Government Furnished Assets	
GFE	Government Furnished Equipment	
GFI	Government Furnished Information	
HQ	Headquarters	
HW	Hardware	
HWCI	Hardware Configuration Item	
IC	Integrated Circuit	
ILS	Integrated Logistics Support	
ILSP	Integrated Logistics Support Plan	
IM	Information Management	
IPT	Integrated Product Team	
ISR	Intelligence, Surveillance and Reconnaissance	
ISR	Intelligence, Surveillance and Reconnaissance	
ISS	In Service Support	
ISTAR	Intelligence, Surveillance, Target Acquisition and Reconnaissance System	
IT	Information Technology	
ITAR	International Traffic in Arms Regulations	
IV&V	Independent Verification and Validation	
KM	Knowledge Management	
LC4ISR	Land Command, Control, Communications, Computers, Intelligence, Surveillance and Reconnaissance	
LCAM	Life Cycle Application Management	
LCMM	Life Cycle Material Management	

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LCSS	Land Command Support System
LCSS LE	LCSS Life Extension
LPIC	LC4ISR Platform Integration Coordination
LTSC	Long Term Support Contract
MILS	Multiple Independent Levels of Security
MLS	Multilevel Security
MND	Minister of National Defence
MODSIM	Modelling and Simulation
MS	Microsoft
NATO	North Atlantic Treaty Organisation
NDHQ	National Defence Headquarter
NESS	National Engineering Support Services
NORAD	North American Aerospace Defense Command
NPB	National Printing Bureau
NSN	NATO Stock Number
OEM	Original Equipment Manufacturer
OGD	Other Government Departments
OPI	Office of Primary Interest
PA	Procurement Authority
PCB	Printed Circuit Board
PI	Platform Integration
PMBOK	Project Management Body of Knowledge
Prof Svcs	Professional Services
PSPC	Public Services and Procurement Canada
PY	Person-Year
QA	Quality Assurance

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R&O	Repair and Overhaul	
RF	Radio Frequency	
RfC	Request for Change	
RTA	Requirements for Technology Architectures	
SCA	Supply Customer Accounts	
SE	System Engineering	
SEM	System Engineering Management	
SEMP	System Engineering Management Plan	
SI	System Integration	
SMS	System Management Server	
SOP	Standard Operating Procedure	
SoS	System-of-Systems	
SOW	Statement of Work	
Sp	Support	
Spec	Specialist or Specialty	
SPR	System Problem Reports	
SQL	Structured Query Language	
SRCL	Security Requirements Check List	
SW	Software	
SWOT	Strengths, Weaknesses, Opportunities and Threats	
TA	Technical Authority	
TacC2IS	Tactical Command and Control Information System	
TacCOMS	Tactical Communications System	
TacNet	Tactical Network	
TAV	Technical Assistance Visit	
TCP/IP	Transmission Control Protocol / Internet Protocol	

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TDP	Technical Data Package
TDP	Technical Data Package
Tech OPI	Technical OPI
TFR	Technical Failure Report
TSIL	Tactical System Integration Laboratory
TSR	Total System Responsibility
TTP	Technics, Tactics and Procedures
UAS	Unmanned Aerial System
UCR	Unsatisfactory Condition Report
V&V	Verification and Validation
WSM	Weapon Systems Management

1.6 Applicable Documents

The documents listed below is to support the SOW and must be considered as supplemental information. In the event of a conflict between the text of this SOW and the references cited herein the text of this SOW must take precedence. The latest edition of the listed documents is in effect unless specified otherwise. Specific applicable documents will be identified in each task under this contract.

Table A5-1: International Standards

Reference	Title
ISO/IEC/IEEE 15288	Systems Engineering - System Life Cycle Processes
IEEE Std 15288.1	IEEE Standard for Application of Systems Engineering on Defense Programs
IEEE Std 15288.2	IEEE Standard for Technical Reviews and Audits on Defense Programs
ISO/IEC/IEEE 15289	Systems and software engineering - Content of systems and software life-cycle process information products (Documentation).
ISO/IEC/IEEE 12207	Systems and software engineering - Software lifecycle processes
ISO/IEC 14764	Information Technology - Software lifecycle processes - Software Maintenance
ISO/IEC20000-1	Information Technology - Service Management Part 1: Specification
ISO/IEC20000-2	Information Technology - Service Management Part 2: Guidance on the application of service management systems
ISO/IEC9001	Quality Management Systems - Requirements
ISO 9126-1	Software Engineering - Product Quality - Part 1 Quality Model
ISO 15846	Software life cycle processes - Configuration Management

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ISO/IEC 25010	Systems and software engineering - Systems and software Quality Requirements and Evaluation (SQuaRE) - System and software quality models		
ISO/IEC 25022	Systems and software engineering - Systems and software quality requirements and evaluation (SQuaRE) - Measurement of quality in use		
ISO/IEC 25023	Systems and software engineering - Systems and software Quality Requirements and Evaluation (SQuaRE) - Measurement of system and software product quality		
ISO/IEC 25024	Systems and software engineering. Systems and software Quality Requirements and Evaluation (SQuaRE). Measurement of data quality		
ISO/IEC 12207, AMD1, AMD2	Information Technology - Software lifecycle processes, First edition, 1 Aug 1995, Amendment 1 and Amendment 2		
IEEE 1516	IEEE Standard for Modeling and Simulation High Level Architecture		
IEEE 1471	Recommended Practice for Architecture Design of Software Intensive Systems		
NIST SP 800-160	Systems Security Engineering, An Integrated Approach to Building Trustworthy Resilient Systems		
NIST SP 800-161	Supply chain risk management practices for federal information systems and organizations		
ISO/IEC 27001	Information security management systems - Requirements		
ISO/IEC 27002	Code of practice for information security controls		
DAOD 2006-0	National Defence Security Orders and Directives (NDSOD)		

Table A5-2: National Standards

Reference	Title
ITSB-40A	IT Security Bulletin, Government of Canada Policy for the Protection of Classified Information Using Suite B Algorithms, ITSB-40A
ITSA-11E	CSEC Approved Cryptographic Algorithms for the Protection of Sensitive Information and for Electronic Authentication and Authorization Applications within the Government of Canada, ITSA-11E
ITSD-03	Directive for the Control of COMSEC Material in the Government of Canada, ITSD-03, Communications Security Establishment Canada (CSEC)
ITSG-33	IT Security Risk Management: A Lifecycle Approach, Security Control Catalogue, ITSG-33, Communications Security Establishment Canada (CSEC)
ITSG-02	Criteria for the Design, Fabrication, Supply, Installation and Acceptance Testing of Walk-in, Radio-Frequency-Shielded Enclosures
ITSG-11A	Emission Security (EMSEC) Guidance

Table A5-3: Industry Standards

ANSI/EIA 649-1	Configuration Management Requirements for Defense Contracts
OMG MDA	Object Management Group, Model-Driven Architecture
OMG UML	Object Management Group, Unified Modeling Language
SEI:CMMI	Software Engineering Institute – Capability Maturity Model Integration
Health Canada – Safety Code 6	Limits of Human Exposure to Radiofrequency Electromagnetic Fields in the Frequency Range from 3 KHz to 300 GHz

Table A5-4: DND Standards

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Reference	Title
A-AD-100-100/AG-000	National Defence Publishing Policy and Administrative Procedures
A-AD-100-100/AG-000	Writing, Production And Format Guide Of Administrative, Operational And Tactical (AOT) Publications By DND Staffs
A-GG-040-001/AG-001	DND General Safety Program Volume 1 Policy and Program
A-LM-007-100/AG-001	Supply Administration Manual
A-LM-184-001/JS-001	Special Instructions for Repair and Overhaul Contractors
A-SJ-100-001/AS-000	DND Security Orders, Volume I, General
B-GJ-005-300/FP-001	Canadian Forces Joint Publication 3.0 - Operations
B-GL-300-004/FP-001	Sustainment of Land Operations
B-GL-314-002/FP-001	Maintenance in Battle
B-GL-314-002/AM-001	Static Operations
C-01-000-001/AG-000	Technical Data Package
C-01-000-100/AG-004	Production and Acquisition of Engineering Data
C-01-100-100/AG-005	Acceptance of Commercial and Foreign Government Publications as Adopted Publications
C-01-100-100/AG-006	Writing, Format and Production of Technical Publications
C-01-100-100/AG-008	Writing of Technical Manuals
C-02-005-009/AM-000	Material Management Policy – Inspection and Conditioning of Materiel Returned to and Held in Supply System
C-02-005-011/AM-000	Procedures and Guidelines for Mobile Repair Parties Manned by Contractor Personnel
C-02-006-009/AG-000	Field and Technical Service Representatives (FSR/TSR) Requirements and Terms of Reference
C-02-015-001/AG-000	Policy Procedures and Guidelines Unsatisfactory Condition Reporting
C-55-040-001/TS-002	Radio Frequency Safety Standards and Requirements
D-01-100-221/SF-000	Preparation of Special Information Instructions
D-01-002-004/SG-001	Standard for Preparation of CAF Data Item Descriptions (DIDs)
D-01-002-005/SG-001	Standard for Preparation of CAF Contract Data Requirements List (CDRL)
D-01-002-005/SG-001	Contract Data Requirements List Preparation Instructions
D-01-100-110/SF-000	Preparation of Manuscript Technical Reports
D-01-100-214/SF-000	Preparation of Provisioning Documentation for CAF Equipment
D-01-100-221/SF-000	Preparation of Special Information Instructions
D-01-400-002/SF-000	Drawings, Engineering and Associated Lists
D-02-002-001/SG-001	Identification Marking of Canadian Military Property
D-012-100-215/SF-000	Preparation of Materiel Change Notices (MCN) for CAF Equipment
DND/AF	DND/CAF Architecture Framework
C2IEDM	Multilateral Interoperability Programme C2 Info Exchange Data Model

Table A5-5: US Military References

Reference	Title
CID/09/15A	Compromising Emanations Laboratory Test Requirements, Electromagnetics (CONFIDENTIAL)
CID/09/14	Tactical HIJACK/NONSTOP Test Requirements and Procedures (SECRET)

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SDIP 27 Level A	Compromising Emanations Laboratory Test Standard		
SDIP 27 Level B	Laboratory Test Standard for Protected Facility Equipment		
SDIP 27 Level C	Laboratory Test Standard for Tactical Mobile Equipment/Systems		
MIL-HDBK-61A	Military Handbook Configuration Management Guidance		
MIL-HDBK-232A	RED/BLACK Engineering –Installation Guidelines		
MIL-HDBK-419	Grounding, Bonding and Shielding for Electronic Equipment and Facilities		
MIL-HDBK-454A	General Guidelines for Electronic Equipment		
MIL-STD-810G	Environmental Engineering Considerations and Laboratory Tests		
MIL-STD-1275D	Characteristics of 28 Volt DC Electrical Systems in Military Vehicles		
MIL-STD-461F	Requirements for the Control of Electromagnetic Interference Characteristics of Subsystems and Equipment		
MIL-STD-464C	Electromagnetic Environmental Effects Requirements for Systems		
MIL-STD-1472G	Design Criteria Standard - Human Engineering		
MIL-STD-1686C	Electrostatic Discharge Control Program for Protection of Electrical and Electronic Parts, Assemblies and Equipment		
MIL-STD-46855A	Human Engineering Requirements for Military Systems, Equipment, and Facilities		

1.6 REQUIREMENT

- 1.6.1 The Contractor must provide on as and when required basis through a Task Authorizations:
- A Senior Account Manager (SAM) to act as the single point of contact between the Contractor and the TA for all other Task Authorization to be initiated under this SOW; and
 - Contracted resources to perform the task related to architecture, engineering, analysis, testing, integration, verification and validation (V&V) and other technical and managerial disciplines related to LC4ISR software, hardware, systems, networks, radio frequency, security, information management, and other areas of the LC4ISR SoS.

1.7 Senior Account Manager (SAM) Tasks and Deliverables

The SAM must perform all but not limited to the following tasks:

- remain in contact with the TA on a monthly basis (or more often if/as required) to discuss upcoming work requirements in order to ensure resources are available to support evolving requirements;
- create and preserve the Contractor’s ability to provide and/or generate capacity to execute task-based work in an economic, efficient, scalable and responsive manner;
- ensure that contracted resources are identified and made available to meet the requirements of the TA, in accordance with the deliverable schedule and within the established budget for the tasks;
- ensure that selected resources start work as per the date specified in the validly issued Task Authorisation;
- ensure contracted resources execute the work as specified in the validly issued Task Authorization in accordance with the approved schedule and budget;
- resolve administrative matters such as invoicing and the End of Fiscal Year financial obligations;
- submit a Task Authorization close-out when it expires or earlier if the TA deems that the work

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specified in the Task Authorization and associated SOW has been completed or is no longer required.

- h. meet on a monthly basis (or more often if/as required) with the TA Rep to discuss tasks in general;
- i. address task execution issues when contracted resources are not meeting the requirements defined in the approved Task Authorization;
- j. provide résumés and the Resource Categories Scoring Grids of new resources for TA's evaluation to replace those contracted resources deemed unsuitable or unsatisfactory by the TA, or to replace contracted resources who leave during the duration of the work specified in the Task Authorisation.
- k. manage all pertinent information related to the tasks, including the original Task Authorization and subsequent revisions and any relevant data or documents;
- l. manage the travel coordination;
- m. submit management plan for resource visit clearance requests, security clearances, network account requirements, and DND building access requirements; and
- n. any other work related to this resource category.

1.8 CONTRACTED RESOURCES

1.8.1 Contracted resources will be allocated to the following Work Areas within DLCSPM, based on the Directorate's organisational structure as it stands at bid time and is subject to change:

- a. Tactical Command, Control and Information Systems (TacC2IS). The TacC2IS portion of DLCSPM's LC4ISR portfolio represents all the work associated with the sustainment of the integrated network of computers and software applications that provide automation support to deployed CA commanders and staff at formation and unit levels
- b. Tactical Communications (TacCOMS). The TacCOMS portion of DLCSPM's LC4ISR portfolio represents all the work associated with the sustainment of the physical communications system that enables deployed CA commanders at all levels to have access to a fully integrated, secure communications system that enable them to carry out assigned military missions using voice and/or data communications. TacCOMS essentially transports services provided by the TacC2IS system
- c. Intelligence, Surveillance, Target Acquisition and Reconnaissance (ISTAR). The ISTAR portion of DLCSPM's LC4ISR portfolio represents all the work associated with the sustainment of tactical sensors (including, but not limited to, geomatics systems; chemical, biological, radiologic and nuclear (CBRN) decision support tools; weapons locating systems, radars, unmanned aerial system (UAS), and electronic warfare systems) as well as Intelligence capabilities to gather, fuse and analyse the tactical information necessary to control the application of military firepower in support tactical operations.
- d. LC4ISR System-of-Systems (SoS) Integration. This portion of DLCSPM's LC4ISR portfolio represents all the work required to integrate all of the above-mentioned systems (i.e. TacC2IS, TacCOMS and ISTAR) into a secure, seamless system-of-systems. This includes, but is not limited to, activities related to the support of the LC4ISR SoS level architecture, system engineering, system integration and testing, system management, cyber and security engineering and system engineering management functions. Furthermore, a large portion of this work area involves the support to the Tactical System Integration Laboratory (TSIL) Integrated Product Team (IPT). Finally, this work area also includes activities related to the support of the Engineering Information System Collaborative Environment, which is used by DLCSPM and the OEMs.

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e. LC4ISR Program Management Support. This portion of DLCSPM's LC4ISR portfolio represents all the work required to assist DLCSPM with the management of the LC4ISR program, including, but not limited to, activities related to program management, project coordination, procurement and administration

f. C4ISR Integrated Logistics Support (ILS). This portion of DLCSPM's LC4ISR portfolio represents all the work required to assist DLCSPM with the management and support of the LC4ISR program, including but not limited to, activities related to program management, project coordination, procurement, administration, and ILS.

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1.8.2 The following table summarized the labour categories in each work stream.

Serial	Work Stream	Resource Category	Short Title
1	1. Software Engineering	Software Architect	SW Arch
2		Software Engineer	SW Eng
3		Software Specialist	SW Spec
4		Programmer	Prgm
5	2. System Engineering	System Architect	Sys Arch
6		System Engineer	Sys Eng
7		System Specialist	Sys Spec
8		System Analyst	SysA
9	3. Network Engineering	Network Architect	Net Arch
10		Network Engineer	Net Eng
11		Network Specialist	Net Spec
12		Network Administrator	Net Admin
13	4. Comms System Engineering	Radio Frequency Architect	RF Arch
14		Communication System Engineer	CS Engr
15		Platform Integration Engineer	CS/PI Eng
16		Platform Integration Specialist	CS/PI Spec
17		Radio Frequency Specialist	RF Spec
18	5. Security Engineering	Security Architect	Sec Arch
19		Security Engineer	Sec Eng
20		Security Specialist	Sec Spec
21		Security Analyst	SecA
22	6. Information Management / Knowledge Management (IM/KM)	IM Architect	IM Arch
23		IM Specialist	IM Spec
24		Technical Writer	Tech Wrt
25		Software Availability, Licensing and Distribution	SALAD
26		Process Specialist	PRS
27		Database Integrator	DB Intgr
28		Database Administrator	DBA
29		Configuration Management Specialist	CMS
30	7. Integrated Logistics Support (ILS)	ILS Specialist	ILS Spec
31		Supply Manager	Sup Mgr
32		Training Material Developer	Trg Mat Dev
33		LCMM Technician	LCMMT
34	8. Program / Project Management	Senior Account Manager	SAM
35		Project Manager	PJM
36		Project Control Coordinator	PCC
37	9. Administration Support	Procurement Specialist	Proc Spec
38		Administration Support	Adm Sp
39	10. Testing Support	Test Manager	Test Mgr
40		Test Technician	Test Tech
41	11. Specialty Engineering	Enterprise Architect	Ent Arch
42		Geospatial Software Architect	Geo SW Arch
43		Aerospace Engineer	Aero Eng

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Serial	Work Stream	Resource Category	Short Title
44		Manufacturing Engineer	Manuf Eng
45		Electromagnetic Environment Effects Specialist	E3 Spec

Table A-2: Resource Categories in support of DLCSPM’s Work Streams

1.8.3 Contracted resources must perform work in one or more of the following work streams. Multiple work streams may be required in each work area.

- a. Software Engineering;
- b. System Engineering;
- c. Network Engineering;
- d. Communications System (CS) Engineering;
- e. Security Engineering;
- f. Information Management / Knowledge Management (IM/KM);
- g. Integrated Logistics Support (ILS);
- h. Program / Project Management;
- i. Administration Support;
- j. Testing Support; and
- k. Specialty Engineering.

1.8.4 STREAM 1 – SOFTWARE ENGINEERING

1.8.4.1 Tasks

1.8.4.2 **Resource Category 1 – Software Architect (SW Arch).** A senior level resource must perform all and an intermediate level resource must perform at least 75% of the following tasks:

- a. develop technical architectures, frameworks and strategies to meet LC4ISR software development and application requirements;
- b. analyze, design and implement LC4ISR software and application architectures;
- c. design, develop and assess technical options for LC4ISR software development and application problems;
- d. analyze and evaluate alternative technology solutions to meet LC4ISR software development and application problems;
- e. ensure the integration of all aspects of LC4ISR software solutions;
- f. recommend options for resolving LC4ISR software design issues;
- g. analyze functional requirements to identify information, procedures and decision flows for LC4ISR applications;
- h. evaluate existing procedures and methods, identify and document database content, structure, and application sub-systems, and develop data dictionary;
- i. define and document interfaces of manual-to-automated operations within application sub-systems, to external systems and between new and existing systems; and

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- j. identify and document system specific standards relating to programming, documentation and testing, covering program libraries, data dictionaries, naming conventions, and
- k. perform any other work related to this category.

1.8.4.3 Resource Category 2 – Software Engineer (SW Eng). A senior level resource must perform all, an intermediate level resource must perform at least 75%, and a junior level resource must perform at least 50% of the following tasks:

- a. perform LC4ISR software requirements analysis and definition;
- b. collaborate with other technical and engineering staff on any LC4ISR software requirements or architecture adjustments;
- c. recommend and evaluate software engineering changes and perform system impact analysis;
- d. analyse and implement LC4ISR software Change Requests (CRs);
- e. analyse and resolve identified LC4ISR software System Observations and System Problem Reports (SPRs);
- f. design, develop and integrate LC4ISR software modifications;
- g. conduct “buy and try” evaluations;
- h. perform software prototyping, modeling and simulation;
- i. perform pre-integration verification (check-out) of software “builds”;
- j. support LC4ISR software architecture design;
- k. provide support to software coding and testing;
- l. provide support to system integration;
- m. provide support to system qualification testing;
- n. provide support to the development of standard operating procedure (SOP) documentation;
- o. provide software acceptance support;
- p. provide verification and validation (V&V) supports on LC4ISR software; and
- q. perform any other work related to this category.

1.8.4.4 Resource Category 3 – Software Specialist (SW Spec). A senior level resource must perform all and an intermediate level resource must perform at least 75%, and a junior level resource must perform at least 50% of the following tasks:

- a. review, analyze, and provide recommendation on software and applications interface documentation;
- b. recommend software related system level solutions for discrepancies, deficiencies, and changes to equipment and specifications;
- c. liaise with software development and application technical groups to ensure system integrity, performance, reliability, and maintainability;
- d. provide software and application integration, analysis, and evaluation support;
- e. prepare the planning and procurement support documentation for software and applications;
- f. review, analyze, and provide recommendations relating to software components and associated documentation;
- g. conduct design, technical, and management reviews to monitor, advise, and report on progress and potential problems;

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- h. conduct and/or witness software integration testing and evaluation;
- i. conduct technical definition studies and options analysis; and
- j. perform any other work related to this category.

1.8.4.5 Resource Category 4 – Programmer (Prgm). A senior level resource must perform all, an intermediate level resource must perform at least 75%, and a junior level resource must perform at least 50% of the following tasks:

- a. select and incorporate available software programs;
- b. design detailed programs, flow charts, and diagrams indicating mathematical computation and sequence of machine operations necessary to copy and process data and print the results;
- c. translate detailed flow charts into coded machine instructions and confer with technical personnel in planning programs;
- d. verify accuracy and completeness of programs by preparing sample data, and testing them by means of system acceptance test runs made by operating personnel;
- e. correct program errors by revising instructions or altering the sequence of operations;
- f. test instructions, and assemble specifications, flow charts, diagrams, layouts, programming and operating instructions to document applications for later modification or reference;
- g. create and modify code and software;
- h. create and modify screens and reports;
- i. design methods and procedures for small computer systems, and sub-system of larger systems;
- j. produce forms, manuals, programs, data files, and procedures for systems and/or applications; and
- k. perform any other work related to this category.

1.8.5 STREAM 2 – SYSTEM ENGINEERING

1.8.5.1 Tasks

1.8.5.2 Resource Category 5 – System Architect (Sys Arch). A senior level resource must perform all and an intermediate level resource must perform at least 75% of the following tasks:

- a. Lead the technical vision related to Land C4ISR capabilities;
- b. develop technical architectures, frameworks and strategies to meet LC4ISR system and/or system-of-systems (SoS) requirements;
- c. analyze, design and implement LC4ISR system and SoS architectures;
- d. design, develop and assess technical solutions to address complex LC4ISR system and/or SoS issues;
- e. analyze and evaluate alternative technology solutions to meet LC4ISR system and/or SoS problems;
- f. ensure the integration of all aspects of LC4ISR system and/or SoS solutions;
- g. recommend options for resolving LC4ISR system and/or SoS design issues;
- h. update and evolve the LC4ISR System Breakdown Structure;

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- i. define and document interfaces within LC4ISR sub-systems, to external systems and between new and existing systems;
- j. produce, document and manage system architectural designs and guidance, with contributions from across all engineering and support disciplines, to achieve comprehensive LC4ISR system and/or SoS implementation; and
- k. perform any other work related to this category.

1.8.5.3 Resource Category 6 – System Engineer (Sys Eng). A senior level resource must perform all , an intermediate level resource must perform at least 75%, and a junior level resource must perform at least 50% of the following tasks:

- a. perform LC4ISR system and/or SoS requirements analysis and definition;
- b. collaborate with other technical and engineering staff on any LC4ISR system and/or SoS requirements or architecture adjustments;
- c. recommend and evaluate system and/or SoS engineering changes and perform an impact analysis;
- d. analyse and implement LC4ISR system and/or SoS change based on architectural goals/visions;
- e. analyse and resolve identified LC4ISR System Problem Reports (SPRs);
- f. design, develop and integrate LC4ISR system and/or SoS level modifications;
- g. conduct “buy and try” evaluations;
- h. perform system and/or SoS prototyping, modeling and simulation;
- i. support LC4ISR system and/or SoS architecture design;
- j. provide support to LC4ISR system and/or SoS testing;
- k. provide support to system and/or SoS integration;
- l. provide support to system and/or SoS qualification testing;
- m. provide support to the development of standard operating procedure (SOP) documentation;
- n. provide system and/or SoS acceptance support;
- o. provide verification and validation (V&V) supports on LC4ISR configuration items; and
- p. perform any other work related to this category.

1.8.5.4 Resource Category 7 – System Specialist (Sys Spec). A senior level resource must perform all and an intermediate level resource must perform at least 75%, and a junior level resource must perform at least 50% of the following tasks: of the following tasks:

- a. review, analyze, and provide recommendation on SoS, systems and sub-system interface documentation;
- b. recommend system and/or SoS level solutions for discrepancies, deficiencies, and changes to equipment and specifications;
- c. liaise with sub-system technical groups to ensure system and/or SoS integrity, performance, reliability, and maintainability;
- d. provide system and/or SoS integration, analysis, and evaluation support;
- e. prepare the planning and procurement support documentation for LC4ISR systems and/or SoS;
- f. review, analyze, and provide recommendations relating to LC4ISR systems and/or SoS components and associated documentation;

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- g. conduct design, technical, and management reviews to monitor, advise, and report on progress and potential problems;
- h. conduct and/or witness system and/or SoS integration testing and evaluation;
- i. conduct technical definition studies and options analysis; and
- j. perform any other work related to this category.

1.8.5.5 Resource Category 8 – System Analyst (SysA). A senior level resource must perform all, an intermediate level resource must perform at least 75%, and a junior level resource must perform at least 50% of the following tasks:

- a. develop requirements, feasibility, cost, design, and specification documents;
- b. analyze current systems and/or SoS to make recommendations for design improvements and/or close documentation and process gaps;
- c. analyze complex technical systems and/or SoS, requirements and/or plans to develop costing estimates, support needs, infrastructure requirements and other derived planning documentation to support business needs;
- d. engage with stakeholders to define obtain user feedback, to identify system and/or SoS problem areas, and to confirm and document stakeholder requirements;
- e. develop reference material by analysing situations, requirements, processes and other information and writing explanatory documentation;
- f. conduct reviews of systems and/or SoS to produce reports on possible efficiencies and improvements;
- g. propose and implement solutions to support LC4ISR system and/or SoS evolution;
- h. structure and prioritise both business and technical requirements and communicate plans with stakeholders for review and approval;
- i. translate operational requirements into technical specifications for development, design and implementation;
- j. analyze and recommend alternatives and options for solutions; and
- k. perform any other work related to this category.

1.8.6 STREAM 3 – NETWORK ENGINEERING

1.8.7.1 Tasks

1.8.7.2 Resource Category 9 – Network Architect (Net Arch). A senior level resource must perform all and an intermediate level resource must perform at least 75% of the following tasks:

- a. develop technical architectures, frameworks and strategies to meet LC4ISR network requirements;
- b. analyze, design and implement LC4ISR network architectures;
- c. design, develop and assess technical solutions to address complex LC4ISR network issues;
- d. analyze and evaluate alternative technology solutions to meet LC4ISR network problems;
- e. ensure the integration of all aspects of LC4ISR network solutions;
- f. recommend options for resolving LC4ISR network design issues;
- g. define and document interfaces within LC4ISR network, to external systems and between new and existing systems;

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- h. produce and manage network architectural designs and guidance, with contributions from across all engineering and support disciplines, to achieve comprehensive LC4ISR network implementation; and
- i. perform any other work related to this category.

1.8.7.3 Resource Category 10 – Network Engineer (Net Eng). A senior level resource must perform all, an intermediate level resource must perform at least 75%, and a junior level resource must perform at least 50% of the following tasks:

- a. perform LC4ISR network requirements analysis and definition;
- b. collaborate with other technical and engineering staff on any LC4ISR network requirements or architecture adjustments;
- c. recommend and evaluate network engineering changes and perform a system impact analysis;
- d. analyse and implement LC4ISR network Change Requests (CR);
- e. analyse and resolve identified LC4ISR network related System Problem Reports (SPRs);
- f. design, develop and integrate LC4ISR network level modifications;
- g. conduct “buy and try” evaluations;
- h. perform system prototyping, modeling and simulation;
- i. support LC4ISR network architecture design;
- j. provide support to LC4ISR network testing;
- k. provide support to system integration
- l. provide support to system qualification testing;
- m. provide support to the development of standard operating procedure (SOP) documentation;
- n. provide system acceptance support;
- o. provide V&V support on LC4ISR network configuration items;
- p. prepare network topology, engineering and design diagrams, and accreditation documentation; and
- q. perform any other work related to this category.

1.8.7.4 Resource Category 11 – Network Specialist (Net Spec). A senior level resource must perform all and an intermediate level resource must perform at least 75%, and a junior level resource must perform at least 50% of the following tasks:

- a. review, analyze, and provide recommendation on systems and sub-system interface documentation;
- b. recommend system level solutions for discrepancies, deficiencies, and changes to equipment and specifications;
- c. liaise with sub-system technical groups to ensure system integrity, performance, reliability, and maintainability;
- d. provide system integration, analysis, and evaluation support;
- e. prepare the planning and procurement support documentation for Network systems;
- f. prepare and maintain documentation related to the Network systems, including but not limited to system maintenance procedures and schedules, training documentation, and configurations;

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- g. review, analyze, and provide recommendations relating to Network system components, capacity planning, system back-up and disaster recovery, user training, and associated documentation;
- h. conduct design, technical, and management reviews to monitor, advise, and report on progress and potential problems;
- i. conduct and/or witness system integration testing and evaluation;
- j. conduct technical definition studies and options analysis;
- k. assist in train-the-trainer and end-user training activities;
- l. perform any other work related to this category.

1.8.7.5 Resource Category 12 – Network Administrator (Net Admin). A senior level resource must perform all, an intermediate level resource must perform at least 75%, and a junior level resource must perform at least 50% of the following tasks:

- a. administer one or more computer networks that employ a broad variety of hardware, software, applications, operating systems and environments;
- b. manage the configuration of the network(s);
- c. monitor and manage network performance and availability, including but not limited to troubleshooting and resolving network connectivity and performance Issues;
- d. maintain network hygiene; and
- e. monitor and manage network security, including but not limited to firewalls, access control lists, anti-virus tools and intrusion detection systems;
- f. install, configure, patch and upgrade processing, storage, networking, end-user and peripheral equipment, including but not limited to virtualization technologies;
- g. install, configure, patch and upgrade network software, including but not limited to enterprise anti-virus or diagnostic programs;
- h. install, configure, patch and upgrade server-side core software, including but not limited to Windows Server, SQL Server, Microsoft Active Directory, Microsoft Exchange and Microsoft SharePoint;
- i. implement and maintain backup and restoration systems for mission-critical network servers;
- j. regulate user access to devices, services and files;
- k. provide end-user support;
- l. perform any other work related to this category.

1.8.8 STREAM 4 - COMMUNICATIONS SYSTEM ENGINEERING

1.8.8.1 Tasks

1.8.8.2 Resource Category 13 – Radio Frequency Architect (RF Arch). A senior level resource must perform all and an intermediate level resource must perform at least 75% of the following tasks:

- a. develop technical architectures, frameworks and strategies to meet LC4ISR RF system requirements;
- b. analyze, design and implement LC4ISR RF system architectures;
- c. design, develop and assess technical solutions to address complex LC4ISR RF system issues;

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- d. analyze and evaluate alternative technology solutions to meet LC4ISR RF systems problems;
- e. ensure the integration of all aspects of LC4ISR RF systems solutions;
- f. recommend options for resolving LC4ISR RF system design issues;
- g. define and document interfaces within LC4ISR RF systems, to external systems and between new and existing systems;
- h. produce and manage RF systems architectural designs and guidance, with contributions from across all engineering and support disciplines, to achieve comprehensive LC4ISR RF system implementation;
- i. develop structures, properties, relationships, behaviours and dynamics between the various components of the LC4ISR RF Systems and depict them from multiple viewpoints;
- j. perform any other work related to this category.

1.8.8.3 Resource Category 14 – Communications System Engineer (CS Eng). A senior level resource must perform all, an intermediate level resource must perform at least 75%, and a junior level resource must perform at least 50% of the following tasks:

- a. perform LC4ISR RF system requirements analysis design, development and definition, finding and analysis of solutions, and conducting research into solutions;
- b. collaborate with other technical and engineering staff on any LC4ISR RF system requirements or architecture adjustments;
- c. recommend and evaluate RF engineering changes and perform a system impact analysis;
- d. analyse and implement LC4ISR RF system Change Requests (CR);
- e. analyse and resolve identified LC4ISR RF System Problem Reports (SPRs);
- f. design, develop and integrate LC4ISR RF system modifications;
- g. conduct "buy and try" evaluations;
- h. perform system prototyping, modeling and simulation;
- i. support LC4ISR RF architecture design;
- j. provide support to LC4ISR RF testing;
- k. provide support to system integration;
- l. provide support to system qualification testing;
- m. provide system acceptance support;
- n. provide V&V support on LC4ISR RF system configuration items;
- o. design and document RF equipment specifications;
- p. provide engineering support for RF maintenance and training; and
- q. perform any other work related to this category.

1.8.8.4 Resource Category 15 – Platform Integration Engineer (CS/PI Eng). A senior level resource must perform all, an intermediate level resource must perform at least 75%, and a junior level resource must perform at least 50% of the following tasks:

- a. perform LC4ISR CS/PI system requirements analysis and definition;
- b. collaborate with other technical and engineering staff on any LC4ISR CS/PI system requirements or architecture adjustments;
- c. recommend and evaluate CS/PI engineering changes and perform a system impact analysis;
- d. analyse and implement LC4ISR CS/PI Change Requests (CR);
- e. analyse and resolve identified LC4ISR CS/PI System Problem Reports (SPRs);
- f. design, develop and integrate LC4ISR CS/PI system modifications;
- g. conduct "buy and try" evaluations;
- h. perform system prototyping, modeling and simulation;
- i. support LC4ISR CS/PI architecture design;

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- j. provide support to LC4ISR CS/PI testing;
- k. provide support to system integration;
- l. provide support to system qualification testing;
- m. provide system acceptance support;
- n. provide V&V support on LC4ISR CS/PI; and
- o. perform any other work related to this category.

1.8.8.5 Resource Category 16 – Platform Integration Specialist (CS/PI Spec). A senior level resource must perform all, an intermediate level resource must perform at least 75%, and a junior level resource must perform at least 50% of the following tasks:

- a. review, analyze, and provide recommendation on CS/PI interface documentation;
- b. recommend CS/PI system level solutions for discrepancies, deficiencies, and changes to equipment and specifications;
- c. liaise with platform technical groups to ensure system integrity, performance, reliability, and maintainability;
- d. provide CS/PI analysis, and evaluation support;
- e. prepare the planning and procurement support documentation for platform integration of communication systems;
- f. review, analyze, and provide recommendations relating to CS/PI components and associated documentation;
- g. conduct design, technical, and management reviews to monitor, advise, and report on progress and potential problems
- h. conduct CS/PI system integration testing and evaluation;
- i. conduct technical definition studies and options analysis; and
- j. perform any other Work related to this category.
- k. conduct design, technical, and management reviews to monitor, advise, and report on progress and potential problems
- l. conduct and/or witness RF system integration testing and evaluation;
- m. conduct technical definition studies and options analysis; and
- n. perform any other work related to this category.

1.8.8.6 Resource Category 17 – Radio Frequency Specialist (RF Spec). A senior level resource must perform all, an intermediate level resource must perform at least 75%, and a junior level resource must perform at least 50% of the following tasks:

- a. define, analyse and document interfaces within LC4ISR RF systems, to external systems and between new and existing systems;
- b. recommend options for resolving LC4ISR RF system issues, limitations and modifications of equipment and specifications;
- c. ensure coordination with technical teams for sub-systems to maintain integrity and maintainability of LC4ISR RF systems
- d. support integration, analysis and evaluation of LC4ISR RF systems;
- e. produce and manage RF systems technical documents and guidance;
- f. develop and assess technical solutions to address complex LC4ISR RF system issues;
- g. analyze and evaluate alternative technology solutions to meet LC4ISR RF systems problems;
- h. conduct and confirm testing and evaluation of RF system integration;
- i. conduct technical definition studies and options analysis;
- j. perform any other work related to this category.

1.8.9 STREAM 5 - SECURITY ENGINEERING

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1.8.9.1 Tasks

1.8.9.2 Resource Category 18 – Security Architect (Sec Arch). A senior level resource must perform all and an intermediate level resource must perform at least 75% of the following tasks:

- a. develop technical architectures, frameworks and strategies to meet LC4ISR system security requirements;
- b. analyze, design and implement LC4ISR system security architectures;
- c. design, develop and assess technical solutions to address complex LC4ISR system security issues;
- d. analyze and evaluate alternative technology solutions to meet LC4ISR system security problems;
- e. ensure the integration of all aspects of LC4ISR system security solutions;
- f. recommend options for resolving LC4ISR system security design issues;
- g. define and document security interfaces within LC4ISR SoS, to external systems and between new and existing systems;
- h. produce and manage security systems architectural designs and guidance, with contributions from across all engineering and support disciplines, to achieve comprehensive LC4ISR system security implementation; and
- i. perform any other Work related to this category.

1.8.9.3 Resource Category 19 – Security Engineer (Sec Eng). A senior level resource must perform all, an intermediate level resource must perform at least 75%, and a junior level resource must perform at least 50% of the following tasks:

- a. perform LC4ISR security requirements analysis and definition;
- b. collaborate with other technical and engineering staff on any LC4ISR security requirements or architecture adjustments;
- c. recommend and evaluate security engineering changes and perform a system impact analysis;
- d. analyse and implement LC4ISR security Change Requests (CR);
- e. analyse and resolve identified LC4ISR security System Problem Reports (SPRs);
- f. design, develop and integrate security requirement in LC4ISR systems;
- g. conduct “buy and try” evaluations;
- h. perform system prototyping, modeling and simulation;
- i. support LC4ISR security architecture design;
- j. provide support to LC4ISR security testing;
- k. provide support to system integration;
- l. provide support to system qualification testing;
- m. provide system acceptance support;
- n. provide verification and validation (V&V) supports on LC4ISR security systems;
- o. provide security-domain engineering expertise for the development of the LC4ISR security requirements and architecture, the assessment of potential solutions, and the review of system level designs and products; and
- p. perform any other work related to this category.

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1.8.9.4 Resource Category 20 – Security Specialist (Sec Spec). A senior level resource must perform all, an intermediate level resource must perform at least 75%, and a junior level resource must perform at least 50% of the following tasks:

- a. review, analyze, and provide recommendation on security requirement for systems and sub-system interface;
- b. provide system level expertise in the following areas: communication and network security; asset security; identity and access management; security assessment and testing; security operation; and software development security;
- c. liaise with other technical discipline specialist to ensure system confidentiality, availability and integrity from a security point of view;
- d. provide system security integration, analysis, and evaluation support;
- e. prepare the planning and procurement support documentation for security systems;
- f. review, analyze, and provide recommendations relating to system security components and associated documentation;
- g. conduct design, technical, and management reviews to monitor, advise, and report on progress and potential problems;
- h. conduct and/or witness system security integration testing and evaluation;
- i. conduct technical definition studies and options analysis; and
- j. perform any other work related to this category.

1.8.9.5 Resource Category 21 – Security Analyst (SecA). A senior level resource must perform all, an intermediate level resource must perform at least 75%, and a junior level resource must perform at least 50% of the following tasks:

- a. review, analyze, and/or apply network security protocols; network hardening; technical IT security safeguards; IT security tools and techniques; patches of operating systems; perimeter network devices and configuration; secure network switches and routers, and secure wireless technology;
- b. analyze security data and provide advisories and reports;
- c. conduct impact analysis for new software implementations, major configuration changes and patch management;
- d. develop proof-of-concept models and trials for IT Security;
- e. recommend IT security procedures to complement technical solution;
- f. identify and analyze technical threats and vulnerabilities of target networks;
- g. analyze IT Security tools and techniques;
- h. conduct penetration testing on dedicated systems;
- i. evaluate networks for system security compliance;
- j. complete tasks related to authorization and authentication in physical and logical environments;
- k. prepare tailored IT security alerts and advisories using open and closed sources for network monitoring;
- l. complete tasks directly supporting the departmental IT Security and Cyber Protection Program; and
- m. perform any other work related to this category.

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1.8.10 STREAM 6 - INFORMATION MANAGEMENT / KNOWLEDGE MANAGEMENT (IM/KM)

1.8.10.1 Tasks

1.8.10.2 Resource Category 22 - Information Management Architect (IM Arch). A senior level resource must perform all and an intermediate level resource must perform at least 75% of the following tasks:

- a. analyse existing capabilities and requirements, develop redesigned frameworks and recommend areas for improved capability and integration. Develop and document detailed statements of requirements;
- b. evaluate existing procedures and methods, identify and document database content, structure, and application subsystems, and develop data dictionary;
- c. define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems;
- d. prototype potential solutions, provide trade-off information and suggest recommended courses of action;
- e. perform cost/benefit analysis of implementing new processes and solutions;
- f. provide advice in developing and integrating process and information models between business processes to eliminate information and process redundancies;
- g. provide advice in defining new requirements and opportunities for applying efficient and effective solutions; identify and provide preliminary costs of potential options;
- h. ensure that all information management and records management policies, supporting directives and standards are understood and complied;
- i. facilitate the flow of information synchronizing technologies through the information management plan;
- j. work closely with all engineering and technical staff to develop and coordinate procedures necessary to support the information lifecycle;
- k. establish a formation information management plan, including information management priorities, based on the unit's requirements and available resources;
- l. ensure the implementation of information management standards (including metadata and classification schemas) and common practices regarding information quality and integrity;
- m. provide information management support to DLCSPM sponsored activities, including, but not limited to, coordination of information management activities, information exchange requirements and user support and training;
- n. conduct research on database model, structure, integration and interaction with application systems and subsystems;
- o. perform data modelling activities for application systems and subsystems;
- p. define and document interaction with databases and retrieval of information;
- q. provide expertise in defining information management strategies and processes in support of change management activities;
- r. provide subject matter expertise regarding information and records management; and

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- s. perform any other work related to this category.

1.8.10.3 Resource Category 23 – Information Management Specialist (IM Spec). A senior level resource must perform all, an intermediate level resource must perform at least 75%, and a junior level resource must perform at least 50% of the following tasks:

- a. review, analyze, and provide recommendation on systems and sub-system interface documentation;
- b. recommend system level solutions for discrepancies, deficiencies, and changes to equipment and specifications;
- c. liaise with sub-system technical groups to ensure system integrity, performance, reliability, and maintainability;
- d. provide system integration, analysis, and evaluation support;
- e. prepare the planning and procurement support documentation for C2 systems;
- f. review, analyze, and provide recommendations relating to C2 system components and associated documentation;
- g. conduct design, technical, and management reviews to monitor, advise, and report on progress and potential problems;
- h. conduct and/or witness system integration testing and evaluation;
- i. conduct technical definition studies and options analysis;
- j. implement and coordinate information management education, training and produce information management training and support materials;
- k. define and assemble the information management infrastructure and develop tools and processes to improve information activities;
- l. provide technical expertise on taxonomies and metadata in content management systems;
- m. investigate information management issues associated with the information exchange at different levels and between different "domains". This requirement applies to both structured info (C2 data exchange) and unstructured info (voice, e-mail, chat);
- n. define and assemble the exercise and experimentation information infrastructure, develop tools, manage and inject information into the experiments and exercises, and capture transaction data throughout the experiment and exercise;
- o. categorize content and organize information for data management site;
- p. describe structure of the information and integration between application systems and subsystems;
- q. describe information flow, interactions or functionality between application systems and subsystems;
- r. support the development (building) of selected information management tools and processes, which will be used in various experiments and exercises;
- s. integrate information management software and systems in support of exercises and experiments; and
- t. perform any other work related to this category.

1.8.10.4 Resource Category 24 – Technical Writer (Tech Wrt). A senior level resource must perform all, an intermediate level resource must perform at least 75%, and a junior level resource must perform at least 50% of the following tasks:

- a. write and or summarize technical documents for a variety of different audiences (i.e. engineering, system manager, end-user);

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- b. translate technical documentation and technical data package material between both official languages;
- c. document help text, user manuals, technical documentation, web page content, etc.;
- d. review documentation standards and the existing project documentation;
- e. determine documentation requirements and makes plans for meeting them;
- f. gather information concerning the features and functions provided by the developers;
- g. assess the audience for the documents/manuals which are required and prepare a statement of purpose and scope for each;
- h. develop a table of content for each document/manual and write or edit the required content;
- i. investigate the accuracy of the information collected by making direct use of the material being documented;
- j. prepare or coordinate the preparation of any required illustrations and diagrams;
- k. design the layout of the documents/manuals, including application of specific formatting specifications such as Canadian Forces Technical Orders (CFTO) formatting;
- l. use word-processing, desk-top publishing and graphics software packages to produce final production-ready copy;
- m. produce high quality technical documentation in a variety of formats and tools;
- n. advise on the appropriateness, applicability and effectiveness of specific technical documents, formats, notations and technologies; and
- o. perform any other work related to this category.

1.8.10.5 Resource Category 25 – Software Availability, Licensing and Distribution (SALaD). A senior level resource must perform all, an intermediate level resource must perform at least 75%, and a junior level resource must perform at least 50% of the following tasks:

- a. process software license requests;
- b. provide assistance and troubleshooting as it relates to software key distribution and activation;
- c. track software license distribution and availability;
- d. maintain accurate records of license assignment, and periodically review/audit to ensure license distribution continues to meet operational needs;
- e. track software license renewals and advise relevant procurement authorities to initiate renewals with sufficient time for the full procurement process to take place;
- f. coordinate with relevant DLCSPM staff on license requirements for upcoming and/or ongoing operations and exercises. Participate in planning as required to support such activities;
- g. advise DLCSPM staff on LCSS baseline engineering as it relates to software licensing for baseline development;
- h. assist the DLCSPM fielding team in developing plans for the rollout of new software (or updates to software) in accordance with the fielding plan, including software configuration control and license management;
- i. manage the DLCSPM library media center, including but not limited to processing requests for media, initiating DLCSPM approval workflows, accepting deliveries and conducting configuration management of new products; and delivering or shipping new arrivals to intended recipients;

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- j. assist the contract management office of DLCSPM by processing software-related Government Furnished Information (GFI) requests and track all software-related GFI deliveries;
- k. support CAF operations including support to Army Network Operation Center (ANOC), National Engineering Support Services (NESS), and the Canadian Deployable Mission Networking (CDMN) Configuration Control Board (CCB);
- l. maintain positive control over the DLCSPM library media hardware assets including, but not limited to, CDs, DVDs, sleeves, scrubber, disk burner, storage devices, USB replicators, laptops and desktops;
- m. maintain backups of media;
- n. maintain and update the DLCSPM library media center disaster recovery and business continuity plans (BCP); and
- o. perform any other work related to this category.

1.8.10.6 Resource Category 26 – Process Specialist (PRS). A senior level resource must perform all following tasks:

- a. develop process maps and clearly document DLCPSM business processes using standard industry conventions;
- b. examine operational processes to find efficiencies, identifying, developing and communicating strategies for collaborative continuous process improvements;
- c. assist with business process review by identifying objectives, scope, actors, stakeholders and work areas;
- d. consult and communicate with staff executing a business function to define and document the activities, actors, outcomes, interactions, artifacts and processes involved, in order to gather information and document process facts;
- e. conduct process analysis and validation of process maps to identify obsolete or inefficient processes and provide recommendations for improvements;
- f. develop and recommend new methods to eliminate unnecessary work and/or improve business efficiency;
- g. maintain a process map library, conducting routine reviews of business processes and monitor processes for changes or obsolescence;
- h. identify and research best practices, including when requested in a task call up, subject matter expertise in Information Technology best practices such as Agile, Scaled Agile Framework (SAFe), ITIL, and other recognized industry standards and frameworks;
- i. identify data and documentation requirements associated with business processes;
- j. support and assist in the effective digitization of business processes and other efforts to reduce business process workload and costs;
- k. assist in the prioritization and assignment of process improvements;
- l. pro-actively identify and produce contingency plans for process modifications under disruption events to enable business continuity planning; and
- m. perform any other work related to this category.

1.8.10.7 Resource Category 27 – Database Integrator (DB Intgr). A senior level resource must perform all, an intermediate level resource must perform at least 75%, and a junior level resource must perform at least 50% of the following tasks:

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- a. oversee all facets of the data conversion process;
- b. complete mapping, interfaces, mock conversion work, enhancements, actual conversion, and verify completeness and accuracy of converted data;
- c. establish a strong working relationship with all clients, interact effectively with all levels of client personnel, and provide conversion support;
- d. analyze and coordinate data file conversions;
- e. work with importing files from heterogeneous platforms;
- f. conduct, plan and design database migration procedures;
- g. conduct data mapping between application systems and subsystems;
- h. conduct data transformation and data mediation between a data source and a destination;
- i. identify and document data relationships as part of data lineage analysis;
- j. document database structure and data integration;
- k. consolidate multiple databases into a single database and identify redundant information and document findings;
- l. perform Extract, Transform, Load (ETL) process for data migration processes;
- m. develop and document the database audit, archiving, and restoration processes;
- n. develop quality standards to ensure data quality and integrity across various database systems;
- o. provide problem-solving expertise and complex analysis of data to develop business intelligence integration designs;
- p. conduct and document data mapping between MIL-STD and STANAG used by an application systems and subsystems and the database;
- q. conduct, document and review symbology mapping; and
- r. perform any other work related to this category.

1.8.10.8 Resource Category 28 – Database Administrator (DBA). A senior level resource must perform all, an intermediate level resource must perform at least 75%, and a junior level resource must perform at least 50% of the following tasks:

- a. customize database conversion routines;
- b. finalize Conversion Strategy;
- c. generate new database with the client;
- d. maintain data dictionaries;
- e. develop and implement procedures that will ensure the accuracy, completeness, and timeliness of data stored in the database;
- f. develop and implement security procedures for the database, including access and user account management;
- g. advise programmers, analysts, and users about the efficient use of data;
- h. maintain configuration control of the database;
- i. perform and/or coordinate updates to the database design;
- j. control and coordinate changes to the database, including the deletion of records, changes to the existing records, additions to the database;
- k. perform code review on database Create, Read, Update and Delete (CRUD) activities to achieve optimal performance;
- l. conduct database performance tests and activities as well as performance monitoring, report findings and propose solutions;
- m. analyze database and document differences between databases COTS;

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- n. conduct database capacity planning, database design and migration;
- o. conduct and review security and database authentication;
- p. develop and document database installation and configuration and interact with system management team;
- q. review and document data extraction, transformation, and loading (ETL) procedures;
- r. perform database troubleshooting and document solution;
- s. develop and coordinate back-up, disaster recovery and virus protection procedures; and
- t. perform any other work related to this category.

1.8.10.9 Resource Category 29 – Configuration Management Specialist (CMS). The contracted resources in this Resource Category must provide configuration management (CM) support to all LC4ISR engineering activities in support of in-service and emerging systems, doing so using DLCSPM's CM tool. A senior level resource must perform all, an intermediate level resource must perform at least 75%, and a junior level resource must perform at least 50% of the following tasks:

- a. assist in the conduct of physical configuration audit (PCA) activities;
- b. manage Engineering Change Requests (ECR);
- c. advise and provide subject matter expertise on the implementation of CM within DLCSPM;
- d. provide data management support and tracking for all CM artefacts such as Change Control documentation, Technical Data Packages (TDP) reviews, and other change management services;
- e. consult and engage with technical staff to ensure consistent, effective and efficient application of Configuration Management practices;
- f. track the status of all CM activities and process artifacts within DLCSPM;
- g. manage CM information systems;
- h. provide CM information system expertise;
- i. establish and maintain baselines in CM information systems; and
- j. perform any other work related to this category.

1.8.11 STREAM 7 – INTEGRATED LOGISTICS SUPPORT

1.8.11.1 Tasks

1.8.11.2 Resource Category 30 – Integrated Logistics Support Specialist (ILS Spec). The contracted resources in this Resource Category must provide comprehensive logistics support to complex systems and system-of-systems with diverse requirements and elements. A senior level resource must perform all, an intermediate level resource must perform at least 75%, and a junior level resource must perform at least 50% of the following tasks:

- a. maintain the Integrated Logistics Support Plans (ILSP), which serves as the master logistics planning document that describes necessary logistic activities, assigns responsibility for those activities, and establishes a schedule for completion;
- b. participate in the design and support processes and activities, including contributing to and initiating proposals for systems or part thereof, with a view to identify – as early as possible – all Reliability, Availability, Maintainability and Durability (RAMD) criteria and optimization approaches;

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- c. facilitate specification, design, development, acquisition, test, fielding, and support of systems through provision of ILS advice and expertise;
- d. perform reliability, maintainability, testability and/or system availability analysis;
- e. design support solutions to achieve supportability requirements and value optimization within cost constraints, ensuring that the support solution integrates all applicable ILS elements;
- f. identify initial support packages for equipment, systems and project deliverables, including the calculation of requirements for spare parts, special tools, and documentation in response to CA's requirements;
- g. develop plans and documents for initial provisioning including scaling calculations, procurement support, and delivery support;
- h. conduct evaluations of ILS bid proposals and provide feedback and recommendations to the project management authority;
- i. work with engineering and procurement to ensure ILS efforts are integrated with other program activities;
- j. plan and implement logistic support elements which include: maintenance tasks, spares, training, technical publications, translation and facilities; and
- k. perform any other work related to this category.

1.8.11.3 Resource Category 31 – Supply Manager (Sup Mgr). The contracted resources in this Resource Category must provide supply management support to all LC4ISR engineering functions and activities. A senior level resource must perform all and an intermediate level resource must perform at least 75% of the following tasks:

- a. plan, organize, coordinate and follow through all equipment management team (EMT) logistical support operations in support of new equipment acquisition activities, or in-service sustainment activities in accordance with departmental policies, and existing Integrated Logistical Support Plans;
- b. process supply management transactions in DRMIS and other supply information systems;
- c. draft, manage and process supply-related documentation in support of acquisition and inventory activities, including CF Supply System forms;
- d. assist in the cataloguing and supply system administration of new and existing material;
- e. plan and coordinate distribution, movement and transfer of material. Coordinate between DLCSPM personnel, Depot, DQA personnel and external contractor agencies to ensure correct movement, accounting and transfer of material;
- f. assist in the management of Government Furnished Assets (GFA) and Government Furnished Equipment (GFE), including management of Supply Customer Accounts (SCA) and Loan Agreements/Loan Accounts, as and when applicable;
- g. assist in the monitoring, reporting and transaction processing of material expenditure;
- h. provide support and advice regarding the management of supply accounts and supply transactions generally; and
- i. perform any other work related to this category.

1.8.11.4 Resource Category 32 – Training Material Developer (Trg Mat Dev). A senior level resource must perform all, an intermediate level resource must perform at least 75%, and a junior level resource will perform at least 50% of the following tasks:

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- a. develop training material to support in service use of system elements, including participating in training needs analysis work, developing and delivering initial cadre training, and providing training materials;
- b. plan, design and develop professional quality, engaging and effective multimedia training materials, courseware and instructional/reference material for instructor-led classroom training, self-paced electronic learning (e-learning), virtual classroom training and web-based training modules, as well as embedded software training modules, tutorials, help files and job aids for business- or mission-critical software systems;
- c. deliver initial cadre training and provide a surge capacity for training delivery on the LCSS when required;
- d. provide advice and expertise on the development of Computer Based Training (CBT) and other non-classroom training approaches;
- e. plan, design and develop training and reference materials for delivery outside of conventional classroom environments, including self-paced student learning via learning management system or embedded training modules;
- f. advise on the appropriateness, applicability and effectiveness of specific methods, environments, tools and technologies for training development and delivery as they relate to particular products and training audiences;
- g. provide V&V support and tailoring as required for OEM delivered training materials; and
- h. perform any other work related to this category.

1.8.11.5 Resource Category 33 – Life Cycle Material Management Technician (LCMMT). The contracted resources in this Resource Category must support all LC4ISR life cycle material management (LCMM) functions, including Repair and Overhaul (R&O) services; spare parts; training; documentation; packaging, handling, storage and transportation; problem resolution; and other maintenance support. A senior level resource must perform all, an intermediate level resource must perform at least 75%, and a junior level resource must perform at least 50% of the following tasks:

- a. conduct engineering studies and analysis to provide technical solutions to stated technical/logistic or operational requirements/problems including preparation of Engineering Changes (ECs);
- b. prepare and issue Material Change Notices (MCNs) whenever ECs affect end-items such as part numbers, drawing numbers, manufacturer’s code, quantities and applicability;
- c. define standards and criteria relevant to equipment or systems maintenance;
- d. prepare, modify or update specifications and drawings;
- e. prepare, modify or update maintenance handbooks, parts lists, operating manuals and technical instructions and orders;
- f. perform configuration management;
- g. monitor and report on material under management including cataloguing activities, spares, replacement parts, obsolescence issues, upgrade options, and divestment activities;
- h. perform analysis of maintenance, repair and overhaul data;
- i. investigate Unsatisfactory Condition Reports (UCRs) and Technical Failure Reports (TFRs);
- j. prepare technical statements of requirement, draft specifications and purchase descriptions;
- k. prepare data for initial provisioning and repair parts scaling;

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- l. review the design, development, manufacture, installation and testing of prototype modifications;
- m. prepare support cost option analysis for systems and equipment;
- n. review disposal certificates, making appropriate recommendations;
- o. Track and analyse updates to supported items and provide advice of impact to current equipment and systems; and
- p. perform any other work related to this category.

1.8.12 STREAM 8 - PROGRAM / PROJECT MANAGEMENT

1.8.12.1 Tasks

1.8.12.2 Resource Category 34 – Senior Account Manager (SAM). The Contractor must plan, organize and control all tasks authorized by DND. The Contractor must maintain scheduling and management control for all activities carried out under the Contract. A senior level resource must perform all of the following tasks:

- a. maintain record of financial transactions associated with all issued DND 626 Task Authorization issued under the Land C4ISR Professional Services contract;
- b. provide a Monthly Status Report (MSR) for DND on all Land C4ISR Professional Services Tasks;
- c. prepare and submit an agenda for all Program Review Meetings (PRMs);
- d. assist DND in making purchases ensuring that all purchases are made IAW DND and Canadian Government purchase regulations;
- e. manage and account for all Government of Canada property provided to them under the Contract;
- f. Formally close out task once they are completed.

1.8.12.3 Resource Category 35 – Project Manager (PJM). The contracted resources in this Resource Category must plan, monitor, assess and control the project activities required to ensure that projects achieve their objectives according to higher-level plans and schedules and within allocated budgets. A senior level resource must perform all, an intermediate level resource must perform at least 75%, and a junior level resource must perform at least 50% of the following tasks:

- a. plan, recommend and coordinate project management activities including financial, planning and contracting aspects;
- b. plan and organize a project management office;
- c. deliver briefing on progress and concerns of project;
- d. coordinate and prepare documentation in response to scheduled and unscheduled reports, returns and observations to update management on project progress;
- e. produce draft project management briefing materials and documentation;
- f. track and report the progress of projects on an ongoing basis and at planned points in time or progress;
- g. engage with stakeholders and other project managers and solving problems cooperatively;
- h. prepare plans, charts, tables and diagrams to assist in analyzing or displaying problems;

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- i. coordinate, draft and prepare formal project documents and reports for signature;
- j. work with a variety of project management tools;
- k. formulate and manage project plans by defining deliverables, identifying key milestones, reviewing project progress, and engaging in ongoing risk management;
- l. coordinate and recommend project team activities in order to meet project objectives for content, quality, cost, and schedule;
- m. monitor the trajectory, progress and operations of the project against established goals, objectives and milestones;
- n. ensure management staff is provided with timely and accurate project information and status updates;
- o. develop project control and reporting procedures and managing changes in operational plans;
- p. conduct post-project reviews including documentation of lessons learned;
- q. track and provide recommendations for the management of project risks;
- r. contribute to the organization's strategic and business planning initiatives;
- s. recognize and recommend action on, and provide support in achieving opportunities to combine professional resources through partnering arrangements (for example, multi-disciplinary practices);
- t. contribute to the development of the organizational vision and mission; and
- u. perform any other work related to this category.

1.8.12.4 Resource Category 36 – Project Control Coordinator (PCC). A senior level resource must perform all, an intermediate level resource must perform at least 75%, and a junior level resource must perform at least 50% of the following tasks:

- a. maintain project control information in order to support LC4ISR integration with all projects
- b. coordinate and track files, deliverables, tasks, action items and meets;
- c. perform clerical duties, including taking accurate and concise notes, e.g. for the production of meet minutes, records of decisions, production of correspondence, etc.;
- d. schedule and coordinate meets and facilities;
- e. maintain track data for Action Items and other project tasks, providing metrics to project managers;
- f. manage equipment assets and supplies needed in support of work, etc.;
- g. maintain and distribute project details (e.g. contact details, organization charts and contractual details);
- h. assist in the development of plans and projects;
- i. monitor progress of plans and projects;
- j. set-up and maintain project management tools;
- k. perform data entry, extract and analysis us a variety of software systems;
- l. draft brief notes, reports, and presentations;
- m. assist the project leader in find solutions to critical issues;
- n. prepare project orientation information;
- o. coordinate train activities for the project team;
- p. develop plans and projects;
- q. provide administrative expertise in the management of projects, including strategic planning and analysis;
- r. perform project evaluation;

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- s. track the status and completion rates of deliverables;
- t. conduct research and analysis to ensure projects are delivered on time and on budget;
- u. assist in the documentation of project details (e.g. contact details, organization charts and contractual dependencies);
- v. prepare brief notes, reports, presentations and other documents as requested by the TA;
- w. provide recommendations to management in support of projects; and
- x. perform any other work related to this category.

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1.8.13 STREAM 9 – ADMINISTRATION SUPPORT

1.8.13.1 Tasks

1.8.13.2 Resource Category 37 – Procurement Specialist (Proc Spec). A senior level resource must perform all, an intermediate level resource must perform at least 75%, and a junior level resource must perform at least 50% of the following tasks:

- a. review SOWs and Evaluation Criteria received from the TA;
- b. prepare Procurement Plans and Risk Assessments;
- c. participate in procurement working groups to develop procurement strategies;
- d. draft solicitation documents, such as Requests for Information and Requests for Proposal;
- e. create procurement documents in the Defence Resource Management Information System (DRMIS), such as Purchase Requisitions, Requests for Quotation, Purchase Orders, Outline Agreements, and Call-Ups against Standing Offers/Supply Arrangements;
- f. maintain digital and physical procurement files;
- g. support TA and Procurement Authorities with procurement and contract reporting;
- h. coordinate with Supply Managers and Canadian Forces Units for the receipt of procured goods and services;
- i. review invoices and supporting documents; and
- j. perform any other work related to this category.

1.8.13.3 Resource Category 38 – Administration Support (Adm Sp). A senior level resource must perform all, an intermediate level resource must perform at least 75%, and a junior level resource must perform at least 50% of the following tasks:

- a. prepare DLCSPM documentation and correspondence;
- b. provide written reports documenting DLCSPM internal development, initiatives and activities;
- c. provide administrative support to all Sections of DLCSPM;
- d. support the audit of claims, both internal to DLCSPM and external for personnel using DLCSPM financial coding;
- e. support the production and delivery of briefings;
- f. support the production and tracking of monthly and yearly budgets, using Microsoft Word, Excel, PowerPoint and other office automation applications, as applicable;
- g. perform document and file management functions, including e-filing;
- h. enter and process data in databases and spreadsheets using predetermined formats and processes; and
- i. perform any other work related to this category.

1.8.14 STREAM 10 – TESTING SUPPORT

1.8.14.1 Tasks

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1.8.14.2 Resource Category 39 – Test Manager (Test Mgr). A senior level resource must perform all, an intermediate level resource must perform at least 75%, and a junior level resource must perform at least 50% of the following tasks:

- a. identify and analyse test requirements;
- b. develop and promulgate test strategies, plans and procedures;
- c. develop, perform and review manual and automated testing, including investigative testing in support of debugging and system problem report resolution;
- d. provide advice, guidance and coordination efforts for test strategies and plans, selection of automated testing tools, and identification and management of resources required for testing;
- e. plan, monitor, control and schedule testing efforts for large systems, including the execution of systems integration tests, specialized tests, and user acceptance testing;
- f. lead, guide and monitor the analysis, design, implementation and execution of the test cases, test procedures and test suites; and
- g. perform any other work related to this category.

1.8.14.3 Resource Category 40 – Test Technician (Test Tech). The contracted resources in this Resource Category must perform work in one or more of the following focus areas: system, hardware, software and firmware. A senior level resource must perform all, an intermediate level resource must perform at least 75%, and a junior level resource must perform at least 50% of the following tasks:

- a. ensure focus area requirements traceability is built within test plans and procedures;
- b. conduct focus area technical definition studies and options analysis;
- c. program and use automated testing tools, network analysis and similar test equipment as may be required for the tasks;
- d. provide subject matter expertise to test and validate focus area performance against identified standards and accuracy of related documents and LC4ISR system artifacts;
- e. develop focus area test scenarios and test scripts;
- f. establish focus area testing procedures for unit test, integration testing and regression testing with emphasis on automating the testing procedures;
- g. establish and maintain source and object code libraries for a multi-platform, multi-operating system environment;
- h. manage walkthroughs and reviews related to testing and implementation readiness;
- i. perform various focus area tests to ensure products meet the specified standards and function properly;
- j. monitor, assemble, improve and manipulate focus area products to ensure it is in no way defective;
- k. conduct and/or witness focus area integration testing and evaluation;
- l. assist and prepare train-the-trainer documentation and end user training activities;
- m. conduct focus area design, technical, and management reviews to monitor, advise, and report on progress and potential problems;
- n. provide V&V services on focus area documentation delivered by original equipment manufacturers (OEM) and other LC4ISR Long-Term Support Contracts (LTSCs);
- o. supervise testing personnel to ensure tests are conducted in accordance with test plans and procedures, using structured testing techniques; and
- p. perform any other work related to this category.

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1.8.15 STREAM 11 – SPECIALTY ENGINEERING

1.8.15.1 Tasks

1.8.15.2 Resource Category 41 – Enterprise Architect (Ent Arch). A senior level resource must perform following tasks:

- a. evaluate business, information and communications technology (ICT) architecture, determine its consistency, integration and alignment with DLCSPM's business/ICT strategies, and recommend changes to the business/ICT architecture to improve its integration and alignment;
- b. identify future business/ICT requirements against the current enterprise architecture, perform gap analysis, develop requirements for technology architectures and prepare migration strategies;
- c. assess the feasibility of migrating from the current state to the target architecture and enabling technologies, identify the risks associated with migrating to the target architecture and technologies and make recommendations for risk mitigation;
- d. identify business and technology trends that create opportunities for business improvement, advise business and ICT Senior Executives on ICT trends and emerging technologies and the impact on the organization's and government ICT architectures and business strategies, model "what if" scenarios and recommend appropriate changes to the existing architecture and ICT infrastructure, and recommend alternative solutions, methodologies and strategies;
- e. produce an architectural evolution plan, recommend prioritization of architecture evolution initiatives, and develop and/or implement an architecture evolution plan;
- f. create and maintain business/ICT models and documentation in support of current and target architectures;
- g. manage the development and implementation of an architectural improvement plan;
- h. coach, mentor and train the organization to perform any of the above; and
- i. perform any other Work related to this category.

1.8.15.3 Resource Category 42 – Geospatial Software Architect (Geo SW Arch). A senior level resource must perform all, an intermediate level resource must perform at least 75%, and a junior level resource must perform at least 50% of the following tasks:

- a. monitor and support the development of the Geospatial software solutions to ensure it is compliant with the target architecture and refining the target architecture as required;
- b. ensure the integration of the Geospatial software solutions architecture into the LC4ISR enterprise architecture;
- c. ensure the integration of the Geospatial software solutions including, but not limited to, data, application, and infrastructure as part of the LC4ISR SoS as well as its sub-systems;
- d. establish project plans for Geospatial software solutions that lead to a completed target architecture;
- e. architect test beds for Geospatial software solutions within the LC4ISR enterprise architecture and test environments;
- f. lead the development of Geospatial architecture best practices, standards and interoperability; and

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- g. perform any other work related to this category.

1.8.15.4 Resource Category 43 – Aerospace Engineer (Aero Eng). A senior level resource must perform all, an intermediate level resource must perform at least 75%, and a junior level resource must perform at least 50% of the following tasks:

- a. administer the technical Airworthiness Program;
- b. prepare and maintain the annual Airworthiness Report;
- c. direct the review and preparation of airworthiness documentation;
- d. direct the preparation, review and analysis of, but not limited to the following: Engineering Change Proposals (ECP), drawings, specifications, technical Statements of Work (SOW), contract demand requests, Unsatisfactory Condition Reports (UCR) and Technical Failure Reports (TFRs);
- e. monitor systems performance including reliability, availability, and maintainability;
- f. issue Special Inspections;
- g. review hardware and software design change proposals and technical bulletins;
- h. provide technical guidance for test and evaluation of systems;
- i. direct the investigation and analyses of systems failures and approves/ recommends corrective action;
- j. approve replacement parts provisioning;
- k. conduct airworthiness risk assessments; and
- l. perform any other work related to this category.

1.8.15.5 Resource Category 44 – Manufacturing Engineer (Manuf Eng). A senior level resource must perform all, an intermediate level resource must perform at least 75%, and a junior level resource must perform at least 50% of the following tasks:

- a. analyze, design and implement manufacturing processes and procedures;
- b. design and develop test systems required for manufacturing and testing components and system;
- c. perform system integration of hardware and software (commercial-off-the-shelf and/or custom developed) components into new or existing manufacturing lines;
- d. perform system life-cycle management for software and/or hardware-intensive systems supporting the manufacturing processes;
- e. implement manufacturing standards required for printed circuit boards (PCB) and integrated circuits (IC) production as well as PCB assembly techniques;
- f. adapt the design for verification and the design for manufacturability framework to product design and manufacture;
- g. provide technical oversight during the manufacturing and delivery phases in the production;
- h. optimise process flows on the manufacturing line;

1.8.15.6 Resource Category 45 – Electromagnetic Environment Effects Specialist (E3 Spec). A senior level resource must perform all, an intermediate level resource must perform at least 75%, and a junior level resource must perform at least 50% of the following tasks:

- a. create E3 schematics from electrical engineering and electrical installation planning in combination with project specific templates;

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- b. coordinate the interfaces of electrical engineering and electrical installation planning;
- c. coordinate with the areas of electrical and final assembly as well as fielding;
- d. provide electromagnetic engineering support in areas that can affect E3 qualification baseline (e.g. MIL-STD-461G, MIL-STD-464C, MIL-STD-1275D, MIL-STD-1686 and CFTO C-55-040-001/TS-002) directly related to, but not limited to, Tactical communications and/or system/vehicle platform modifications;
- e. conduct vehicle platform electromagnetic security testing including TEMPEST and NONSTOP qualification and acceptance testing;
- f. perform E3 engineering analysis, qualification and testing on, but not limited to, tactical communications systems/equipment and vehicle platforms; and
- g. perform any other work related to this category.

2.0 Deliverables

2.1 Some contracted resources may be required to submit various deliverables resulting from the services provided. All deliverables will be fully described (in terms of content, format, timeline, quantity, etc.) as part of the Task Authorization. Deliverables may include, but are not limited to, the following:

- a. fielding plans;
- b. equipment specifications and holdings;
- c. project progress and status reports
- d. assessment reports;
- e. test reports;
- f. technical studies;
- g. comments on draft TTP, CONOPS, CONEMP, etc.;
- h. identify future training requirements;
- i. lessons learned reports;
- j. data Lists;
- k. TDPs;
- l. maintenance agreements; and
- m. technical orders, including maintenance plans, installation instructions, data summaries, etc.

2.2 Technical Reports

2.2.1 In accordance with the Task Authorization, some contracted resources may be required to submit technical reports, which may include, but not limited to, the following:

- a. Technical report requirement;
- b. background of the task;
- c. references;

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- d. analysis of the task;
- e. options investigated;
- f. recommended option;
- g. analysis and design of a solution;
- h. significant issues that could affect the implementation of the solution;
- i. test procedures and test results;
- j. cost and schedule for the implementation of the recommended solution; and
- k. conclusions and recommendations.

2.3 Trip Reports

2.3.1 Unless otherwise specified by the TA in the Task Authorization, contracted resources (whom have been authorized by the TA to travel to perform work related to this SOW) must prepare and submit a trip report to the TA for review and approval no later than fifteen (15) working days after the return from the trip. The trip report will contain, at a minimum, but not limited to, the purpose of the trip, results of the trip and any actions required to be completed by the contracted resources.

2.4 Training Packages

2.4.1 Some contracted resources may be required to submit training packages. The format and media of the training package will be specified in the Task Authorization. Training packages must be provided in English and French and may include, but not limited to, the following:

- a. Training material;
- b. Course syllabi; and
- c. Evaluation metrics.

2.5 DND Architecture Framework (AF) and DoD AF Products

2.5.1 In accordance with the Task Authorization, and as described in the latest version of the DND AF, the contracted resources may be required to prepare and submit any of, but not limited to, the following:

- a. System views;
- b. Operational views; and
- c. Security views

3.0 DND SUPPORT TO CONTRACTOR

3.1 The following information, materials, and assistance will be provided to contracted resources, if available and deemed necessary and appropriate by the TA:

- a. all available data and documents for the provision of services under this SOW;
- b. consultation with the TA and other specialists, as arranged by the TA; and
- c. other information, data and assistance available and requested by contracted resources, subject to concurrence by the TA.

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3.2 Training for Contracted Resources

3.2.1 Whenever training is available and deemed necessary and appropriate by the TA, Canada may provide said training to the contracted resources on an as-and-when required and if-and-as applicable basis, for unique DND computer systems/software, or that require mandatory departmental training, including, but not limited to, Defence Resource Information System (DRMIS); Records, Document and Information Management System (RDIMS); and Controlled Goods/Controlled Technology Access and Transfer (CTAT). Canada will pay for training and working hours only when all of the following conditions are met:

- a. training is not readily commercially available to the contracted resources;
- b. training is offered by Canada;
- c. training is directly in support of the tasks resulting from Task Authorization; and
- d. training is authorized by the TA.

4.0 Location of Work

4.1 Contracted resources will work at different locations including, but not limited to, the ones listed in this Section. In all cases, the exact location of work will be specified in the Task Authorization and could change throughout the life of the contract.

4.1.1 Contractor Facility

While the SAM will be required to attend meetings at DND facilities located in the NCR, the SAM will perform the above-mentioned Task Management activities primarily at the Contractor's facility. Other resources identified to assist the SAM with Task Management activities will also work primarily at the Contractor's facility.

4.1.2 DND Facilities

Most of the contracted resources will work in one or more DND facilities. In such cases, the contracted resources will be provided with Government Furnished Equipment (GFE) such as furniture and electronic data processing equipment/services, subject to normal security requirements and based upon the availability of sufficient government office space. Further, at the sole discretion of the TA, contracted resources will be provided access to databases, software applications, and other resources available on governmental computers or networks for the sole purpose of executing the services associated with the work described in the Task Authorization, which will specify whenever there will be a requirement for contracted resources to access information available exclusively at DND facilities, networks or systems.

4.1.3 Location of DND Facilities. The exact location where contracted resources will perform their work will be specified by the TA in the Task Authorization. Contracted resources required to work in DND facilities will do so in facilities located within the National Capital Region (NCR) and/or at Canadian Forces Base (CFB) Kingston, ON. More specifically, DLCSPM work locations include, but is not limited to, the following:

- a. National Printing Bureau (NPB) located at 45 Sacré-Coeur Boulevard, Gatineau, QC;
- b. DLCSPM Software Engineering Facility (DSEF) located at 105 Hotel-de-Ville Street, Gatineau, QC;
- c. Tactical System Integration Lab (TSIL) housed within General Dynamics Mission Systems (GDMS) Canada facilities located at 1941 Robertson Road, Ottawa, ON;

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- d. DLCSPM Geo Support Team located at 615 Booth, Ottawa, ON;
- e. National Research Council Facility located at 1920 Research Private, Ottawa, ON; and
- f. DLCSPM Simulation and Training teams working at CFB Kingston, ON.

4.1.3 Third Party Facilities

Some contracted resources may be required to work at, and attend meetings at third party facilities located in Canada or abroad. For instance, some contracted resources may be tasked to witness testing of equipment at an Original Equipment Manufacturer's facility. In such cases, the contracted resources must follow the Third Party contractors' regulations such as general safety and security policy.

4.2 Field Support

4.2.1 Given that LC4ISR equipment, applications and/or systems are used by the Canadian Army in various locations in Canada and abroad, it is expected that some contracted resources will be required to support operations, exercises, tests, evaluations, etc. in deployed locations including but not limited to theatres of operations, including war zones in foreign countries. Only fully trained and qualified contracted resources will be allowed by the TA to travel in support of such activities, and the contracted resources will do so only after having received approval to travel from the TA. All relevant details including, but not limited to, the risks associated with said field support tasks, will be specified in the Task Authorization to assist the contracted resources make appropriate travel and living arrangements in relation to field support tasks. Field support will be provided via, but not limited to, the following:

- a. Field Service Representatives (FSR);
- b. Mobile Repair Parties (MPR);
- c. Technical Assistance Visits (TAV); and
- d. Operational Test and Evaluation (OT&E).

4.2.2 Field Service Representatives (FSR). Given the complex technological and functional nature of the LC4ISR SoS, it is anticipated that some contracted resources will be tasked to provide FSR services by providing expert technical assistance at locations in Canada and abroad where the lack of such expert technical knowledge would seriously impair the efficient use of LC4ISR equipment, applications and/or systems. FSR tasks include, but is not limited to, the following:

- a. reporting, diagnosing and developing workarounds for problems with the equipment, application and/or system and all of the system's functionality, hardware, software, firmware, operating manuals, training and usage, and assisting in repairs of any aspect of the equipment, application and/or system and its use;
- b. assessing the usage of the equipment, application and/or system and recommending changes to training and standard operating procedures as required;
- c. assisting with field upgrades, installation, re-installation and modification;
- d. improving maintenance procedures by conducting special studies to resolve identified shortcomings in maintenance procedures and practices;
- e. obtaining needed technical data from industry sources; and

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- a. supporting Reliability, Availability and Maintainability (RAM) analysis - such as Failure Reporting and Corrective Action System (FRACAS) - to investigate failures and develop corrective actions.

4.2.2 Mobile Repair Parties (MRP). It is also anticipated that some contracted resources will be tasked to provide field support as part of MRP deployed in Canada or abroad, by performing maintenance services wherever LC4ISR equipment, applications and/or systems are used by the Canadian Army.

4.2.3 Technical Assistance Visit (TAV). It is further anticipated that some contracted resources will be tasked to provide field support as part of a TAV in Canada or abroad. While the focus of a TAV initiated by the TA will be focused on LC4ISR support matters (such as maintenance, installation, upgrades or modification of LC4ISR equipment, applications and/or systems), it is possible that the TAV may need to coordinate details of its visit with a TAV from another DND organisation. For instance, a TAV initiated by the TA may have to coordinate its visit with the TAV initiated by another DND Directorate to support a weapon platform that requires integration within the LC4ISR SoS. Preparatory activities associated with a TAV include, but is not limited to, the following:

- a. TAV planning, definition, scheduling and coordination;
- b. identifying requirements related to TAV membership, Technical Data Package (TDP), logistics support, tools and test equipment; and
- c. obtaining the necessary travel approvals, completing pre-deployment medical/ inoculation if/as required, passport, insurance, etc.

4.2.4 Operational Test and Evaluation (OT&E). Furthermore, it is anticipated that some contracted resources will be tasked to provide OT&E support in Canada or abroad that goes above and beyond what is normally provided via FSR, MPR or TAV tasks. For instance, some contracted resources may be specifically tasked to provide field support to field engineering or validation events. OT&E support may include, but is not limited to, the following:

- a. plan, define, schedule and coordinate OT&E events;
- b. identify requirements related to participation, TDP, logistics, tools and test equipment in support of OT&E events; and
- c. analyse test and evaluation results.

4.2.5 When notified of a requirement to deploy FSRs, MRPs or TAVs, the Contractor must have the appropriate contracted resources available to deploy within 20 or 40 business days of receipt of notification for locations in Canada or abroad, respectively.

4.2.6 The Contractor must only provide fully trained and qualified individuals, or teams as required, to provide field support as previously described.

LIMITATIONS AND CONSTRAINTS

4.3 Language Requirements

All contracted resources must be fluent in English or bilingual, which means that they can communicate orally and in writing without any assistance and with minimal errors. All work, meetings, trials, demonstrations and deliverables related to this SOW must be conducted or provided in English.

4.4 Procedures and Information

In the performance of their work, contracted resources must use applicable procedures and information, as specified in section 1.6 of the SOW and in Task Authorisation.

4.5 Business Hours

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Contracted resources working in DND facilities must do so during regular business hours between 0700 and 1700 hours, Monday to Friday with the exception of statutory holidays observed by Canada as defined by the province of work.

4.6 Work Outside of Business Hours

For contracted resources required to work outside regular business hours because they may be tasked to do shift work or to provide field support as previously described, relevant details regarding work hours will be specified in Task Authorization.

4.7 On-Call / Call-Back Support Services

Contracted resources may be required to be on-call or to provide call-back support to operations, exercises, tests, evaluations, TAVs, FSRs, MPRs and OT&Es. Details of such on-call / call-back support arrangements will be specified in Task Authorization.

4.8 Travel and Living Requirements

Contracted resources may be required to travel to locations within Canada and outside of Canada. This includes travel to operational theatres. Travel and accommodations are the responsibilities of the Contractor or as specified in the Task Authorization. All travel must be pre-authorized by the TA and identified on the Task Authorization.

APPENDIX A TO ANNEX A TASKING ASSESSMENT PROCEDURE

1. Where a requirement for a specific task is identified, a draft Task Authorization Form as attached at Appendix B to Annex A will be provided to the Contractor. Once a draft Task Authorization Form is received, the Contractor must submit to the DND Procurement Representative a quotation of rates to supply the requested Resource Categories based on the information identified in the Task Authorization Form, as well as its corresponding proposed resource(s). The quotation must be signed and submitted to Canada within the time for response identified in the Task Authorization Form. The Contractor will be given a minimum of two 2 working days (or any longer time period specified in the draft Task Authorization) turnaround time to submit a quotation.
2. With each quotation the Contractor must propose the required number of resources and for each proposed resource the Contractor must supply a résumé, the requested security clearance information and must complete the Response Tables at Appendix C of Annex A applicable to the Resource Categories identified in the draft Task Authorization. The same individual must not be proposed for more than one Resource Category. The résumés must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:
 - (i) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix D to Annex A, Certifications).
 - (ii) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the draft Task Authorization was first issued to the Contractor.
 - (iii) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft Task Authorization issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this Contract or if the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued.
 - (iv) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.
 - (v) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

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- (vi) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the Task Authorization Form, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.
3. The qualifications and experience of the proposed resources will be assessed against the requirements set out in Appendix C to Annex A to determine each proposed resource's compliance with the mandatory and rated criteria. Canada may request proof of successful completion of formal training, as well as reference information. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will not assess any points or consider a mandatory criterion met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. Points will not be allocated or a mandatory criteria considered as met if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the Contractor). Nor will points be allocated or a mandatory criteria considered as met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Contractor. Crown references will be accepted.
 4. During the assessment of the resources proposed, should the references for two or more resources required under that Task Authorization either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contractor's quotation may be found to be non-responsive.
 5. Only quotations that meet all of the mandatory criteria will be considered for assessment of the point rated criteria. Each resource proposed must attain the required minimum score for the point rated criteria for the applicable Resource Category. If the minimum score for any proposed resource is less than what is required, the Contractor's quotation will be found to be non-responsive.
 6. Once the quotation has been accepted by the Technical Authority, the Task Authorization Form will be signed by Canada and provided to the Contractor for signature. The Task Authorization Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued Task Authorization Form has been received, and any work performed in its absence is done at the Contractor's own risk.

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**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.

A

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/ont 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.

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APPENDIX C TO ANNEX A RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Annex. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page number of the résumé should be incorporated so that Canada can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

1. Stream 1: Software Engineering

Resource Category: Software Architect (SW Arch)				
Name: (Name of resource under consideration here)				
	Proposed Self-Score	Evaluator Score	Points available	
	(Mark each box Met/Not Met or with numerical score)			
Education			2	Proof of Masters of Engineering in software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.
			Mandatory	Proof of Engineering Bachelor's degree in software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.
Professional Qualification			1	Proof of Professional Engineer License within Canada.
Domain Experience	Assessment Area Criteria (8)		A.	Client /Server architecture and related technologies.
			B.	Analyzing, Designing and Implementing software architectures.
			C.	Communication engineering and systems security (Hardware, software and network), including cryptographic key, devices, hardware, firmware or software that embodies or describes cryptographic logic)
			D.	Experience on Real-Time Systems, Distributed Systems, Embedded systems or Mission critical systems
			E.	Data architecture definition, framework and implementation for military systems.
			F.	Software Integration: hardware and software, (COTS and/or custom developed) components into new or existing systems.
			G.	Employing computer modelling and simulation tool to complete software performance studies or development.
			H.	Software life-cycle management.

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			Select only one score. Identify which assessment criteria are being claimed.	10	Minimum of 180 months of demonstrated experience in the last 204 months in Software Architect in a minimum of 4 of this assessment area's criteria. Mandatory for senior.
				8	Minimum of 120 months of demonstrated experience in the last 144 months in Software Architect in a minimum of 4 of this assessment area's criteria. Mandatory for intermediate.
Defence System Project Experience			5 Mandatory for Senior		Minimum of 120 months of demonstrated experience as a Software Architect on Military Command and Control Software systems.
			3		Minimum of 60 months of demonstrated experience as a Software Architect on Military Command and Control Software systems.
Integrated Product Team (IPT)			5		Minimum of 120 months of demonstrated experience as a Software Architect with in an IPT for an onsite client.
			3		Minimum of 60 months of demonstrated experience as a Software Architect with in an IPT for an onsite client.
Writing			Select only one score.	2	Minimum of 120 months of demonstrated experience within the last 144 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering (i.e. System, software, computer, communication, security, or simulation) experience.
				1 Mandatory	Minimum of 96 months of demonstrated experience within the last 120 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
Communications		Assessment Area Criteria (5)		A.	Communicating information technology frameworks/strategies to management and technical staff.
				B.	Communicating software engineering direction for projects or systems.
				C.	Providing advice, guidance and recommendations on technical issues to support the decision-making of senior management.
				D.	Leading multidisciplinary teams in the development of software applications, frameworks or strategies.
				E.	Performing strategic, operational or tactical planning for projects or systems to meet corporate strategy.
			Select only one score.	5	Minimum of 180 months of demonstrated experience in each of this assessment area's criteria.
			Identify which assessment criteria are	2	Minimum of 120 months of demonstrated experience in each of at least four of this assessment area's criteria.

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			being claimed.		Note - Mandatory for Senior, must include criteria C and D for senior.
				1	Minimum of 96 months of demonstrated experience in each of at least three of this assessment area's criteria.
					Note - Mandatory for Intermediate.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			21 to 30	Senior	
			16 to 20	Intermediate	
			Below 10	Does not meet minimum required score	

Resource Category: Software Engineer (SW Engr)					
Name: (Name of resource under consideration here)					
	Proposed Self-Score	Evaluator Score	Points available		
	(Mark each box Met/Not Met or with numerical score)				
Education			2	Proof of Masters of Engineering in software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.	
			1	Proof of Engineering Bachelor's degree in software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.	
Technical Experience	Assessment Area Criteria (6)			A.	Software engineering within a Client/Server Environment or Collaborative Environments;
				B.	Managing, Analyzing, Designing, Modeling, and Implementing software applications.
				C.	Developing software utilizing various coding languages;
				D.	Software Engineering for Real-Time systems, Distributed Systems, embedded systems or mission critical systems environments;
				E.	Software Integration: hardware and software, (COTS and/or custom developed) components into new or existing systems; and
				F.	System life-cycle management for software systems.
			Select only one score. Identify which assessment criteria are being claimed.	10	Minimum of 120 months of demonstrated experience within the last 180 months in software engineering in a minimum of 4 of this assessment area's criteria.
				8	Minimum of 72 months of demonstrated experience within the last 96 months in software engineering in a minimum of 4 of this assessment area's criteria.

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				6	Minimum of 24 months of demonstrated experience within the last 72 months in software engineering in a minimum of 4 of this assessment area's criteria.
Defence System Project Experience			Mandatory for Senior	5	Minimum of 60 months of demonstrated experience as a Software Engineer on Military Command and Control Software systems.
				4	Minimum of 48 months of demonstrated experience as a Software Engineer on Military Command and Control Software systems.
				3	Minimum of 36 months of demonstrated experience as a Software Engineer on Military Command and Control Software systems.
				2	Minimum of 24 months of demonstrated experience as a Software Engineer on Military Command and Control Software systems.
Integrated Product Team (IPT)			Select only one score.	4	Minimum of 60 months of demonstrated experience as a Software Engineer with in an IPT for an onsite client.
				3	Minimum of 48 months of demonstrated experience as a Software Engineer with in an IPT for an onsite client.
				2	Minimum of 36 months of demonstrated experience as a Software Engineer with in an IPT for an onsite client.
				1	Minimum of 24 months of demonstrated experience as a Software Engineer with in an IPT for an onsite client.
Writing			Select only one score.	2	Minimum of 96 months of demonstrated experience within the last 120 months in the preparation of technical concept documents, software specifications, and technical proposals in the field of Information Technology / Information management or engineering (i.e. System, software, computer, communication, security, or simulation) experience.
				1	Minimum of 48 months of demonstrated experience within the last 72 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
			Mandatory		Minimum of 24 months of demonstrated experience within the last 72 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
Communications	Assessment Area Criteria (5)			A.	Communicating software frameworks/strategies to management and technical staff.
				B.	Communicating software engineering direction for projects or systems.
				C.	Providing advice, guidance and recommendations on technical issues to support the decision-making of senior management.

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				D.	Leading or participating in multidisciplinary teams in the development of software applications, frameworks or strategies.
				E.	Performing strategic, operational or tactical planning for projects or systems to meet corporate strategy.
			Select only one score. Identify which assessment criteria are being claimed.	5	Minimum of 96 months of demonstrated experience in each of this assessment area's criteria.
				2	Minimum of 72 months of demonstrated experience in each of at least four of this assessment area's criteria. Note - Mandatory for Senior, must include criteria C and D for senior.
				1	Minimum of 36 months of demonstrated experience in each of at least three of this assessment area's criteria. Note - Mandatory for Intermediate.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			23 to 28	Senior	
			14 to 22	Intermediate	
			10 to 13	Junior	

Resource Category: Software Specialist (SW Spec)				
Name: (Name of resource under consideration here)				
	Proposed Self-Score	Evaluator Score	Points available	
	(Mark each box Met/Not Met or with numerical score)			
Education			2	Proof of Masters of Engineering in software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.
			1	Proof of Engineering Bachelor's degree in software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.
Technical Experience	Assessment Area Criteria (6)		A.	Software engineering within a Client/Server Environment or Collaborative Environments;
			B.	Managing, Analyzing, Designing, Modeling, and Implementing software systems;
			C.	Communication engineering (Hardware, Software and Network) or Specialty engineering(Security, Modeling and Simulation, ISR)
			D.	Software Engineering for Real-Time systems, Distributed Systems, embedded systems or mission critical systems environments;

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				E.	Software Integration: hardware and software, (COTS and/or custom developed) components into new or existing systems; and
				F.	System life-cycle management for software systems.
			Select only one score. Identify which assessment criteria are being claimed.	10	Minimum of 168 months of demonstrated experience within the last 216 months in Software Specialist in a minimum of 4 of this assessment area's criteria.
				8	Minimum of 144 months of demonstrated experience within the last 168 months in Software Specialist in a minimum of 4 of this assessment area's criteria.
				6	Minimum of 96 months of demonstrated experience within the last 120 months in Software Specialist in a minimum of 4 of this assessment area's criteria.
	Defence System Project Experience		Mandatory for Senior	5	Minimum of 60 months of demonstrated experience as a Software Specialist on Military Command and Control Software systems.
				4	Minimum of 48 months of demonstrated experience as a Software Specialist on Military Command and Control Software systems.
				3	Minimum of 36 months of demonstrated experience as a Software Specialist on Military Command and Control Software systems.
				2	Minimum of 24 months of demonstrated experience as a Software Specialist on Military Command and Control Software systems.
Integrated Product Team (IPT)			Select only one score.	4	Minimum of 60 months of demonstrated experience as a Software Specialist with in an IPT for an onsite client.
				3	Minimum of 48 months of demonstrated experience as a Software Specialist with in an IPT for an onsite client.
				2	Minimum of 36 months of demonstrated experience as a Software Specialist with in an IPT for an onsite client.
				1	Minimum of 24 months of demonstrated experience as a Software Specialist with in an IPT for an onsite client.
Writing			Select only one score.	2	Minimum of 120 months of demonstrated experience within the last 144 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering (i.e. System, software, computer, communication, security, or simulation) experience.
				1	Minimum of 96 months of demonstrated experience within the last 120 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.

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			Mandatory	Minimum of 72 months of demonstrated experience within the last 96 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.	
Communications	Assessment Area Criteria (5)			A.	Communicating information technology frameworks/strategies to management and technical staff.
				B.	Communicating system engineering direction for projects or systems.
				C.	Providing advice, guidance and recommendations on technical issues to support the decision-making of senior management.
				D.	Leading multidisciplinary teams in the development of IT tactical systems, frameworks or strategies.
				E.	Performing strategic, operational or tactical planning for projects or systems to meet corporate strategy.
			Select only one score. Identify which assessment criteria are being claimed.	5	Minimum of 120 months of demonstrated experience in each of this assessment area's criteria.
				2	Minimum of 96 months of demonstrated experience in each of at least four of this assessment area's criteria. Note - Mandatory for Senior, must include criteria C and D for senior.
				1	Minimum of 72 months of demonstrated experience in each of at least three of this assessment area's criteria. Note - Mandatory for Intermediate.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			20 to 28	Senior	
			10 to 19	Intermediate	
			5 to 9	Junior	

Resource Category: Programmer (Prgm)					
Name:	(Name of resource under consideration here)				
	Proposed Self-Score	Evaluator Score	Points available		
	(Mark each box Met/Not Met or with numerical score)				
			Select only one score.	2	Proof of Demonstrated College Diploma in Engineering or Computer Technology; or a Bachelor of Science; or a suitable engineering or technical field required to support Land C4ISR.

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				1	Proof of University or Degree College Diploma in any discipline or technical field.
Technical Experience	Assessment Area Criteria (4)			A.	Using at least 1 of the following high-level languages (ADA (95, 05 or 2012, Java, C++, or C#).
				B.	Using CASE tools (e.g. Rational Team Concert, JIRA).
				C.	Using a client mandated Software Development process (eg. Scaled Agile Framework (SAFe)).
				D.	Performing object-oriented analysis and design.
			Select only one score.	8	Minimum of 96 months of demonstrated experience within the last 120 months in Programming in a minimum of 3 of this assessment area's criteria.
			Identify which assessment criteria are being claimed.	6	Minimum of 48 months of demonstrated experience within the last 72 months in Programming in a minimum of 3 of this assessment area's criteria.
				4	Minimum of 12 months of demonstrated experience within the last 24 months in Programming in a minimum of 3 of this assessment area's criteria.
Integrated Product Team (IPT)			Select only one score.	4	Minimum of 48 months of demonstrated experience as a Programmer with in an IPT for an onsite client.
				3	Minimum of 36 months of demonstrated experience as a Programmer with in an IPT for an onsite client.
				2	Minimum of 24 months of demonstrated experience as a Programmer with in an IPT for an onsite client.
				1	Minimum of 12 months of demonstrated experience as a Programmer with in an IPT for an onsite client.
Defence System Project Experience			Mandatory for Senior	4	Minimum of 48 months of demonstrated experience as a Programmer on Military Command and Control Software systems.
			Select only one score.	3	Minimum of 36 months of demonstrated experience as a Programmer on Military Command and Control Software systems.
				2	Minimum of 24 months of demonstrated experience as a Programmer on Military Command and Control Software systems.
				1	Minimum of 12 months of demonstrated experience as a Programmer on Military Command and Control Software systems.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			14 to 18		Senior
			8 to 13		Intermediate
			1 to 7		Junior

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2. Stream 2 - System Engineering

Resource Category: System Architect (Sys Arch)				
Name: (Name of resource under consideration here)				
	Proposed Self-Score	Evaluator Score	Points available	
	(Mark each box Met/Not Met or with numerical score)			
Education			2	Proof of STEM (Science, Technology, Engineering, or Math) Master's degree in network, software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.
			Mandatory	Proof of STEM (Science, Technology, Engineering, or Math) Bachelor's degree in network, software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.
Professional Qualification			1	Must have demonstrated Professional Engineer License within Canada.
Domain Experience	Assessment Area Criteria (4)			<p>A.</p> <p>Developing architecture in one or more of the following areas:</p> <ol style="list-style-type: none"> 1. System of Systems level architecture for C4ISR systems; 2. System requirements gathering for complex systems; 3. System level architecture for command and control communication and information systems with in a distributed platform environment; 4. System level architecture for command and control communication and information system, within a Client/Server environment; 5. ISTAR System level architecture for Military C4ISR systems; and/or 6. Data architecture definition and implementation for C4ISR systems or similar systems.
				<p>B.</p> <p>Analyzing, designing and/or implementing solutions in one or more of the following areas:</p> <ol style="list-style-type: none"> 1. Command and control communication and information systems with in a distributed platform environment; 2. Command and control communication and information systems within a client/server environment; 3. Military ISTAR systems; 4. Joint or Allied C4ISR Interoperability solutions using NATO Standardization Agreements; and 5. System management solutions (tools and processes) for communication & information systems and/or ISTAR systems.

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				C.	Demonstrated work experience in system integration, verification and validation, for hardware and software components (COTS and/or custom developed) in new or existing systems, in one of the following areas: 1. Command and control communication and information systems with in a distributed platform environment; 2. Command and control communication and information systems within a client/server environment; 3. Military ISTAR systems; 4. Joint or Allied C4ISR Interoperability solutions using NATO Standardization Agreements; and 5. System management solutions (tools and processes) for communication & information systems and/or ISTAR systems.
				D.	Demonstrated work experience as a systems engineer in communication and information systems (Hardware, Software and Network) or Specialty engineering (Security, Modeling, Simulation, ISTAR).
				10	Minimum of 180 months of demonstrated experience in a minimum of 2 of this assessment area's criteria.
				8	Minimum of 144 months of demonstrated experience in a minimum of 2 of this assessment area's criteria.
				6	Minimum of 120 months of demonstrated experience in a minimum of 1 of this assessment area's criteria.
Defence System Project Experience			Select only one score.		
			Identify which assessment criteria are being claimed.		
			Mandatory for Senior	5	Minimum of 60 months of demonstrated experience as a System Architect on Military Command and Control Communication and Information systems or ISTAR systems.
				4	Minimum of 48 months of demonstrated experience as a System Architect on Military Command and Control Communication and Information systems or ISTAR systems.
				3	Minimum of 36 months of demonstrated experience as a System Architect on Military Command and Control Communication and Information systems or ISTAR systems.
				2	Minimum of 24 months of demonstrated experience as a System Architect on Military Command and Control Communication and Information systems or ISTAR systems.
Writing			Select only one score.	2	Minimum of 96 months of demonstrated experience within the last 120 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering (i.e. System, software, computer, communication, security, or simulation) experience.

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				1	Minimum of 72 months of demonstrated experience within the last 96 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
			Mandatory		Minimum of 48 months of demonstrated experience within the last 72 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
Communications	Assessment Area Criteria (5)			A.	Communicating information technology frameworks/strategies to management and technical staff.
				B.	Communicating system engineering direction for projects or systems.
				C.	Providing advice, guidance and recommendations on technical issues to support the decision-making of senior management.
				D.	Leading multidisciplinary teams in the development of IT tactical systems, frameworks or strategies.
				E.	Performing strategic, operational or tactical planning for projects or systems to meet corporate strategy.
			Select only one score. Identify which assessment criteria are being claimed.	5	Minimum of 96 months of demonstrated experience in each of this assessment area's criteria.
				2	Minimum of 72 months of demonstrated experience in each of at least four of this assessment area's criteria. Note - Mandatory for Senior, must include criteria C and D for senior.
					Minimum of 48 months of demonstrated experience in each of at least three of this assessment area's criteria. Note - Mandatory for Intermediate.
				1	
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			18 to 26	Senior	
			10 to 17	Intermediate	
			Below 10	Does not meet minimum required score	

Resource Category: System Engineer (Sys Eng)				
Name: (Name of resource under consideration here)				
	Proposed Self-Score	Evaluator Score	Points available	
	(Mark each box Met/Not Met or with numerical score)			

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Education			2	Proof of Masters of Engineering in software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.	
			Mandatory	Proof of Engineering Bachelor's degree in software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.	
Domain Experience	Assessment Area Criteria (6)			A.	Demonstrated systems engineering work experience analyzing, designing and/or implementing solutions in one or more of the following areas: 1. Command and control communication and information systems with in a distributed platform environment; 2. Command and control communication and information systems within a client/server environment; 3. Military ISTAR systems; 4. Joint or Allied C4ISR Interoperability solutions using NATO Standardization Agreements; and 5. System management solutions (tools and processes) for communication & information systems and/or ISTAR systems.
				B.	Demonstrated work experience in system integration, verification and validation, for hardware and software components (COTS and/or custom developed) in new or existing systems
				C.	Demonstrated systems engineering experience working on communication and information systems (Hardware, Software and Network) or Specialty engineering (Security, Modeling, Simulation, ISTAR).
				D.	Demonstrated work experience in system engineering within a Real-Time or Distributed Systems environment;
				E.	Demonstrated work experience in system life-cycle management of communication and information systems, or ISTAR systems.
				10	Minimum of 96 months of demonstrated experience within the last 120 months in system engineering in a minimum of 4 of this assessment area's criteria.
				8	Minimum of 72 months of demonstrated experience within the last 96 months in system engineering in a minimum of 4 of this assessment area's criteria.
				6	Minimum of 48 months of demonstrated experience within the last 72 months in system engineering in a minimum of 4 of this assessment area's criteria.
				4	Minimum of 24 months of demonstrated experience within the last 72 months in system engineering in a minimum of 3 of these assessment area criteria.
	Defence System Project Experience			Mandatory for Senior	5
				4	Minimum of 48 months of demonstrated experience as a System Engineer on Military C4ISR systems.

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				3	Minimum of 36 months of demonstrated experience as a System Engineer on Military C4ISR systems.
				2	Minimum of 24 months of demonstrated experience as a System Engineer on Military C4ISR systems.
Writing			Select only one score.	2	Minimum of 96 months of demonstrated experience within the last 120 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering (i.e. System, software, computer, communication, security, or simulation) experience.
				1	Minimum of 72 months of demonstrated experience within the last 96 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
			Mandatory		Minimum of 48 months of demonstrated experience within the last 72 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
Communications	Assessment Area Criteria (5)			A.	Communicating information technology frameworks/strategies to management and technical staff.
				B.	Communicating system engineering direction for projects or systems.
				C.	Providing advice, guidance and recommendations on technical issues to support the decision-making of senior management.
				D.	Leading multidisciplinary teams in the development of IT tactical systems, frameworks or strategies.
				E.	Performing strategic, operational or tactical planning for projects or systems to meet corporate strategy.
			Select only one score. Identify which assessment criteria are being claimed.	5	Minimum of 96 months of demonstrated experience in each of this assessment area's criteria.
				2	Minimum of 72 months of demonstrated experience in each of at least four of this assessment area's criteria. Note - Mandatory for Senior, must include criteria C and D for senior.
				1	Minimum of 48 months of demonstrated experience in each of at least three of this assessment area's criteria. Note - Mandatory for Intermediate.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			18 to 26	Senior	
			10 to 17	Intermediate	
			5 to 9	Junior	
			Below 5	Does not meet minimum required score	

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Resource Category: System Specialist (Sys Spec)					
Name: (Name of resource under consideration here)					
	Proposed Self-Score	Evaluator Score	Points available		
	(Mark each box Met/Not Met or with numerical score)				
Education			2	Proof of STEM (Science, Technology, Engineering, or Math) Bachelor's degree in network, software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.	
			Mandatory	Proof of STEM diploma (2 year minimum) in networking, software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.	
Domain Experience	Assessment Area Criteria (6)			A.	Demonstrated work experience in planning, configuring, employing and managing command and control communication and information systems in a distributed platform environment or within a client/server environment, or ISTAR systems.
				B.	Demonstrated work experience in identifying, analyzing and resolving complex communication and information system and/or ISTAR system problems.
				C.	Demonstrated work experience in analyzing, designing and/or implementing solutions for communication and information systems or ISTAR systems.
				D.	Demonstrated work experience in developing and documenting system management solutions (tools and processes) for command and control communication and information systems in mobile platforms or within a client/server environment, or ISTAR systems.
				E.	Demonstrated work experience in system integration, verification and validation, for hardware and software components (COTS and/or custom developed) in new or existing systems;
				F.	Demonstrated work experience in life-cycle management of tactical communication and information systems, or ISTAR systems.
			Select only one score. Identify which assessment criteria are being claimed.	10	Minimum of 96 months of demonstrated experience within the last 120 months in system engineering in a minimum of 4 of this assessment area's criteria.
		8		Minimum of 72 months of demonstrated experience within the last 96 months in system engineering in a minimum of 4 of this assessment area's criteria.	
		6		Minimum of 48 months of demonstrated experience within the last 72 months in system engineering in a minimum of 3 of this assessment area's criteria.	
	Defence System Project Experience			Mandatory for Senior	5

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				4	Minimum of 48 months of demonstrated experience as a System Specialist on Military C4ISR systems.
				3	Minimum of 36 months of demonstrated experience as a System Specialist on Military C4ISR systems.
				2	Minimum of 24 months of demonstrated experience as a System Specialist on Military C4ISR systems.
Writing			Select only one score.	2	Minimum of 96 months of demonstrated experience within the last 120 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering (i.e. System, software, computer, communication, security, or simulation) experience.
				1	Minimum of 72 months of demonstrated experience within the last 96 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
			Mandatory		Minimum of 48 months of demonstrated experience within the last 72 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
Communications	Assessment Area Criteria (5)			A.	Communicating information technology frameworks/strategies to management and technical staff.
				B.	Communicating system engineering direction for projects or systems.
				C.	Providing advice, guidance and recommendations on technical issues to support the decision-making of senior management.
				D.	Participating in multidisciplinary teams in the development of IT tactical systems, frameworks or strategies.
				E.	Performing strategic, operational or tactical planning for projects or systems to meet corporate strategy.
			Select only one score. Identify which assessment criteria are being claimed.	5	Minimum of 96 months of demonstrated experience in each of this assessment area's criteria.
				2	Minimum of 72 months of demonstrated experience in each of at least four of this assessment area's criteria. Note - Mandatory for Senior, must include criteria C and D for senior.
				1	Minimum of 48 months of demonstrated experience in each of at least three of this assessment area's criteria.
					Note - Mandatory for Intermediate.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			18 to 26	Senior	
			10 to 17	Intermediate	

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			6 to 9	Junior
			Below 6	Does not meet minimum required score

Resource Category: System Analyst (SysA)					
Name: (Name of resource under consideration here)					
	Proposed Self-Score	Evaluator Score	Points available		
	(Mark each box Met/Not Met or with numerical score)				
Education			Select only one score.	3	Proof of a Post-Graduate level degree in software, computer, systems, electrical, or a suitable engineering or technical field related to systems analysis.
				1	Proof of an undergraduate level degree in software, computer, systems, electrical, or a suitable engineering field related to systems analysis.
				Mandatory	
Domain Experience	Assessment Area Criteria (4)			A.	Requirements Analysis - production and review of detailed technical requirements from the analysis of higher level operational/user requirements, requirements gap analysis, and experience conducting requirements tracing.
				B.	Cost Analysis - detailed cost estimation of technical systems and support organizations for projects or programs with over \$1 million per year expenditures. Estimating time and resources required for others to carry out tasks and determining resource requirements to produce planning documents.
				C.	Specification Development - writing detailed engineering and/or contractual specification documents for complex technical systems.
				D.	Quality Engineering - managing quality engineering and/or quality management tasks, System Problem Reporting and problem resolution for software systems, knowledge and experience with ISO 9000, ISO 10006, QFD, CMMI or other industry formal Quality Management systems.
		Select only one score. Identify which assessment criteria are being claimed.	6	Minimum of 72 months of demonstrated experience within the last 120 months in software engineering in at least three of this assessment area's criteria.	
	5		Minimum of 72 months of demonstrated experience within the last 120 months in software engineering in at least two of this assessment area's criteria.		
	4		Minimum of 48 months of demonstrated experience within the last 96 months in system engineering in at least three of this assessment area's criteria.		

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				3	Minimum of 48 months of demonstrated experience within the last 96 months in system engineering in at least two of this assessment area's criteria.
				2	Minimum of 24 months of demonstrated experience within the last 72 months in system engineering in at least three of this assessment area's criteria.
			Mandatory		Minimum of 24 months of demonstrated experience within the last 72 months in system engineering in at least two of this assessment area's criteria.
Defence System Project Experience			3 Mandatory for Senior		Minimum of 60 months of demonstrated experience as a Software Analyst, Systems Analyst, Systems Engineer or Costing Analyst on Military C4 or ISR Software systems.
Stakeholder Engagement			Select only one score.	3	Minimum of 72 months of demonstrated experience within the last 120 months conducting stakeholder engagement in support of system analysis work.
				2	Minimum of 48 months of demonstrated experience within the last 96 months conducting stakeholder engagement in support of system analysis work.
			Mandatory		Minimum of 24 months of demonstrated experience within the last 72 months conducting stakeholder engagement in support of system analysis work.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			12 to 15	Senior	
			7 to 11	Intermediate	
			3 to 6	Junior	
			Below 3	Does not meet minimum required score	

3. Stream 3 - Network Engineering

Resource Category: Network Architect (Net Arch)				
Name: <small>(Name of resource under consideration here)</small>				
	Proposed Self-Score <small>(Mark each box Met/Not Met or with numerical score)</small>	Evaluator Score	Points available	
Education			2	Proof of STEM (Science, Technology, Engineering, or Math) Master's degree in network, software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.
			Mandatory	Proof of STEM (Science, Technology, Engineering, or Math) Bachelor's degree in network, software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.
Domain Experience	Assessment Area Criteria (8)		A.	Analyzing, designing and implementing network system architectures

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				B.	Communication engineering and network systems security (Hardware, software and network), including cryptographic key, devices, hardware, firmware or software that embodies or describes cryptographic logic;
				C.	Network Engineering for Real-Time systems, Distributed Systems, embedded systems or mission critical systems environments;
				D.	Network System Integration: hardware and software, (COTS and/or custom developed) components into new or existing systems;
				E.	Network architecture directly related to implementation practices such as layer 2 nomenclature, routing protocol selection, security protocols, and deployment models in a high security environment;
				F.	Analyzing, designing, integrating, testing and implementing communications network.
				G.	Life-cycle management of network systems; and
				H.	Employing a computer modelling and simulation tool to complete network and/or wireless communications performance studies or protocol development
			Select only one score.	10	Minimum of 180 months of demonstrated experience in a minimum of 2 of this assessment area's criteria.
			Identify which assessment criteria are being claimed.	8	Minimum of 144 months of demonstrated experience in a minimum of 2 of this assessment area's criteria.
				6	Minimum of 120 months of demonstrated experience in a minimum of 1 of this assessment area's criteria.
Defence System Project Experience			Mandatory for Senior	5	Minimum of 60 months of demonstrated experience as a System Architect on Military Command and Control Communication and Information systems or ISTAR systems.
				4	Minimum of 48 months of demonstrated experience as a System Architect on Military Command and Control Communication and Information systems or ISTAR systems.
				3	Minimum of 36 months of demonstrated experience as a System Architect on Military Command and Control Communication and Information systems or ISTAR systems.
				2	Minimum of 24 months of demonstrated experience as a System Architect on Military Command and Control Communication and Information systems or ISTAR systems.

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Writing			Select only one score.	2	Minimum of 96 months of demonstrated experience within the last 120 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering (i.e. System, software, computer, communication, security, or simulation) experience.
				1	Minimum of 72 months of demonstrated experience within the last 96 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
			Mandatory		Minimum of 48 months of demonstrated experience within the last 72 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
Communications	Assessment Area Criteria (5)			A.	Communicating network technology frameworks/strategies to management and technical staff.
				B.	Communicating network engineering direction for projects or systems.
				C.	Providing advice, guidance and recommendations on technical issues to support the decision-making of senior management.
				D.	Leading multidisciplinary teams in the development of IT tactical systems, frameworks or strategies.
				E.	Performing strategic, operational or tactical planning for projects or systems to meet corporate strategy.
			Select only one score. Identify which assessment criteria are being claimed.	5	Minimum of 96 months of demonstrated experience in each of this assessment area's criteria.
				2	Minimum of 72 months of demonstrated experience in each of at least four of this assessment area's criteria. Note - Mandatory for Senior, must include criteria C and D for senior.
					Minimum of 48 months of demonstrated experience in each of at least three of this assessment area's criteria.
				1	Note - Mandatory for Intermediate.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			18 to 26	Senior	
			10 to 17	Intermediate	
			Below 10	Does not meet minimum required score	

Resource Category: Network Engineer (Net Engr)

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Name: _____ (Name of resource under consideration here)					
	Proposed Self-Score	Evaluator Score	Points available		
	(Mark each box Met/Not Met or with numerical score)				
Education			2	Proof of STEM (Science, Technology, Engineering, or Math) Master's degree in network, software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.	
			Mandatory	Proof of STEM (Science, Technology, Engineering, or Math) Bachelor's degree in network, software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.	
Domain Experience	Assessment Area Criteria (8)			A.	Analyzing, designing and implementing network system architectures
				B.	Network engineering and network systems security (Hardware, software and network), including cryptographic key, devices, hardware, firmware or software that embodies or describes cryptographic logic;
				C.	Network Engineering for Real-Time systems, Distributed Systems, embedded systems or mission critical systems environments;
				D.	Network System Integration: hardware and software, (COTS and/or custom developed) components into new or existing systems;
				E.	Network architecture directly related to implementation practices such as layer 2 nomenclature, routing protocol selection, security protocols, and deployment models in a high security environment;
				F.	Analyzing, designing, integrating, testing and implementing communications network.
				G.	Life-cycle management of network systems; and
				H.	Employing a computer modelling and simulation tool to complete network and/or wireless communications performance studies or protocol development
			Select only one score.	10	Minimum of 96 months of demonstrated experience within the last 120 months in a minimum of 4 of this assessment area's criteria.
			Identify which assessment criteria are being claimed.	8	Minimum of 72 months of demonstrated experience within the last 96 months in a minimum of 4 of this assessment area's criteria.
	6	Minimum of 48 months of demonstrated experience within the last 72 months in a minimum of 4 of this assessment area's criteria.			
Defence System Project Experience			5 Mandatory for Senior	Minimum of 60 months of demonstrated experience as a Network Engineer on Military Command and Control Software systems.	

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Writing			Select only one score.	2	Minimum of 96 months of demonstrated experience within the last 120 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering (i.e. System, software, computer, communication, security, or simulation) experience.
				1	Minimum of 72 months of demonstrated experience within the last 96 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
			Mandatory		Minimum of 48 months of demonstrated experience within the last 72 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
Communications	Assessment Area Criteria (5)			A.	Communicating network technology frameworks/strategies to management and technical staff.
				B.	Communicating network engineering direction for projects or systems.
				C.	Providing advice, guidance and recommendations on technical issues to support the decision-making of senior management.
				D.	Leading teams in the development of network systems, frameworks or strategies.
				E.	Performing strategic, operational or tactical planning for projects or systems to meet corporate strategy.
			Select only one score. Identify which assessment criteria are being claimed.	5	Minimum of 96 months of demonstrated experience in each of this assessment area's criteria.
				2	Minimum of 72 months of demonstrated experience in each of at least four of this assessment area's criteria. Note - Mandatory for Senior, must include criteria C and D for senior.
					Minimum of 48 months of demonstrated experience in each of at least three of this assessment area's criteria.
				1	Note - Mandatory for Intermediate.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			18 to 24	Senior	
			10 to 17	Intermediate	
			5 to 9	Junior	
			Below 5	Does not meet minimum required score	

Resource Category: Network Specialist (Net Spec)

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Name: (Name of resource under consideration here)					
	Proposed Self-Score	Evaluator Score	Points available		
	(Mark each box Met/Not Met or with numerical score)				
Education			2	Proof of STEM (Science, Technology, Engineering, or Math) Bachelor's degree in network, software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.	
			Mandatory	Proof of STEM diploma (2 year minimum) in networking, software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.	
Domain Experience	Assessment Area Criteria (4)		A.	Plan, initialise, configure, and employ wired military communication systems (Hardware, software and network), including cryptographic devices;	
			B.	Employ military radio communications systems in both Narrow and Wide Bands;	
			C.	Implement test plans for various levels of testing including: unit, integration, regression, system level and user acceptance tests. Must include organizing, and scheduling test events, as well as drafting and developing test reports.	
			D.	Life-cycle management of network systems.	
		Select only one score. Identify which assessment criteria are being claimed.	10	Minimum of 96 months of demonstrated experience within the last 120 months in a minimum of 3 of this assessment area's criteria.	
	8		Minimum of 72 months of demonstrated experience within the last 96 months in a minimum of 3 of this assessment area's criteria.		
	6		Minimum of 48 months of demonstrated experience within the last 72 months in a minimum of 3 of this assessment area's criteria.		
Defence System Project Experience			5 Mandatory for Senior	Minimum of 60 months of demonstrated experience as a Network Specialist on Military Command and Control Software systems.	
Writing			Select only one score.	2	Minimum of 96 months of demonstrated experience within the last 120 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering (i.e. System, software, computer, communication, security, or simulation) experience.
				1	Minimum of 72 months of demonstrated experience within the last 96 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.

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			Mandatory	Minimum of 48 months of demonstrated experience within the last 72 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.	
Communications	Assessment Area Criteria (4)			A.	Drafting and developing presentations and briefings regarding test plans and results to management;
				B.	Providing advice, guidance and recommendations on technical issues to support the decision-making of management;
				C.	Participate in multidisciplinary teams in the development and support of IT tactical systems or multi-site Enterprise Networks.
				D.	Performing strategic, operational or tactical planning for projects or systems to meet corporate strategy.
			Select only one score. Identify which assessment criteria are being claimed.	5	Minimum of 96 months of demonstrated experience in each of this assessment area's criteria.
		2		Minimum of 72 months of demonstrated experience in each of at least three of this assessment area's criteria.	
				Note - Mandatory for Senior, must include criteria B and C for senior.	
				1	Minimum of 48 months of demonstrated experience in each of at least two of this assessment area's criteria.
			Note - Mandatory for Intermediate.		
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			18 to 24	Senior	
			10 to 17	Intermediate	
			5 to 9	Junior	
			Below 5	Does not meet minimum required score	

Resource Category: Network Administrator (Net Adm)				
Name: (Name of resource under consideration here)				
	Proposed Self-Score	Evaluator Score	Points available	
	(Mark each box Met/Not Met or with numerical score)			
Education			2	Proof of STEM (Science, Technology, Engineering, or Math) Bachelor's degree in network, software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.
			Mandatory	Proof of STEM diploma (2 year minimum) in networking, software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.

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Domain Experience	Assessment Area Criteria (11)			A.	Planning, installing, managing and implementing network architectures;
				B.	Windows 2003 Server or higher system administration;
				C.	Managing TCP/IP, Network file system, and name servers;
				D.	Microsoft Exchange Server administration;
				E.	SQL Server Administration;
				F.	SMS Server Administration;
				G.	Preparing and implementing network policies and procedures;
				H.	Managing network personnel and Networking security;
				I.	Managing Internet services (e.g. web servers, ftp servers, etc);
				J.	Gateway, bridge and router management; and
				K.	Management and security of systems connected to the Internet.
			Select only one score. Identify which assessment criteria are being claimed.	10	Minimum of 12 months of demonstrated experience within the last 120 months in all of this assessment area's criteria.
				8	Minimum of 12 months of demonstrated experience within the last 96 months in a minimum of 8 of this assessment area's criteria.
				6	Minimum of 12 months of demonstrated experience within the last 96 months in a minimum of 6 of this assessment area's criteria.
Defence System Project Experience			5 Mandatory for Senior		Minimum of 60 months of demonstrated experience as a Network Administrator on Military Command and Control systems.
Writing			Select only one score.	2	Minimum of 48 months of demonstrated experience within the last 120 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering (i.e. System, software, computer, communication, security, or simulation) experience.
				1	Minimum of 24 months of demonstrated experience within the last 96 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
			Mandatory		Minimum of 12 months of demonstrated experience within the last 72 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
Communications	Assessment Area Criteria (3)			A.	Drafting and developing presentations and briefings regarding network status and issues to management;

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				B.	Providing advice, guidance and recommendations on technical issues to support the decision-making of management;
				C.	Participate in multidisciplinary teams in the development and support of IT tactical systems or multi-site Enterprise Networks.
				5	Minimum of 48 months of demonstrated experience in each of this assessment area's criteria.
				2	Minimum of 24 months of demonstrated experience in each of at least two of this assessment area's criteria.
					Note - Mandatory for Senior, must include criteria C and D for senior.
				1	Minimum of 12 months of demonstrated experience in each of at least two of this assessment area's criteria.
Final Scoring	Self-Score Total	Evaluator Total			Note - Mandatory for Intermediate.
				Scoring range by level for this Labour Category	
				18 to 24	Senior
				10 to 17	Intermediate
				5 to 9	Junior
				Below 5	Does not meet minimum required score

4. Stream 4 - Communications System Engineering

Resource Category: Radio Frequency Architect (RF Arch)					
Name: _____ (Name of resource to be considered for consideration here)					
	Proposed Self-Score	Evaluator Score	Points available		
	(Mark each box Met/Not Met or with numerical score)				
Education			2	Proof of Masters of Engineering in software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.	
			Mandatory	Proof of Engineering Bachelor's degree in software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.	
Domain Experience	Assessment Area Criteria (8)			A.	Analyzing, Designing and Implementing military radio communications systems in both Narrow and Wide Bands;
				B.	Analyzing, Designing, architecting, modeling or implementing radio communications products or systems;
				C.	Analyzing, Designing, architecting, modeling or implementing radio communications waveforms;
				D.	Analyzing, Designing, modeling or implementing narrowband or wideband antennas;

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				E.	Analyzing, Designing, modeling or implementing narrowband or wideband radio frequency propagation models;
				F.	Communication engineering and system security (Hardware, software and network), including cryptographic key, devices, hardware, firmware or software that embodies or describes cryptographic logic; and
				G.	Radio Frequency Engineering for Real-Time systems, Distributed Systems, embedded systems or mission critical systems environments;
				H.	Life-cycle management of radio communications systems;
			Select only one score. Identify which assessment criteria are being claimed.	10	Minimum of 180 months of demonstrated experience in a minimum of 4 of this assessment area's criteria.
				8	Minimum of 144 months of demonstrated experience in a minimum of 4 of this assessment area's criteria.
				6	Minimum of 120 months of demonstrated experience in a minimum of 2 of this assessment area's criteria.
Defence System Project Experience			Mandatory for Senior	5	Minimum of 60 months of demonstrated experience on Military Command and Control Communication and Information systems or ISTAR systems.
				4	Minimum of 48 months of demonstrated experience on Military Command and Control Communication and Information systems or ISTAR systems.
				3	Minimum of 36 months of demonstrated experience on Military Command and Control Communication and Information systems or ISTAR systems.
				2	Minimum of 24 months of demonstrated experience on Military Command and Control Communication and Information systems or ISTAR systems.
Writing			Select only one score.	2	Minimum of 96 months of demonstrated experience within the last 120 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering (i.e. System, software, computer, communication, security, or simulation) experience.
				1	Minimum of 72 months of demonstrated experience within the last 96 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
			Mandatory		Minimum of 48 months of demonstrated experience within the last 72 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.

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Communications	Assessment Area Criteria (5)			A.	Communicating information technology frameworks/strategies to management and technical staff.
				B.	Communicating system engineering direction for projects or systems.
				C.	Providing advice, guidance and recommendations on technical issues to support the decision-making of senior management.
				D.	Leading multidisciplinary teams in the development of IT tactical systems, frameworks or strategies.
				E.	Performing strategic, operational or tactical planning for projects or systems to meet corporate strategy.
			Select only one score. Identify which assessment criteria are being claimed.	5	Minimum of 96 months of demonstrated experience in each of this assessment area's criteria.
				2	Minimum of 72 months of demonstrated experience in each of at least four of this assessment area's criteria. Note - Mandatory for Senior, must include criteria C and D for senior.
				1	Minimum of 48 months of demonstrated experience in each of at least three of this assessment area's criteria. Note - Mandatory for Intermediate.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			18 to 26	Senior	
			10 to 17	Intermediate	
			Below 10	Does not meet minimum required score	

Resource Category: Communication System Engineer (CS Eng)				
Name: (Name of resource under consideration here)				
	Proposed Self-Score	Evaluator Score	Points available	
	(Mark each box Met/Not Met or with numerical score)			
Education			2	Proof of STEM (Science, Technology, Engineering, or Math) Master's degree in network, software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.

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			Mandatory		Proof of STEM (Science, Technology, Engineering, or Math) Bachelor's degree in network, software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.
Professional Qualification			1		Demonstrated Professional Engineer License within Canada.
Domain Experience	Assessment Area Criteria (6)			A.	Analyzing, Designing and Implementing communications systems within military platforms;
				B.	Communications systems integration on military platforms (Hardware, software and network), including cryptographic devices;
				C.	Analyze platform information flows and provide platform integration options to meet immediate requirements and minimize the work for planned and projected upgrades;
				D.	Specify and test to military standards (e.g. MIL-STD in the following areas: DC power systems, shock and vibration, temperature, hardening, or cabling);
				E.	Conduct options analysis for communications system integration in new and existing military platform; and
				F.	Life-cycle management of communications systems within military platforms.
			Select only one score. Identify which assessment criteria are being claimed.	10	Minimum of 96 months of demonstrated experience within the last 120 months in communication system engineering in a minimum of 4 of this assessment area's criteria.
				8	Minimum of 72 months of demonstrated experience within the last 96 months in communication system engineering in a minimum of 4 of this assessment area's criteria.
				6	Minimum of 48 months of demonstrated experience within the last 72 months in communication system engineering in a minimum of 4 of this assessment area's criteria.
Defence System Project Experience			Mandatory for Senior	5	Minimum of 60 months of demonstrated experience as a Communication Systems Engineer on Military Command and Control systems.
Writing				2	Minimum of 96 months of demonstrated experience within the last 120 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering (i.e. System, software, computer, communication, security, or simulation) experience.
				1	Minimum of 72 months of demonstrated experience within the last 96 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.

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			Mandatory	Minimum of 48 months of demonstrated experience within the last 72 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.	
Communications	Assessment Area Criteria (5)			A.	Communicating information technology frameworks/strategies to management and technical staff.
				B.	Communicating system engineering direction for projects or systems.
				C.	Providing advice, guidance and recommendations on technical issues to support the decision-making of senior management.
				D.	Leading multidisciplinary teams in the development of IT tactical systems, frameworks or strategies.
				E.	Performing strategic, operational or tactical planning for projects or systems to meet corporate strategy.
			Select only one score. Identify which assessment criteria are being claimed.	5	Minimum of 96 months of demonstrated experience in each of this assessment area's criteria.
		2		Minimum of 72 months of demonstrated experience in each of at least four of this assessment area's criteria.	
				Note - Mandatory for Senior, must include criteria C and D for senior.	
				1	Minimum of 48 months of demonstrated experience in each of at least three of this assessment area's criteria.
				Note - Mandatory for Intermediate.	
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			21 to 25	Senior	
			15 to 20	Intermediate	
			9 to 14	Junior	
			Below 9	Does not meet minimum required score	

Resource Category: Communication Systems/Platform Integration Engineer (CS/PI Eng)				
Name: (Name of resource under consideration here)				
	Proposed Self-Score	Evaluator Score	Points available	
	(Mark each box Met/Not Met or with numerical score)			
Education			2	Proof of STEM (Science, Technology, Engineering, or Math) Master's degree in network, software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.

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			Mandatory		Proof of STEM (Science, Technology, Engineering, or Math) Bachelor's degree in network, software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.
Professional Qualification			1		Demonstrated Professional Engineer License within Canada.
Domain Experience	Assessment Area Criteria (6)			A.	Analyzing, Designing and Implementing communications systems within military platforms;
				B.	Communications systems integration on military platforms (Hardware, software and network), including cryptographic devices;
				C.	Analyze platform information flows and provide platform integration options to meet immediate requirements and minimize the work for planned and projected upgrades;
				D.	Specify and test to military standards (e.g. MIL-STD in the following areas: DC power systems, shock and vibration, temperature, hardening, or cabling);
				E.	Conduct options analysis for communications system integration in new and existing military platform; and
				F.	Life-cycle management of communications systems within military platforms.
			Select only one score. Identify which assessment criteria are being claimed.	10	Minimum of 96 months of demonstrated experience within the last 120 months in communication system engineering in a minimum of 3 of this assessment area's criteria.
				8	Minimum of 72 months of demonstrated experience within the last 96 months in communication system engineering in a minimum of 3 of this assessment area's criteria.
				6	Minimum of 24 months of demonstrated experience within the last 72 months in communication system engineering in a minimum of 3 of this assessment area's criteria.
Defence System Project Experience			Mandatory for Senior	5	Minimum of 60 months of demonstrated experience as a Communication Systems Engineer on Military Command and Control systems.
Writing			Select only one score.	2	Minimum of 96 months of demonstrated experience within the last 120 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering (i.e. System, software, computer, communication, security, or simulation) experience.
				1	Minimum of 72 months of demonstrated experience within the last 96 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.

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			Mandatory	Minimum of 24 months of demonstrated experience within the last 72 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.	
Communications	Assessment Area Criteria (5)			A.	Communicating information technology frameworks/strategies to management and technical staff.
				B.	Communicating system engineering direction for projects or systems.
				C.	Providing advice, guidance and recommendations on technical issues to support the decision-making of senior management.
				D.	Leading multidisciplinary teams in the development of IT tactical systems, frameworks or strategies.
				E.	Performing strategic, operational or tactical planning for projects or systems to meet corporate strategy.
			Select only one score. Identify which assessment criteria are being claimed.	5	Minimum of 96 months of demonstrated experience in each of this assessment area's criteria.
		2		Minimum of 72 months of demonstrated experience in each of at least four of this assessment area's criteria.	
				Note - Mandatory for Senior, must include criteria C and D for senior.	
				1	Minimum of 48 months of demonstrated experience in each of at least three of this assessment area's criteria.
				Note - Mandatory for Intermediate.	
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			20 to 24	Senior	
			14 to 19	Intermediate	
			9 to 13	Junior	
			Below 9	Does not meet minimum required score	

Resource Category: Communication Systems/Platform Integration Specialist (CS/PI Specialist)				
Name: (Name of resource under consideration here)				
	Proposed Self-Score	Evaluator Score	Points available	
	(Mark each box Met/Not Met or with numerical score)			
Education			2	Proof of Engineering Bachelor's degree in software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.
			Mandatory	Proof of College Diploma in Computer Technology; or a Bachelor of Science; or suitable technical field required to support Land C4ISR.

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Domain Experience	Assessment Area Criteria (6)			A.	Provided LCSS system engineering, analysis and integration support within a Client/Server Environment and within a distributed LCSS platform environment.
				B.	Provided LCSS system engineering to support the integration of new LCSS Configuration Items (CI).
				C.	Analysis and recommend alternatives and options for technical solutions to meet integration objectives and impact to LCSS platform Life Cycle support, maintenance costs and operational technical requirements.
				D.	Manage, review, initiate LCSS platform sub-system Engineering Change Requests (ECR), specification change notice and parts substitutions using CI and sub-system Control Plans and Critical Feature Reports to determine impacts and mitigate risks to platform baselines and architectures.
				E.	Analyze and recommend options, develop solutions, impacted by the delivery of new vehicles fleets and introduction of new LCSS CI.
				F.	Develop, review and maintain LCSS Platform sub-system specifications and requirements.
			Select only one score. Identify which assessment criteria are being claimed.	10	Minimum of 96 months of demonstrated experience within the last 120 months in communication system engineering in a minimum of 3 of this assessment area's criteria.
				8	Minimum of 72 months of demonstrated experience within the last 96 months in communication system engineering in a minimum of 3 of this assessment area's criteria.
				6	Minimum of 24 months of demonstrated experience within the last 72 months in communication system engineering in a minimum of 3 of this assessment area's criteria.
Defence System Project Experience			Mandatory for Senior	5	Minimum of 60 months of demonstrated experience as a Communication Systems Engineer on Military Command and Control systems.
Writing			Select only one score.	2	Minimum of 96 months of demonstrated experience within the last 120 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering (i.e. System, software, computer, communication, security, or simulation) experience.
				1	Minimum of 72 months of demonstrated experience within the last 96 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.

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			Mandatory	Minimum of 24 months of demonstrated experience within the last 72 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.	
Communications	Assessment Area Criteria (5)			A.	Communicating information technology frameworks/strategies to management and technical staff.
				B.	Communicating system engineering direction for projects or systems.
				C.	Providing advice, guidance and recommendations on technical issues to support the decision-making of senior management.
				D.	Leading multidisciplinary teams in the development of IT tactical systems, frameworks or strategies.
				E.	Performing strategic, operational or tactical planning for projects or systems to meet corporate strategy.
			Select only one score. Identify which assessment criteria are being claimed.	5	Minimum of 96 months of demonstrated experience in each of this assessment area's criteria.
		2		Minimum of 72 months of demonstrated experience in each of at least four of this assessment area's criteria.	
				Note - Mandatory for Senior, must include criteria C and D for senior.	
				1	Minimum of 48 months of demonstrated experience in each of at least three of this assessment area's criteria.
				Note - Mandatory for Intermediate.	
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			19 to 24	Senior	
			9 to 18	Intermediate	
			6 to 8	Junior	
			Below 8	Does not meet minimum required score	

Resource Category: Radio Frequency Specialist (RF Spec)				
Name: (Name of resource under consideration here)				
	Proposed Self-Score	Evaluator Score	Points available	
	(Mark each box Met/Not Met or with numerical score)			
Education			2	Proof of Engineering Bachelor's degree in software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.
			Mandatory	Demonstrated College Diploma in Computer Technology; or a Bachelor of Science; suitable technical field required to support Land C4ISR.

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Domain Experience	Assessment Area Criteria (4)			A.	Employ wired communication systems (Hardware, software and network), including cryptographic devices;
				B.	Employ wireless communication systems (Hardware, software and network), including cryptographic devices;
				C.	Employ military radio communications systems in both Narrow and Wide Bands;
				D.	Conduct options analysis of radio communications waveforms;
			Select only one score.	10	Minimum of 96 months of demonstrated experience within the last 120 months in radio systems engineering in each of this assessment area's criteria.
			Identify which assessment criteria are being claimed.	8	Minimum of 72 months of demonstrated experience within the last 96 months in radio systems engineering each of this assessment area's criteria.
				6	Minimum of 48 months of demonstrated experience within the last 72 months in radio systems engineering in each of this assessment area's criteria.
Defence System Project Experience			Mandatory for Senior	5	Minimum of 60 months of demonstrated experience as a Radio Communication Systems Specialist on Military Command and Control systems.
Writing			Select only one score.	2	Minimum of 96 months of demonstrated experience within the last 120 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering (i.e. System, software, computer, communication, security, or simulation) experience.
				1	Minimum of 72 months of demonstrated experience within the last 96 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
			Mandatory		Minimum of 48 months of demonstrated experience within the last 72 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
Communications	Assessment Area Criteria (5)			A.	Communicating information technology frameworks/strategies to management and technical staff.
				B.	Communicating system engineering direction for projects or systems.
				C.	Providing advice, guidance and recommendations on technical issues to support the decision-making of senior management.
				D.	Leading multidisciplinary teams in the development of IT tactical systems, frameworks or strategies.
				E.	Performing strategic, operational or tactical planning for projects or systems to meet corporate strategy.

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			Select only one score. Identify which assessment criteria are being claimed.	5 2 1	Minimum of 96 months of demonstrated experience in each of this assessment area's criteria. Minimum of 72 months of demonstrated experience in each of at least four of this assessment area's criteria. Note - Mandatory for Senior, must include criteria C and D for senior. Minimum of 48 months of demonstrated experience in each of at least three of this assessment area's criteria. Note - Mandatory for Intermediate.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			20 to 24	Senior	
			14 to 19	Intermediate	
			9 to 13	Junior	
			Below 9	Does not meet minimum required score	

5. Stream 5 - Security Engineering

Resource Category: Security Architect (Sec Arch)				
Name: (Name of resource under consideration here)				
	Proposed Self-Score (Mark each box Met/Not Met or with numerical score)	Evaluator Score	Points available	
Education			2	Proof of Masters of Engineering in software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.
			1	Proof of Engineering Bachelor's degree in software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.
Professional Qualification			Mandatory for Senior	Proof of Professional Engineer License within Canada and current CISSP qualification.
Domain Experience	Assessment Area Criteria (6)			A. Demonstrated work experience in security architecture and engineering processes using secure design principles and industry best practice.
				B. Demonstrated work experience in assessing and mitigating vulnerabilities in system by applying security and risk management principles.
				C. Demonstrated work experience in development of security governance principles, compliance requirements, IT policies, guidance and procedures.
				D. Demonstrated work experience in the design and protection strategy of an organization's communications and network security, such as the development of a VPN solution which include familiarity with encryption algorithms / cryptography and key management plan.

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				E.	Demonstrated work experience in design and implementation of an identity and access management strategy (identification and authorization).
				F	Demonstrated work experience in security operations in development of logging and monitoring activities, supporting event investigations and incident management.
			Select only one score. Identify which assessment criteria are being claimed.	10	Minimum of 180 months of demonstrated experience in a minimum of 4 of this assessment area's criteria.
				8	Minimum of 144 months of demonstrated experience in a minimum of 4 of this assessment area's criteria.
				6	Minimum of 120 months of demonstrated experience in a minimum of 2 of this assessment area's criteria.
Defence System Project Experience			Mandatory for Senior	5	Minimum of 60 months of demonstrated experience on Military Command and Control Communication and Information systems or ISTAR systems.
				4	Minimum of 48 months of demonstrated experience on Military Command and Control Communication and Information systems or ISTAR systems.
				3	Minimum of 36 months of demonstrated experience on Military Command and Control Communication and Information systems or ISTAR systems.
				2	Minimum of 24 months of demonstrated experience on Military Command and Control Communication and Information systems or ISTAR systems.
Writing			Select only one score.	2	Minimum of 96 months of demonstrated experience within the last 120 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering (i.e. System, software, computer, communication, security, or simulation) experience.
				1	Minimum of 72 months of demonstrated experience within the last 96 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
					Mandatory
Communications	Assessment Area Criteria (5)			A.	Communicating information technology frameworks/strategies to management and technical staff.
				B.	Communicating system engineering direction for projects or systems.

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				C.	Providing advice, guidance and recommendations on technical issues to support the decision-making of senior management.
				D.	Leading multidisciplinary teams in the development of IT tactical systems, frameworks or strategies.
				E.	Performing strategic, operational or tactical planning for projects or systems to meet corporate strategy.
			Select only one score. Identify which assessment criteria are being claimed.	5	Minimum of 96 months of demonstrated experience in each of this assessment area's criteria.
				2	Minimum of 72 months of demonstrated experience in each of at least four of this assessment area's criteria. Note - Mandatory for Senior, must include criteria C and D for senior.
				1	Minimum of 48 months of demonstrated experience in each of at least three of this assessment area's criteria. Note - Mandatory for Intermediate.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			18 to 26	Senior	
			10 to 17	Intermediate	
			Below 10	Does not meet minimum required score	

Resource Category: Security Engineer (Sec Eng)				
Name: _____ (Name of resource to be considered for consideration here)				
	Proposed Self-Score	Evaluator Score	Points available	
	(Mark each box Met/Not Met or with numerical score)			
Education			2	Proof of Masters of Engineering in software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.
			Mandatory	Proof of Engineering Bachelor's degree in software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.
Professional Qualification			Mandatory for Senior	Current CISSP qualification.
Domain Experience	Assessment Area Criteria (7)			A. Demonstrated work experience in designing, developing and integrating new security controls/ solutions within a network system architectures.
				B. Demonstrated work experience in designing and implementing communication and network security system, such as an enterprise VPN solution.

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				C.	Demonstrated work experience in design and implementation of an identity and access management solution (identification and authorization).
				D.	Demonstrated work experience in design and implementation of an end point protection solution.
				E.	Demonstrated work experience in designing and implementing an example of defence in depth solution.
				F.	Demonstrated work experience in analyzing, evaluating and resolving system security related issues.
				G.	Demonstrated work experience in designing and validating assessment and test strategies.
			Select only one score. Identify which assessment criteria are being claimed.	10	Minimum of 96 months of demonstrated experience within the last 120 months in security engineering in a minimum of 5 of this assessment area's criteria.
				8	Minimum of 72 months of demonstrated experience within the last 96 months in security engineering in a minimum of 5 of this assessment area's criteria.
				6	Minimum of 24 months of demonstrated experience within the last 72 months in security engineering in a minimum of 3 of of this assessment area's criteria.
Defence System Project Experience			5 Mandatory for Senior		Minimum of 60 months of demonstrated experience as a Security Engineer on Military Command and Control systems.
Writing			Select only one score.	2	Minimum of 96 months of demonstrated experience within the last 120 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering (i.e. System, software, computer, communication, security, or simulation) experience.
				1	Minimum of 72 months of demonstrated experience within the last 96 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
					Minimum of 24 months of demonstrated experience within the last 72 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
Communications	Assessment Area Criteria (5)			A.	Communicating information technology frameworks/strategies to management and technical staff.
				B.	Communicating system engineering direction for projects or systems.
				C.	Providing advice, guidance and recommendations on technical issues to support the decision-making of senior management.

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			Select only one score. Identify which assessment criteria are being claimed.	D.	Leading multidisciplinary teams in the development of IT tactical systems, frameworks or strategies.
				E.	Performing strategic, operational or tactical planning for projects or systems to meet corporate strategy.
				5	Minimum of 96 months of demonstrated experience in each of this assessment area's criteria.
				2	Minimum of 72 months of demonstrated experience in each of at least four of this assessment area's criteria. Note - Mandatory for Senior, must include criteria C and D for senior.
				1	Minimum of 48 months of demonstrated experience in each of at least three of this assessment area's criteria. Note - Mandatory for Intermediate.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			18 to 26	Senior	
			10 to 17	Intermediate	
			6 to 9	Junior	
			Below 6	Does not meet minimum required score	

Resource Category: Security Specialist (Sec Spec)				
Name: (Name of resource under consideration here)				
	Proposed Self-Score	Evaluator Score	Points available	
	(Mark each box Met/Not Met or with numerical score)			
Education			2	Proof of Engineering Bachelor's degree in software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.
			Mandatory	Proof of College Diploma in Computer Technology; or a Bachelor of Science; or suitable engineering or technical field required to support Land C4ISR.
Professional Qualification			Mandatory for Intermediate and Senior	Current industry recognized qualification in area of expertise.
Domain Experience	Assessment Area Criteria (7)		A.	Specialist in one or more of the following areas of security expertise: 1. communication and network security; 2. asset security; 3. identity and access management; 4. security assessment and testing; 5. security operation; and 6. software development security.
B.			Demonstrated work experience in reviewing, analyzing, and providing recommendation on security requirement to improve capability in area of expertise.	

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				C.	Demonstrated work experience in drafting evaluation reports and recommendation of best course of action in area of expertise.
				D.	Demonstrated work experience in conducting system security integration attestation in area of expertise.
				E.	Demonstrated work experience in conducting detailed reviews to monitor, advise and report on progress and potential issues in area of expertise.
				F.	Demonstrated work experience in maintaining build procedures and system management documentations in area of expertise.
				G.	Demonstrated work experience in quickly resolving reported issues in area of expertise.
			Select only one score. Identify which assessment criteria are being claimed.	10	Minimum of 96 months of demonstrated experience within the last 120 months in security engineering in a minimum of 5 of this assessment area's criteria.
				8	Minimum of 72 months of demonstrated experience within the last 96 months in security engineering in a minimum of 4 of this assessment area's criteria.
				6	Minimum of 48 months of demonstrated experience within the last 72 months in security engineering in a minimum of 3 of of this assessment area's criteria.
Defence System Project Experience			5 Mandatory for Senior		Minimum of 60 months of demonstrated experience as a Security Specialist on Military Command and Control systems.
Writing			Select only one score.	2	Minimum of 96 months of demonstrated experience within the last 120 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering (i.e. System, software, computer, communication, security, or simulation) experience.
				1	Minimum of 72 months of demonstrated experience within the last 96 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
					Minimum of 48 months of demonstrated experience within the last 72 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
Communications	Assessment Area Criteria (5)			A.	Communicating information technology frameworks/strategies to management and technical staff.
				B.	Communicating system engineering direction for projects or systems.
				C.	Providing advice, guidance and recommendations on technical issues to support the decision-making of senior management.

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			Select only one score. Identify which assessment criteria are being claimed.	D.	Leading multidisciplinary teams in the development of IT tactical systems, frameworks or strategies.
				E.	Performing strategic, operational or tactical planning for projects or systems to meet corporate strategy.
				5	Minimum of 96 months of demonstrated experience in each of this assessment area's criteria.
				2	Minimum of 72 months of demonstrated experience in each of at least four of this assessment area's criteria. Note - Mandatory for Senior, must include criteria C and D for senior.
				1	Minimum of 48 months of demonstrated experience in each of at least three of this assessment area's criteria. Note - Mandatory for Intermediate.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			18 to 26	Senior	
			10 to 17	Intermediate	
			6 to 9	Junior	
			Below 6	Does not meet minimum required score	

Resource Category: Security Analyst (Sec A)				
Name: (Name of resource under consideration here)				
	Proposed Self-Score	Evaluator Score	Points available	
	(Mark each box Met/Not Met or with numerical score)			
Education			2	Proof of Engineering Bachelor's degree in software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.
			Mandatory	Demonstrated College Diploma in Computer Technology; or a Bachelor of Science; suitable technical field required to support Land C4ISR.
Professional Qualification			Mandatory for Senior	Current CISSP qualification.
Domain Experience	Assessment Area Criteria (8)		A.	Demonstrated work experience conducting the Security Assessment and Authorization (SA&A) process.
B.			Demonstrated work experience in developing normal use-cases and mis-use use-cases for evaluation of system integrity.	
C.			Demonstrated work experience in conducting system scans and capturing raw data for analysis.	
D.			Demonstrated work experience in identifying and analyzing technical threats and vulnerabilities on target system.	
E.			Demonstrated work experience in analyzing security data and reporting all relevent information.	

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				F.	Demonstrated work experience in conducting penetration testing on target system.
				G.	Demonstrated work experience in conducting documentation reviews and system evaluations for security compliance
				H.	Demonstrate work experience in evaluating events/alerts from Security Information and Event Management (SIEM) systems.
			Select only one score. Identify which assessment criteria are being claimed.	10	Minimum of 96 months of demonstrated experience within the last 120 months in security engineering in a minimum of 6 of this assessment area's criteria.
				8	Minimum of 60 months of demonstrated experience within the last 96 months in security engineering in a minimum of 4 of this assessment area's criteria.
				6	Minimum of 24 months of demonstrated experience within the last 72 months in security engineering in a minimum of 3 of this assessment area's criteria.
Defence System Project Experience			5 Mandatory for Senior		Minimum of 60 months of demonstrated experience as a Security Specialist on Military Command and Control systems.
Writing			Select only one score.	2	Minimum of 96 months of demonstrated experience within the last 120 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering (i.e. System, software, computer, communication, security, or simulation) experience.
				1	Minimum of 60 months of demonstrated experience within the last 96 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
			Mandatory		Minimum of 24 months of demonstrated experience within the last 72 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
Communications			Assessment Area Criteria (5)	A.	Communicating information technology frameworks/strategies to management and technical staff.
				B.	Communicating system engineering direction for projects or systems.
				C.	Providing advice, guidance and recommendations on technical issues to support the decision-making of senior management.
				D.	Leading multidisciplinary teams in the development of IT tactical systems, frameworks or strategies.
				E.	Performing strategic, operational or tactical planning for projects or systems to meet corporate strategy.
			Select only one score.	5	Minimum of 96 months of demonstrated experience in each of this assessment area's criteria.

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			Identify which assessment criteria are being claimed.	2	Minimum of 60 months of demonstrated experience in each of at least four of this assessment area's criteria. Note - Mandatory for Senior, must include criteria C and D for senior.
				1	Minimum of 24 months of demonstrated experience in each of at least three of this assessment area's criteria. Note - Mandatory for Intermediate.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			18 to 26	Senior	
			10 to 17	Intermediate	
			6 to 9	Junior	
			Below 6	Does not meet minimum required score	

6. Stream 6 - Information Management / Knowledge Management

Resource Category: Information Management Architect (IM Arch)				
Name: (Name of resource under consideration here)				
	Proposed Self-Score (Mark each box Met/Not Met or with numerical score)	Evaluator Score	Points available	
Education			2	Proof of Master's Degree in Software Engineering, or Computer Science; or suitable engineering or technical field required to support Land C4ISR.
			Mandatory	Proof of Computer Degree from a recognized university or community college in the sciences or a suitable engineering or technical field required to support Land C4ISR.
Domain Experience	Assessment Area Criteria (10)			A. Client/Server architecture and related technologies;
				B. Data architecture definition, framework and implementation for military systems;
				C. System Integration: hardware and software, (COTS and/or custom developed) components into new or existing systems;
				D. Database modelling
				E. Aware of current trends and new technologies in information architecture and design; and
				F. System life-cycle management.
				G. Experience in business process improvement and knowledge of business intelligence tool-sets
				H. Experience developing or working with architectural concepts, strategies, roadmaps, reference architectures, architectural patterns, frameworks and principles

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			Select only one score. Identify which assessment criteria are being claimed.	I.	Information management strategies and processes in support of change management activities
				J.	Database architecture and design.
				10	Minimum of 180 months of demonstrated experience in a minimum of 5 of this assessment area's criteria.
				8	Minimum of 144 months of demonstrated experience in a minimum of 5 of this assessment area's criteria.
Defence System Project Experience			Mandatory for Senior	6	Minimum of 120 months of demonstrated experience in a minimum of 3 of this assessment area's criteria.
				5	Minimum of 60 months of demonstrated experience on Military Command and Control Communication and Information systems or ISTAR systems.
				4	Minimum of 48 months of demonstrated experience on Military Command and Control Communication and Information systems or ISTAR systems.
				3	Minimum of 36 months of demonstrated experience on Military Command and Control Communication and Information systems or ISTAR systems.
Writing			Select only one score.	2	Minimum of 24 months of demonstrated experience on Military Command and Control Communication and Information systems or ISTAR systems.
				2	Minimum of 96 months of demonstrated experience within the last 120 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering (i.e. System, software, computer, database, communication, security, or simulation) experience.
				1	Minimum of 72 months of demonstrated experience within the last 96 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
				Mandatory	Minimum of 48 months of demonstrated experience within the last 72 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
Communications			Assessment Area Criteria (5)	A.	Communicating information technology frameworks/strategies to management and technical staff.
				B.	Communicating system engineering direction for projects or systems with strong visualization skills with the ability to clearly communicate, in writing and orally;
				C.	Providing advice, guidance and recommendations on technical issues to support the decision-making of senior management.
				D.	Leading multidisciplinary teams in the development of IT tactical systems, frameworks or strategies.

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			Select only one score. Identify which assessment criteria are being claimed.	E.	Performing strategic, operational or tactical planning for projects or systems to meet corporate strategy.
				5	Minimum of 72 months of demonstrated experience in each of this assessment area's criteria.
				2	Minimum of 60 months of demonstrated experience in each of at least four of this assessment area's criteria. Note - Mandatory for Senior, must include criteria C and D for senior.
				1	Minimum of 48 months of demonstrated experience in each of at least three of this assessment area's criteria. Note - Mandatory for Intermediate.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			16 to 22	Senior	
			7 to 15	Intermediate	
			Below 7	Does not meet minimum required score	

Resource Category: Information Management Specialist (IM Spec)				
Name: (Name of resource under consideration)				
	Proposed Self-Score	Evaluator Score	Points available	
	(Mark each box Met/Not Met or with numerical score)			
Education			2	Demonstrated Degree in Computer Science or Information Management; or suitable engineering or technical field required to support Land C4ISR.
			Mandatory	Demonstrated Degree from a recognized university or community college in the sciences or a suitable engineering or technical field required to support Land C4ISR.
Domain Experience	Assessment Area Criteria (10)		A.	Client/Server architecture and related technologies;
			B.	Data architecture definition, framework and implementation for military systems;
			C.	System Integration: hardware and software, (COTS and/or custom developed) components into new or existing systems;
			D.	Database architecture and system interfaces;
			E.	System life-cycle management.
			F.	Experience in business process improvement and knowledge of business intelligence tool-sets
			G.	Experience developing or working with architectural concepts, strategies, roadmaps, reference architectures, architectural patterns, frameworks and principles
			H.	Training and support materiel;

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				I.	Information management strategies and processes in support of change management activities
				J.	Database design.
			Select only one score.	10	Minimum of 72 months of demonstrated experience within the last 96 months in Information Architect in a minimum of 5 of this assessment area's criteria.
			Identify which assessment criteria are being claimed.	8	Minimum of 60 months of demonstrated experience within the last 72 months in Information Architect in a minimum of 5 of this assessment area's criteria.
				6	Minimum of 48 months of demonstrated experience within the last 60 months in Information Architect in a minimum of 5 of of this assessment area's criteria.
Defence System Project Experience			5		Minimum of 60 months of demonstrated experience as an Information Architect on Military Command and Control Software systems.
Writing			Select only one score.	2	Minimum of 96 months of demonstrated experience within the last 120 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering (i.e. System, software, computer, database, communication, security, or simulation) experience.
				1	Minimum of 72 months of demonstrated experience within the last 96 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
			Mandatory		Minimum of 48 months of demonstrated experience within the last 72 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
Communications	Assessment Area Criteria (5)			A.	Communicating information technology frameworks/strategies to management and technical staff.
				B.	Training plan with the ability to clearly communicate, in writing and orally;
				C.	Providing advice, guidance and recommendations on technical issues to support the decision-making of senior management.
				D.	Leading multidisciplinary teams in the development of IT tactical systems, frameworks or strategies;
				E.	Communicate information flow and application interaction and integrations.
			Select only one score.	5	Minimum of 72 months of demonstrated experience in each of this assessment area's criteria.
			Identify which assessment	2	Minimum of 60 months of demonstrated experience in each of at least four of this assessment area's criteria.

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			criteria are being claimed.		Note - Mandatory for Senior, must include criteria C and D for senior.
				1	Minimum of 48 months of demonstrated experience in each of at least three of this assessment area's criteria.
					Note - Mandatory for Intermediate.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			18 to 28	Senior	
			11 to 21	Intermediate	
			8 to 19	Junior	
			Below 5	Does not meet minimum required score	

Resource Category: Technical Writer (Tech W)					
Name: (Name of resource under consideration here)					
	Proposed Self-Score (Mark each box Met/Not Met or with numerical score)	Evaluator Score	Points available		
Education			2	Proof College Diploma in Engineering or Computer Technology, or Business Administration; or equivalent.	
			Mandatory	Proof University Degree or College Diploma in any discipline	
Domain Experience	Assessment Area Criteria (8)		A.	Planning, reseraching, gathering information and authoring technical documentation such as Statement of Requirements, System Specifications, and user manuals and guides;	
			B.	Proof reading technical documents created by others; and	
			C.	Analyzing material, such as specifications (technical Statement of Work/Requirement), notes, drawings, writing manuals, user guides and other documents to explain the requirement clearly and concisely.	
			Select only one score.	10	Minimum of 96 months of demonstrated experience within the last 120 months in technical writing in a minimum of 4 of this assessment area's criteria.
			Identify which assessment criteria are being claimed.	8	Minimum of 72 months of demonstrated experience within the last 96 months in technical writing in a minimum of 4 of this assessment area's criteria.
				6	Minimum of 24 months of demonstrated experience within the last 72 months in technical writing in a minimum of 4 of this assessment area's criteria.
Defence System Project Experience			5 Mandatory for Senior	Minimum of 60 months of demonstrated experience within technical writing on Military Command and Control systems.	

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Writing			Select only one score.	2	Minimum of 24 months of demonstrated experience within the last 48 months in the preparation of business correspondence and reports in the field of Information Technology.
			Mandatory	1	Minimum of 12 months of demonstrated experience within the last 36 months in the preparation of business correspondence and reports in the field of Information Technology.
			Mandatory		Minimum of 48 months of demonstrated experience within the last 72 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
Communications	Assessment Area Criteria (5)			A.	Providing advice and/or guidance on technical writing issues.
				B.	Experience providing verbal briefings / presentations on a technical topic.
			Select only one score.	2	Minimum of 24 months of demonstrated experience within the last 60 months in one of this area's criteria.
			Identify which assessment criteria are being claimed.	1	Note - Mandatory for Senior, must include criteria C and D for senior.
					Minimum of 12 months of demonstrated experience within the last 36 months in a minimum of one of this area's criteria. Note - Mandatory for Intermediate.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			18 to 26	Senior	
			10 to 17	Intermediate	
			6 to 9	Junior	
			Below 6	Does not meet minimum required score	

Resource Category: Software Availability, Licensing, and Distribution (SALaD)				
Name: (Name of resource under consideration here)				
	Proposed Self-Score	Evaluator Score	Points available	
	(Mark each box Met/Not Met or with numerical score)			
Education			2	Proof of completion of a diploma or degree granting program in a technical field (e.g. computer technology, computer science, or similar).
			Mandatory	Proof of completion of at least two years of a diploma or degree granting program in a technical field (e.g. computer technology, computer science, or similar).
Domain Experience	Assessment Area Criteria (8)		A.	Microsoft Office applications (Word, Excel, and PowerPoint).

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				B.	Accessing and manipulating a database using an interface.
				C.	Familiarity with Linux/Unix operating systems.
				D.	Familiarity with software licensing models.
				E.	Experience rolling out software updates in a small to medium sized organization.
				F.	Cataloguing and tracking items of business interest within an organization
			Select only one score. Identify which assessment criteria are being claimed.	8	Minimum of 48 months of demonstrated experience within the last 96 months in a minimum of 4 of this assessment area's criteria.
				6	Minimum of 24 months of demonstrated experience within the last 60 monthsin a minimum of 4 of this assessment area's criteria.
				4	Minimum of 12 months of demonstrated experience within the last 48 months in a minimum of 4 of of this assessment area's criteria.
Defence System Project Experience			Mandatory for Senior	5	Minimum of 60 months of demonstrated experience as a Information Management Specialist on Military Command and Control systems.
Writing			Select only one score.	2	Minimum of 24 months of demonstrated experience within the last 48 months in the preparation of business correspondence and reports in the field of Information Technology.
			Mandatory		Minimum of 12 months of demonstrated experience within the last 36 months in the preparation of business correspondence and reports in the field of Information Technology.
Communications	Assessment Area Criteria (5)			A.	Providing advice and/or guidance on the installation and configuration of computer software.
				B.	Experience providing verbal briefings / presentations on a technical topic.
			Select only one score. Identify which assessment criteria are being claimed.	2	Minimum of 24 months of demonstrated experience in the last 60 months in one of this area's criteria. Note - Mandatory for Senior, must include criteria C and D for senior.
				1	Minimum of 12 months of demonstrated experience within the last 36 months in a minimum of one of this area's criteria. Note - Mandatory for Intermediate.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			15 to 19	Senior	
			10 to 14	Intermediate	
			5 to 9	Junior	
			Below 5	Does not meet minimum required score	

Resource Category: Process Specialist (PRS)

Name: (Name of resource under consideration here)

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Education			Mandatory for Senior	Proof of a Undergraduate or Post-Graduate level university degree in Operations Research, Applied Mathematics, Management Science, Business Analytics, Business Administration or an engineering or business field related to process management.
			Mandatory	Proof of an undergraduate level University degree in any discipline or a college diploma in Operations Research, Applied Mathematics, Management Science, Business Analytics or a technical or business field related to process management.
Domain Experience	Assessment Area Criteria (4)		A.	Business Process Management - Including discovery, modelling, analysis, measurement, improvement, optimization and automation of business processes.
			B.	Business process mapping - producing clear and accurate documentation of existing business processes
			C.	Digitization of legacy business processes - adapting paper-based and manual business processes to secure IT-enabled digitized processes, enabling workflow automation and efficiency.
			D.	Stakeholder engagement - identifying objectives, scope, data needs, inputs, outputs, actors and work areas
			Mandatory for Senior	Minimum of 84 months of demonstrated experience within the last 120 months in all of this assessment area's criteria.
			Mandatory	Minimum of 48 months of demonstrated experience within the last 84 months in all of this assessment area's criteria.
Final Scoring	Self-Score Level Met/Not Met	Evaluator Level Met/Not Met	This labour category is not point scored.	

Resource Category: Database Integrator (DB Intgr)				
Name: (Name of resource under consideration here)				
	Proposed Self-Score (Mark each box Met/Not Met or with numerical score)	Evaluator Score	Points available	

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Education			2		Proof of university degree in Computer Science Technology, or Information Management; or suitable engineering or technical field required to support Land C4ISR.
			Mandatory		Proof of university degree or college diploma from a or a suitable application database work experience required to support the Land C4ISR.
Domain Experience	Assessment Area Criteria (8)			A.	Data mapping for application systems;
				B.	Extract Transform Load process for data migration;
				C.	System Integration: hardware and software, (COTS and/or custom developed) components into new or existing systems;
				D.	Database architecture and system interfaces;
				E.	System life-cycle management.
				F.	Experience in business process improvement and knowledge of business intelligence tool-sets;
				G.	Data analysis and problem solving expertise;
				H.	Database design.
			Select only one score.	10	Minimum of 48 months of demonstrated experience within the last 60 months in Information Architect in a minimum of 4 of this assessment area's criteria.
			Identify which assessment criteria are being claimed.	8	Minimum of 24 months of demonstrated experience within the last 48 months in Information Architect in a minimum of 4 of this assessment area's criteria.
				6	Minimum of 12 months of demonstrated experience within the last 36 months in Information Architect in a minimum of 4 of this assessment area's criteria.
Writing			Select only one score.	2	Minimum of 48 months of demonstrated experience within the last 60 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering (i.e. System , data analysis, database, data mapping) experience.
				1	Minimum of 12 months of demonstrated experience within the last 48 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management, database or engineering.
			Mandatory for Senior		Minimum of 48 months of demonstrated experience within the last 72 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
Communications	Assessment Area Criteria (5)			A.	Communicating database mapping and/or data conversion process;
				B.	Ability to clearly communicate, in writing and orally;
				C.	Working with multidisciplinary teams in the development of IT systems;

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			Select only one score. Identify which assessment criteria are being claimed.	D.	Communicate information mapping and conversion procedure for application interaction and integrations;
				E.	Communicate information flow and application interaction and integrations.
				5	Minimum of 48 months of demonstrated experience in each of this assessment area's criteria.
				2	Minimum of 24 months of demonstrated experience in each of at least three of this assessment area's criteria. Note - Mandatory for Senior, must include criteria C and D for senior.
				1	Minimum of 12 months of demonstrated experience in each of at least two of this assessment area's criteria. Note - Mandatory for Intermediate.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			19 to 26	Senior	
			9 to 19	Intermediate	
			6 to 9	Junior	
			Below 5	Does not meet minimum required score	

Resource Category: Database Administrator					
Name: _____ (Name of resource under consideration here)					
	Proposed Self-Score	Evaluator Score	Points available		
	(Mark each box Met/Not Met or with numerical score)				
Education			2	Proof of College Diploma in Computer Science Technology, or Information Management; or equivalent field suitable to support Land C4ISR	
			Mandatory	Proof of University Degree or Diploma from a community college in Computer or a suitable application database background required to support Land C4ISR	
Domain Experience	Assessment Area Criteria (10)			A.	Database analysis and evaluation for application systems;
				B.	Backup and recovery strategy;
				C.	System Integration: hardware and software, (COTS and/or custom developed) components into new or existing systems;
				D.	Database architecture and system interfaces;
				E.	System life-cycle management.
				F.	Database capacity planning and performance evaluation;
				G.	Extract Transform Load expertise;
				H.	Database design.

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				I.	Experience in business process improvement and knowledge of business intelligence tool-sets;
				J.	Experience developing or working with architectural concepts, strategies, roadmaps, reference architectures, architectural patterns, frameworks and principles;
				10	Minimum of 60 months of demonstrated experience within the last 84 months in Information Architect in a minimum of 5 of this assessment area's criteria.
				8	Minimum of 48 months of demonstrated experience within the last 60 months in Information Architect in a minimum of 5 of this assessment area's criteria.
Writing			Select only one score. Identify which assessment criteria are being claimed.	6	Minimum of 24 months of demonstrated experience within the last 48 months in Information Architect in a minimum of 5 of this assessment area's criteria.
				2	Minimum of 48 months of demonstrated experience within the last 60 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering (i.e. system, database audit, database backup and recovery, database evaluation, capacity planning) experience.
				1	Minimum of 24 months of demonstrated experience within the last 48 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management, database or engineering.
					Minimum of 48 months of demonstrated experience within the last 60 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
Communications	Assessment Area Criteria (5)			A.	Communicating database installation and configuration
				B.	Ability to clearly communicate, in writing and orally;
				C.	Working with multidisciplinary teams in the development of IT systems;
				D.	Communicate database structure for application interaction and integrations.
				E.	Communicate information flow and application interaction and integrations.
			Select only one score. Identify which assessment criteria are	5	Minimum of 48 months of demonstrated experience in each of this assessment area's criteria.
				2	Minimum of 24 months of demonstrated experience in each of at least three of this assessment area's criteria. Note - Mandatory for Senior, must include criteria C and D for senior.

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			being claimed.	1	Minimum of 12 months of demonstrated experience in each of at least two of this assessment area's criteria. Note - Mandatory for Intermediate.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			21 to 28	Senior	
			13 to 21	Intermediate	
			6 to 12	Junior	
			Below 5	Does not meet minimum required score	

Resource Category: Configuration Management Specialist (CMS)					
Name: (Name of resource under consideration)					
	Proposed Self-Score	Evaluator Score	Points available		
	(Mark each box Met/Not Met or with numerical score)				
Education			Select only one score.	3	Proof of an Undergraduate level university degree in Information Technology or Computer Science; or suitable engineering or technical field required to support Land C4ISR.
				2	Proof of a College diploma in Information Technology or Computer Science; or suitable engineering or technical field required to support Land C4ISR.
				1	Proof of an Undergraduate level university degree in any discipline.
Domain Experience	Assessment Area Criteria (9)			A.	Preparing CM plans and procedures.
				B.	Defining configuration management tools and techniques.
				C.	Defining configuration identification requirements.
				D.	Establishing and maintaining a configuration management control process.
				E.	Managing a configuration data management cell.
				F.	Establishing configuration audit procedures.
				G.	Configuration status accounting.
				H.	Release planning.
			10	Minimum of 60 months of demonstrated experience within the last 96 months in at least 8 of this assessment area's criteria. Mandatory for Senior Senior must include A, B and I	
			8	Minimum of 48 months of demonstrated experience within the last 84 months in at least 7 of this assessment area's criteria.	

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			assessment area's criteria.	6	Minimum of 36 months of demonstrated experience within the last 72 months in at least 6 of this assessment area's criteria.
				4	Minimum of 24 months of demonstrated experience within the last 60 months in at least 5 of this assessment area's criteria.
				2	Minimum of 12 months of demonstrated experience within the last 48 months in system engineering in a minimum of 4 of this assessment area's criteria.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			11 to 13	Senior	
			7 to 10	Intermediate	
			4 to 6	Junior	
			Below 4	Does not meet minimum required score	

7. Stream 7 - Integrated Logistic Support

Resource Category: Integrated Logistics Support Specialist (ILS Spec)					
Name: (Name of resource under consideration)					
	Proposed Self-Score	Evaluator Score	Points available		
	(Mark each box Met/Not Met or with numerical score)				
Education			Select only one score.	2	Proof of an Undergraduate or Post-Graduate level university degree in Management Science, Engineering, Business Administration or a field related to Logistics Support
				1	Proof of an Undergraduate level university degree in any discipline or Proof of a College diploma in Management Science, Logistics, Business Administration or a field related to Logistics Support.
				1	Project Management Professional (PMP) Certification
Domain Experience	Assessment Area Criteria (10)			A.	Maintaining Integrated Logistics Support Plans (ILSP).
				B.	Writing system design specifications and/or requirements statements, and liaising with stakeholders for to ensure ILS integration with other system functions.
				C.	Designing Integrated Logistics Support Solutions to achieve supportability and sustainability requirements including value optimization within cost constraints.
				D.	Conducting Reliability & maintainability analyses.
				E.	Conducting System availability analyses.
				F.	Participating in Training Needs Analysis work.
				G.	Identifying Initial Support Packages, including calculation of requirements for spare parts, special tools, and documentation in response to system requirements.

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				H.	Drafting correspondence and making recommendations on the acceptance or rejection of deliverables.
				I.	Preparing Contract Deliverable Requirements Lists (CDRLs) and Data Item Descriptions (DIDs).
				J.	Conducting Physical Configuration Audits (PCAs)
			Select only one score. Identify which assessment criteria are being claimed.	10	Minimum of 60 months of demonstrated experience within the last 96 months in at least 8 of this assessment area's criteria. Mandatory for Senior, must include criteria A, C, G, H, I and J for senior.
				8	Minimum of 48 months of demonstrated experience within the last 84 months in at least 7 of this assessment area's criteria.
				6	Minimum of 36 months of demonstrated experience within the last 72 months in at least 6 of this assessment area's criteria.
				4	Minimum of 24 months of demonstrated experience within the last 60 months in at least 5 of this assessment area's criteria.
				2	Minimum of 12 months of demonstrated experience within the last 48 months in a minimum of 4 of this assessment area's criteria.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			11 to	13	Senior
			7 to	10	Intermediate
			4 to	6	Junior
			Below 4		Does not meet minimum required score

Resource Category: Supply Manager (Sup Mgr)					
Name: _____ (Name of resource under consideration here)					
	Proposed Self-Score (Mark each box Met/Not Met or with numerical score)	Evaluator Score	Points available		
Education			1		Proof of an Undergraduate level university degree in any discipline or Proof of a College diploma in Management Science, Logistics, Business Administration or a field related to Logistics Management.
Defence System Experience			3 Mandatory for Senior		Minimum of 36 months of demonstrated experience using DRMIS for Supply transactions.
Domain Experience	Assessment Area Criteria (7)		A.		Demonstrated experience as a Supply Manager for a large program (over \$1M per year) or large project (value above \$10M)
			B.		Demonstrated experience processing supply transactions in a supply information management system.

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				C.	Stakeholder engagement - working with internal clients and external organizations to coordinate supply related activities according to established processes.
				D.	Managing and auditing supply accounts.
				E.	Cataloguing of material, ensuring material is properly entered and described in supply databases according to established processes.
				F.	Monitoring, reporting and transaction processing of material expenditure.
				G.	Managing Loan agreements and Loan accounts.
			Select only one score. Identify which assessment criteria are being claimed.	8	Minimum of 48 months of demonstrated experience within the last 84 months in each of this assessment area's criteria.
				6	Minimum of 36 months of demonstrated experience within the last 72 months in at least 6 of this assessment area's criteria.
				4	Minimum of 24 months of demonstrated experience within the last 60 months in at least 5 of this assessment area's criteria.
				2	Minimum of 12 months of demonstrated experience within the last 48 months in a minimum of 4 of this assessment area's criteria.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			10 to 12	Senior	
			3 to 9	Junior	
			Below 3	Does not meet minimum required score	

Resource Category: Training Material Developer (TMD)					
Name: (Name of resource under consideration here)					
	Proposed Self-Score	Evaluator Score	Points available		
	(Mark each box Met/Not Met or with numerical score)				
Education			Select only one score.	2	Proof of an Undergraduate level university degree in any discipline
				1	Proof of a College diploma
Defence System Experience			3 Mandatory for Senior		Minimum of 36 months of demonstrated experience in Training Development for military audiences.
Writing			2		Minimum of 48 months of demonstrated experience in the last 84 months in the design and creation of training documents and teaching support publications in the field of training or education.
			Mandatory		Minimum of 24 months of demonstrated experience in the last 84 months in the design and creation of training documents and teaching support publications in the field of training or education.

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Training Delivery			2 <i>Mandatory for Senior</i>	Minimum of 24 months of demonstrated experience in the last 60 months in delivering training in a classroom environment to audiences of at least 8 people.	
Domain Experience	Assessment Area Criteria (6)			A.	Providing advice, guidance and recommendations on training and course development and delivery to support the decision-making of management.
				B.	Assessing training needs through surveys, interviews with employees, or consultations with managers or instructors.
				C.	Designing and creating online learning modules and online course materials.
				D.	Reviewing training materials from vendors and make recommendation on the suitability and fit-for-purpose, as well as any necessary tailoring for specific audiences.
				E.	Monitor and evaluate training programs to ensure they are current and effective.
				F.	Developing Initial Cadre Training and Train-the-trainer material and programs.
			Select only one score. Identify which assessment criteria are being claimed.	8	Minimum of 48 months of demonstrated experience within the last 84 months in at least 5 this assessment area's criteria.
		6		Minimum of 36 months of demonstrated experience within the last 72 months in at least 4 of this assessment area's criteria.	
		4		Minimum of 24 months of demonstrated experience with in the last 60 months in at least 4 of this assessment area's criteria.	
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			14 to 17	Senior	
			10 to 13	Intermediate	
			5 to 9	Junior	
			Below 5	Does not meet minimum required score	

Resource Category: Life-cycle Material Manager Technician (LCMMT)				
Name: (Name of resource under consideration here)				
	Proposed Self-Score	Evaluator Score	Points available	
	(Mark each box Met/Not Met or with numerical score)			
Education			2	Proof of Bachelor of Science or a suitable technical field required to support the Land C4ISR

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			Mandatory		Proof of College Diploma in Electronics, Computer Technology or a relevant technical field required support LCSS; or Demonstrated Qualification Level 6B (QL6B) in a relevant technical field required to support LCSS and demonstrated minimum substantive rank of Warrant Officer in the Canadian Forces.
Domain Experience	Assessment Area Criteria (8)			A.	Experience using a recognized Process framework or using a LCMM Handbook.
				B.	Experience working on Enterprise Resource Planning (ERP) software (e.g. SAP) for equipment cataloguing.
				C.	Experience working on ERP for maintaining and developing checklists.
				D.	Experience working on ERP for coordinating equipment distribution.
				E.	Evaluating and providing solutions to deficiencies in Technical Failure Reports (TFR) and Unsatisfactory Condition Reports (UCR)
				F.	Analyzing Statements of Operational Requirements (SOR).
				G.	Reviewing Technical Data Packages (TDP).
				H.	Planning and executing equipment demilitarization and disposal.
			Select only one score.	10	Minimum of 96 months of demonstrated experience within the last 120 months in a minimum of 6 of this assessment area's criteria.
			Identify which assessment criteria are being claimed.	8	Minimum of 72 months of demonstrated experience within the last 96 months in a minimum of 6 of this assessment area's criteria.
				6	Minimum of 48 months of demonstrated experience within the last 72 months in a minimum of 6 of this assessment area's criteria.
Defence System Project Experience			5 Mandatory for Senior		Minimum of 60 months of demonstrated experience as a LCMM on Military Command and Control systems.
Writing			Select only one score.	2	Minimum of 72 months of demonstrated experience within the last 96 months in the preparation of technical documents including requirements, specification, checklists, bulletins, reports, proposals, equipment disposal plans.
				1	Minimum of 48 months of demonstrated experience within the last 72 months in the preparation of technical documents including requirements, specification, checklists, bulletins, reports, proposals, equipment disposal plans.
			Mandatory		Minimum of 36 months of demonstrated experience within the last 60 months in the preparation of technical documents including requirements, specification, checklists, bulletins, reports, proposals, equipment disposal plans.
Communications	Assessment Area Criteria (5)			A.	Developing briefings notes and presentations to address technical and logistics issues pertaining to equipment.

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			Select only one score. Identify which assessment criteria are being claimed.	B.	Liaising with stakeholders to support the life cycle management of equipment
				C.	Providing advice, guidance and recommendations on technical issues to support the decision-making of senior management.
				5	Minimum of 96 months of demonstrated experience in each of this assessment area's criteria.
				2	Minimum of 72 months of demonstrated experience in each of at least four of this assessment area's criteria.
				1	Minimum of 48 months of demonstrated experience in each of at least three of this assessment area's criteria.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			19 to 24	Senior	
			9 to 18	Intermediate	
			6 to 8	Junior	
			Below 5	Does not meet minimum required score	

8. Stream 8 - Program/Project Support

Resource Category: Senior Account Manager (SAM)					
Name: (Name of resource under consideration)					
	Proposed Self-Score (Mark each box Met/Not Met or with numerical score)	Evaluator Score	Points available		
Education			Select only one score.	4	Proof of a Post-Graduate level university degree in Engineering, Mathematics, Science, Business Administration or suitable engineering or technical field required to support Land C4ISR.
				2	Proof of an Undergraduate level university degree in Engineering, Mathematics, Science, Project Management, Business Administration or suitable engineering or technical field required to support Land C4ISR.
				1	Proof of an Undergraduate level university degree in any discipline or Proof of a College diploma in Engineering Technology, Information Technology, Project Management, Business Administration or suitable engineering or technical field required to support Land C4ISR.
			2		PMP Certification
Domain Experience	Assessment Area Criteria (9)			A.	Demonstrated experience working as a project manager for projects in excess of \$1M per year expenditure.
				B.	Demonstrated experience preparing and presenting technical and management documents.

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Final Scoring				C.	Demonstrated experience in stakeholder and communications management in a project context
				D.	Demonstrated experience in project financial management for projects in excess of \$1M per year expenditure.
				E.	Demonstrated experience in project scope management for projects in excess of \$1M per year expenditure.
				F.	Demonstrated experience in project schedule management for projects in excess of \$1M per year expenditure.
				G.	Demonstrated experience in project risk management for projects in excess of \$1M per year expenditure.
				H.	Drafting correspondence and making recommendations on the acceptance or rejection of deliverables.
				I.	Preparing Contract Deliverable Requirements Lists (CDRLs) and Data Item Descriptions (DIDs).
		Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category	
			Min 1 - Max 6	Senior	

Resource Category: Project Manager (PJM)					
Name: (Name of resource under consideration here)					
	Proposed Self-Score	Evaluator Score	Points available		
	(Mark each box Met/Not Met or with numerical score)				
Education			Select only one score.	4	Proof of a Post-Graduate level university degree in Engineering, Mathematics, Science, Project Management, Business Administration or suitable engineering or technical field required to support Land C4ISR.
				2	Proof of an Undergraduate level university degree in Engineering, Mathematics, Science, Project Management, Business Administration or suitable engineering or technical field required to support Land C4ISR.
				1	Proof of an Undergraduate level university degree in any discipline or Proof of a College diploma in Engineering Technology, Information Technology, Project Management, Business Administration or suitable engineering or technical field required to support Land C4ISR.
				2 Mandatory for Senior	Project Management Professional (PMP) Certification
Domain Experience	Assessment Area Criteria (9)			A.	Demonstrated experience working as a project manager for projects in excess of \$1M per year expenditure.

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				B.	Demonstrated experience preparing and presenting technical and management documents.	
				C.	Demonstrated experience in stakeholder and communications management in a project context	
				D.	Demonstrated experience in project financial management for projects in excess of \$1M per year expenditure.	
				E.	Demonstrated experience in project scope management for projects in excess of \$1M per year expenditure.	
				F.	Demonstrated experience in project schedule management for projects in excess of \$1M per year expenditure.	
				G.	Demonstrated experience in project risk management for projects in excess of \$1M per year expenditure.	
				H.	Drafting correspondence and making recommendations on the acceptance or rejection of deliverables.	
				I.	Preparing Contract Deliverable Requirements Lists (CDRLs) and Data Item Descriptions (DIDs).	
	6	Minimum of 60 months of demonstrated experience within the last 108 months in at least 8 of this assessment area's criteria.				
	4	Minimum of 48 months of demonstrated experience in the last 96 months in at least 7 of this assessment area's criteria.				
	Mandatory		Minimum of 36 months of demonstrated experience within the last 84 months in at least 6 of this assessment area's criteria.			
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category			
			13 to 13	Senior		
			8 to 12	Intermediate		
			Below 8	Does not meet minimum required score		

Resource Category: Project Control Coordinator (PCC)					
Name: (Name of resource under consideration here)					
	Proposed Self-Score	Evaluator Score	Points available		
	(Mark each box Met/Not Met or with numerical score)				
Education			Select only one score.	2	Proof of an Undergraduate level university degree in Engineering, Mathematics, Science, Project Management, Business Administration or suitable

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					engineering or technical field required to support Land C4ISR.
				1	Proof of an Undergraduate level university degree in any discipline or Proof of a College diploma in Engineering Technology, Information Technology, Project Management, Business Administration or suitable engineering or technical field required to support Land C4ISR.
			1		PMP Certification
Domain Experience	Assessment Area Criteria (6)			A.	Working with Project Scheduling software such as MS Project, including schedule creation, progress tracking, resource workload management and forecasting.
				B.	Taking minutes of meetings, preparing Records of Decision, and tracking Action Items using business productivity software.
				C.	Providing administrative support to project teams in the tracking of project deliverables, bring forward items, and meeting tracking and coordination.
				D.	Preparation of forecasting documents such as task estimates, proposals, cash flow & expenditure estimates and related materials
				E.	Performing cost accounting functions such as tracking of project expenses (travel/claims), verification of invoices.
				F.	Working with workflow automation and collaboration IT systems such as SharePoint
			Select only one score.	4	Minimum of 48 months of demonstrated experience within the last 84 months in each of this assessment area's criteria.
			Identify which assessment criteria are being claimed.	2	Minimum of 36 months of demonstrated experience within the last 72 months in at least 5 of this assessment area's criteria.
			Minimum of 24 months of demonstrated experience in the last 60 months at least 4 of this assessment area's criteria.		Minimum of 24 months of demonstrated experience within the last 60 months in software engineering in at least 4 of this assessment area's criteria.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			5 to 7	Senior	
			1 to 4	Intermediate	
			Below 1	Does not meet minimum required score	

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9. Stream 9 - Administration Support

Resource Category: Procurement Specialist (Proc Spec)					
Name: (Name of resource under consideration here)					
	Proposed Self-Score	Evaluator Score	Points available		
	(Mark each box Met/Not Met or with numerical score)				
Education			2	Proof of Bachelor's degree in Accounting, Business Administration or a suitable field required to support Land C4ISR.	
			1	Demonstrated College Diploma in Accounting, Business Administration or a suitable field required to support Land C4ISR.	
			Mandatory	Demonstrated Secondary School Diploma.	
Domain Experience	Assessment Area Criteria (8)		A.	Using MS Office suite (e.g. Word, Excel, Access, Outlook and PowerPoint);	
			B.	Experience using Defence Resource Management Information System (DRMIS) Materiel Management or SAP Materiel Management , Purchasing;	
			C.	Reviewing procurement documents including statements of work, evaluation criteria and selection methodologies;	
			D.	Developing procurement plans and strategies, and conducting procurement and /or contract risk assessments;	
			E.	Preparing contractual documentation including, requests for information, requests for proposal, and contracts;	
			F.	Providing advice and guidance on procurement and contracting to clients.	
			Select only one score.	10	Minimum of 96 months of demonstrated experience within the last 120 months in software engineering in a minimum of 4 of this assessment area's criteria.
		Identify which assessment criteria are being claimed.	8	Minimum of 48 months of demonstrated experience within the last 96 months in software engineering in a minimum of 4 of this assessment area's criteria.	
	6		Minimum of 24 months of demonstrated experience within the last 60 months in software engineering in a minimum of 4 of this assessment area's criteria.		
	Defence System Project Experience			5 Mandatory for Senior	Minimum of 60 months of demonstrated experience as a Procurement Specialist on Military systems.
Writing		Select only one score.	2	Minimum of 96 months of demonstrated experience within the last 120 months in the preparation of procurement concept documents or proposals in the field of procurement management.	
			1	Minimum of 48 months of demonstrated experience within the last 96 months in the preparation of procurement concept documents or proposals in the field of procurement management.	

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			Mandatory	Minimum of 24 months of demonstrated experience within the last 60 months in the preparation of procurement concept documents or proposals in the field of procurement management.
Communications	Assessment Area Criteria (5)			A. Developing briefings notes and presentations to address procurement and financial issues.
				B. Liaising with stakeholders to support procurement requirements for the organisation.
				C. Providing advice, guidance and recommendations on procurement and financial issues to support the decision-making of senior management.
			Select only one score.	5 Minimum of 96 months of demonstrated experience in each of the assessment areas.
			Identify which assessment criteria are being claimed.	2 Minimum of 72 months of demonstrated experience in each of the assessment areas.
				1 Minimum of 24 months of demonstrated experience in each of the assessment areas.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category	
			20 to 24	Senior
			12 to 19	Intermediate
			7 to 11	Junior
			Below 7	Does not meet minimum required score

Resource Category: Administration Support (Adm Sp)				
Name: (Name of resource under consideration here)				
	Proposed Self-Score	Evaluator Score	Points available	
	(Mark each box Met/Not Met or with numerical score)			
Education			2	Proof of Bachelor's degree in Business Administration or a suitable field required to support the Land C4ISR.
			1	Proof of College Diploma in Business Administration or suitable field required to support the Land C4ISR.
			Mandatory	Demonstrated Secondary School Diploma.
Domain Experience	Assessment Area Criteria (5)		A.	Using MS Office Suite (e.g. Word, Excel, Access, Outlook and PowerPoint)
B.			Providing Administrative assistance, including building pass preparation, filing and project documentation control;	
C.			Processing travel including car rental, accommodation and flight booking;	
D.			Performing cost accounting such as tracking of project expenses including travel budgets/claims and verification of invoices; and	
E.			Performing work accounting functions, including time tracking, timesheet verification, report generation and database updating.	

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			Select only one score.	10	Minimum of 60 months of demonstrated experience within the last 120 months in a minimum of 4 of this assessment area's criteria.
			Identify which assessment criteria are being claimed.	8	Minimum of 36 months of demonstrated experience within the last 60 months in a minimum of 4 of this assessment area's criteria.
				6	Minimum of 12 months of demonstrated experience within the last 60 months in a minimum of 4 of this assessment area's criteria.
Defence Experience			5 Mandatory for Senior		Minimum of 60 months of demonstrated experience as an Administration Support for defence organisations.
Writing			Select only one score.	2	Minimum of 60 months of demonstrated experience within the last 120 months in the preparation of concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering (i.e. System, software, computer, communication, security, or simulation) experience.
				1	Minimum of 36 months of demonstrated experience within the last 60 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
			Mandatory		Minimum of 12 months of demonstrated experience within the last 60 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
Communications	Assessment Area Criteria (5)			A.	Developing briefings notes and presentations to address administration issues.
				B.	Liaising with stakeholders to support administration requirements for the organisation.
				C.	Providing advice, guidance and recommendations on administration issues to support the decision-making of senior management.
			Select only one score.	5	Minimum of 96 months of demonstrated experience in each of the assessment areas.
			Identify which assessment criteria are being claimed.	2	Minimum of 72 months of demonstrated experience in each of the assessment areas.
				1	Minimum of 24 months of demonstrated experience in each of the assessment areas.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			18 to 26	Senior	
			10 to 17	Intermediate	
			6 to 9	Junior	
			Below 5	Does not meet minimum required score	

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10. Stream 10 - Testing Support

Resource Category: Test Manager (Test Mgr)					
Name: (Name of resource under consideration here)					
	Proposed Self-Score	Evaluator Score	Points available		
	(Mark each box Met/Not Met or with numerical score)				
Education			2	Proof of Master's degree in software, computer, systems, electrical engineering; or computer science; or a suitable engineering or technical field required to support Land C4ISR.	
			Mandatory	Proof of College Diploma in Programming, Computer Technology; or a Bachelor of Science or engineering; or technical field required to support Land C4ISR.	
Domain Experience	Assessment Area Criteria (6)		A.	Defining, developing and proposing test plans for various levels of testing including: unit, integration, regression, system level and user acceptance tests.	
			B.	Organizing and scheduling testing efforts.	
			C.	Managing and executing testing activities.	
			D.	Drafting and developing test reports.	
			E.	Client /Server systems and related technologies.	
			F.	Wired communication systems (Hardware, software and network), including cryptographic devices.	
					Wireless communication systems (Hardware, software and network), including cryptographic devices.
					Real-Time or Distributed System.
			Select only one score.	10	Minimum of 96 months of demonstrated experience within the last 120 months in a minimum of 6 of this assessment area's criteria.
		Identify which assessment criteria are being claimed.	8	Minimum of 72 months of demonstrated experience within the last 96 months in a minimum of 6 of this assessment area's criteria.	
6	Minimum of 48 months of demonstrated experience within the last 72 months in a minimum of 6 of this assessment area's criteria.				
Defence System Project Experience			5 Mandatory for Senior	Minimum of 60 months of demonstrated experience on Military Command and Control or Military Communication System.	
Writing		Select only one score.	2	Minimum of 96 months of demonstrated experience within the last 120 months in the preparation and drafting of test plans, test procedures and test report for various levels of testing including: unit, integration, regression, system level and user acceptance tests.	
	1		Minimum of 72 months of demonstrated experience within the last 96 months in the preparation and drafting of test plans, test procedures and test report for various levels of testing including: unit, integration, regression, system level and user acceptance tests.		

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			Mandatory	Minimum of 48 months of demonstrated experience within the last 72 months in the preparation and drafting of test plans, test procedures and test report for various levels of testing including: unit, integration, regression, system level and user acceptance tests.
Communications	Assessment Area Criteria (5)			A. Developing and providing presentations and briefings to Senior management to explain test strategies/plans and analysis of test results.
				B. Providing advice, guidance and recommendations on technical issues to support the decision-making of senior management.
				C. Leading teams in the execution of test plans and running test programs.
			Select only one score.	5 Minimum of 96 months of demonstrated experience in each of this assessment area's criteria.
			Identify which assessment criteria are being claimed.	2 Minimum of 72 months of demonstrated experience in each of this assessment area's criteria. Note - Mandatory for Senior.
				1 Minimum of 48 months of demonstrated experience in each of this assessment area's criteria. Note - Mandatory for Intermediate.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category	
			19 to 24	Senior
			10 to 18	Intermediate
			6 to 9	Junior
			Below 5	Does not meet minimum required score

Resource Category: Test Technician (Test Tech)				
Name: _____ (Name of resource under consideration here)				
	Proposed Self-Score	Evaluator Score	Points available	
	(Mark each box Met/Not Met or with numerical score)			
Education			2	Proof of a diploma (min 2 years) from a recognized college or university in the sciences or engineering.
			Mandatory	Proof of a high-school diploma.
Domain Experience	Assessment Area Criteria (6)			A. Establish and maintain source and object code libraries for a multi-platform, multi-operating system environment
				B. Establish focus area testing procedures for unit test, integration testing and regression testing with emphasis on automating the testing procedures.
				C. Program and use automated testing tools, network analysis and similar test equipment
				D. Establish and maintain source and object code libraries for a multi-platform, multi-operating system environment.

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				E.	Develop focus area test scenarios and test scripts using structured testing techniques.
				F.	Provide V&V services on focus area documentation delivered by OEMs.
			Select only one score.	10	Minimum of 72 months of demonstrated experience within the last 96 months in focus area testing in a minimum of 4 of this assessment area's criteria.
			Identify which assessment criteria are being claimed.	8	Minimum of 48 months of demonstrated experience within the last 72 months in focus area testing in a minimum of 4 of this assessment area's criteria.
				6	Minimum of 24 months of demonstrated experience within the last 48 months in focus area testing in a minimum of 4 of this assessment area's criteria.
Complex, embedded or critical systems Experience			5 Mandatory for Senior		Minimum of 60 months of demonstrated experience as a Test Technician on complex, embedded or critical systems.
Writing			Select only one score.	2	Minimum of 72 months of demonstrated experience within the last 96 months in the preparation of technical definition studies, options analysis, technical test documents, and end user train the trainer material.
				1	Minimum of 48 months of demonstrated experience within the last 72 months in the preparation of technical definition studies, options analysis, technical test documents, and end user train the trainer material.
			Mandatory		Minimum of 24 months of demonstrated experience within the last 48 months in the preparation of technical definition studies, options analysis, technical test documents, and end user train the trainer material.
Communications	Assessment Area Criteria (5)			A.	Walkthrough test plan, procedures, and test reports with user facing client.
				B.	Planning, coordinating, and executing one or multiple levels of testing (CI level, System, System of Systems).
				C.	Providing advice, guidance and recommendations on technical issues to support the decision-making of senior management.
				D.	Leading multidisciplinary testing teams in the development of IT tactical systems.
				E.	Conduct focus area design, technical, and management reviews to monitor, advise, and report on progress and potential problems.
			Select only one score.	5	Minimum of 72 months of demonstrated experience in each of this assessment area's criteria.
			Identify which assessment criteria are	2	Minimum of 48 months of demonstrated experience in each of at least three of this assessment area's criteria.
					Note - Mandatory for Senior, must include criteria C and D for senior.

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			being claimed.	1	Minimum of 24 months of demonstrated experience in each of at least two of this assessment area's criteria. Note - Mandatory for Intermediate.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			18 to 24	Senior	
			10 to 17	Intermediate	
			5 to 9	Junior	
			Below 5	Does not meet minimum required score	

11. Stream 11 - Specialist Engineering

Resource Category: Enterprise Architect (Ent Arch)				
Name: (Name of resource under consideration)				
	Proposed Self-Score	Evaluator Score	Points available	
	(Mark each box Met/Not Met or with numerical score)			
Education			2	Proof of a Master Degree in Electrical, Computer, Software Engineering, or Computer Science; or engineering or technical field required to support Land C4ISR.
			Mandatory	Proof of a Degree from a recognized university in the sciences or engineering.
Professional Qualification			1	Must have demonstrated Professional Engineer License within Canada.
Domain Experience	Assessment Area Criteria (8)			A. Client Server architecture and related technologies
				B. Analyzing, Designing, and Implementing Systems
				C. Communications engineering and systems security
				D. Real-Time or Distributed Systems
				E. Data architecture definition and implementation
				F. System life-cycle management for software-intensive systems
				G. Joint or Allied Interoperability experience with NATO Standards. Standards include but are not limited to: 4355, 4545, 4559, 4607, 4609, 5516, 5525)
				H. Experience in process frameworks and applicable standards that include but are not limited to: ISO/IEC 12207, ISO/IEC 15288, ISO 9001; Personnel Software Process; CMMI, IPC-610, IPC-620.
			Mandatory	Minimum of 180 months of demonstrated experience in a minimum of 4 of this assessment area's criteria.
Defence System Project Experience			5	Minimum of 240 months of demonstrated experience developing military tactical communications systems.

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Writing			Mandatory	Minimum of 180 months of experience in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering (i.e. System, software, computer, communication, security); experience
Communications	Assessment Area Criteria (5)			A. Communicating information technology frameworks/strategies to management and technical staff.
				B. Communicating system engineering direction for projects or systems.
				C. Providing advice, guidance and recommendations on technical issues to support the decision-making of senior management.
				D. Leading multidisciplinary teams in the development of IT tactical systems, frameworks or strategies.
				E. Performing strategic, operational or tactical planning for projects or systems to meet corporate strategy.
			Mandatory	Minimum of 180 months of demonstrated experience in each of this assessment area's criteria.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category	
			1 to 8	Senior

Resource Category: Geospatial Software Architect (Geo SW Arch)				
Name: (Name of candidate under consideration here)				
	Proposed Self-Score (Mark each box Met/Not Met or with numerical score)	Evaluator Score	Points available	
Education			2	Proof of Masters of Engineering in software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.
			Mandatory	Proof of Bachelor's degree in software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.
Professional Qualification			1	Demonstrated Professional Engineer License within Canada.
Domain Experience	Assessment Area Criteria (7)			A. Analyzing, Designing and Implementing Enterprise Geographic Information System architectures;
				B. Analyzing, Designing and Implementing Disconnected/Mobile Geographic Information System architectures;
				C. Software life-cycle management for military systems.
				D. Spatial Data architecture definition, integration and implementation for military systems such as JC2IEDM and GGDM.

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				E.	Software life-cycle management for military systems.
				F.	Analyzing, Implementing and Integrating NATO or OGC Geospatial Web Services
				G.	Analyzing, Defining and Documenting Application and System interfaces.
			Select only one score.	10	Minimum of 96 months of demonstrated experience within the last 120 months in Software engineering in a minimum of 4 of this assessment area's criteria.
				8	Minimum of 72 months of demonstrated experience within the last 96 months in Software engineering in a minimum of 4 of this assessment area's criteria.
			Identify which assessment criteria are being claimed.	6	Minimum of 48 months of demonstrated experience within the last 72 months in Software engineering in a minimum of 4 of this assessment area's criteria.
Defence System Project Experience			5		Minimum of 60 months of demonstrated experience as a GIS Software Engineer on Military systems.
			Mandatory for Senior		
Writing			Select only one score.	2	Minimum of 96 months of demonstrated experience within the last 120 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering (i.e. System, software, computer, communication, security, or simulation) experience.
				1	Minimum of 72 months of demonstrated experience within the last 96 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
			Mandatory		Minimum of 48 months of demonstrated experience within the last 72 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
Communications	Assessment Area Criteria (5)			A.	Communicating information technology frameworks/strategies to management and technical staff.
				B.	Communicating system engineering direction for projects or systems.
				C.	Providing advice, guidance and recommendations on technical issues to support the decision-making of senior management.
				D.	Leading multidisciplinary teams in the development of IT tactical systems, frameworks or strategies.
				E.	Performing strategic, operational or tactical planning for projects or systems to meet corporate strategy.
			Select only one score.	5	Minimum of 96 months of demonstrated experience in each of this assessment area's criteria.

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				2	Minimum of 72 months of demonstrated experience in each of at least four of this assessment area's criteria.
			Identify which assessment criteria are being claimed.		<i>Note - Mandatory for Senior, must include criteria C and D for senior.</i>
				1	Minimum of 48 months of demonstrated experience in each of at least three of this assessment area's criteria.
					<i>Note - Mandatory for Intermediate.</i>
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			18 to 26	Senior	
			10 to 17	Intermediate	
			6 to 9	Junior	
			Below 6	Does not meet minimum required score	

Resource Category: Aerospace Engineer (Aero Eng)				
Name: (Name of resource under consideration here)				
	Proposed Self-Score	Evaluator Score	Points available	
	(Mark each box Met/Not Met or with numerical score)			
Education			5	Proof of Masters of Engineering in aerospace, software, computer, systems, electrical, or a suitable engineering or technical field required to support Unmanned Aircraft System.
			Mandatory	Proof of Engineering Bachelor's degree in aerospace, software, computer, systems, electrical, or a suitable engineering or technical field required to support the Unmanned Aircraft System.
Professional Qualification			5	Must have demonstrated Professional Engineer License within Canada.
Domain Experience	Assessment Area Criteria (6)		A.	Direct and coordinate the design, manufacture, and testing of aircraft and aerospace products
			B.	Evaluate designs to see that products meet engineering principles, customer requirements, and environmental regulations
			C.	Develop acceptance criteria for design methods, quality standards, sustainment after delivery, and completion dates
			D.	Inspect malfunctioning or damaged products to identify sources of problems and possible solutions
			E.	Experience in developing new technologies in aerodynamic fluid flow; structural design; guidance, navigation, and control; instrumentation and communication; robotics; and propulsion and combustion.

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				F.	Experience in designing different types of aerospace products, such as commercial and military airplanes and helicopters; remotely piloted aircraft and rotorcraft; spacecraft, including launch vehicles and satellites; and military missiles and rockets.
			Select only one score.	10	Minimum of 96 months of demonstrated experience within the last 120 months in aerospace engineering in a minimum of 6 of this assessment area's criteria.
			Identify which assessment criteria are being claimed.	8	Minimum of 72 months of demonstrated experience within the last 96 months in aerospace engineering in a minimum of 6 of this assessment area's criteria.
				6	Minimum of 48 months of demonstrated experience within the last 72 months in aerospace engineering in a minimum of 6 of this assessment area's criteria.
Defence System Project Experience			5 Mandatory for Senior		Minimum of 60 months of demonstrated experience as a Aerospace Engineer on Military aircraft system.
Writing			Select only one score.	2	Minimum of 96 months of demonstrated experience within the last 120 months in the preparation of technical airworthiness documents, (i.e. Technical Airworthiness Clearance Plan, Special Purpose Flight Permit, Airworthiness risk assessment, Statement of Operational Intent, Engineering Process Manual Supplement (EPMS)) experience.
				1	Minimum of 72 months of demonstrated experience within the last 96 months in the preparation of technical airworthiness documents, (i.e. Technical Airworthiness Clearance Plan, Special Purpose Flight Permit, Airworthiness risk assessment, Statement of Operational Intent, Engineering Process Manual Supplement (EPMS)) experience.
			Mandatory		Minimum of 48 months of demonstrated experience within the last 72 months in the preparation of technical airworthiness documents, (i.e. Technical Airworthiness Clearance Plan, Special Purpose Flight Permit, Airworthiness risk assessment, Statement of Operational Intent, Engineering Process Manual Supplement (EPMS)) experience.
Communications	Assessment Area Criteria (5)			A.	Developing briefings notes and presentations to address engineering and technical issues pertaining to equipment.
				B.	Liaising with stakeholders to support the life cycle management of equipment
				C.	Providing advice, guidance and recommendations on technical issues to support the decision-making of senior management.
			Select only one score.	5	Minimum of 96 months of demonstrated experience in each of the assessment areas.
			Identify which assessment criteria are being claimed.	2	Minimum of 72 months of demonstrated experience in each of the assessment areas.
				1	Minimum of 24 months of demonstrated experience in each of the assessment areas.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		

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			18 to 26	Senior
			10 to 17	Intermediate
			Below 10	Does not meet minimum required score

Resource Category: Manufacturing Engineer (Mnfr Eng)					
Name: (Name of resource under consideration here)					
	Proposed Self-Score	Evaluator Score	Points available		
	(Mark each box Met/Not Met or with numerical score)				
Education			2	Proof of Masters of Engineering in software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.	
			Mandatory	Proof of Engineering Bachelor's degree in software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.	
Professional Qualification			1	Demonstrated Professional Engineer License within Canada.	
Domain Experience	Assessment Area Criteria (6)			A.	Analyzing, Designing and Implementing manufacturing processes and procedures as well as designing and developing test systems required for Manufacturing and testing components and systems.
				B.	System Integration: hardware and software, (COTS and/or custom developed) components into new or existing manufacturing lines.
				C.	System life-cycle management for software and/or hardware-intensive systems supporting the manufacturing processes.
				D.	Experience implementing Manufacturing standards required for PCB and IC production as well as PCB assembly techniques.
				E.	Experience using the Design for Verification and the Design for Manufacturability framework.
				F.	Experience providing technical oversight during the manufacturing and delivery phases in the Production.
				G.	Experience optimising process flows on the manufacturing line.
				H.	Experience Analyzing, interpreting and verifying Technical Data Packages (TDP), as well as engineering drawings.
			Select only one score.	10	Minimum of 96 months of demonstrated experience within the last 120 months in manufacture engineering in a minimum of 4 of this assessment area's criteria.
			Identify which assessment criteria are being claimed.	8	Minimum of 72 months of demonstrated experience within the last 96 months in manufacture engineering in a minimum of 4 of this assessment area's criteria.

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				6	Minimum of 48 months of demonstrated experience within the last 72 months in manufacture engineering in a minimum of 4 of this assessment area's criteria.
Defence System Project Experience			5 Mandatory for Senior		Minimum of 60 months of demonstrated experience as a Manufacturing Engineer on Military Command and Control systems.
Writing			Select only one score.	2	Minimum of 96 months of demonstrated experience within the last 120 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering (i.e. System, software, computer, communication, security, or simulation) experience.
				1	Minimum of 72 months of demonstrated experience within the last 96 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
					Mandatory
Communications	Assessment Area Criteria (5)			A.	Communicating information technology frameworks/strategies to management and technical staff.
				B.	Communicating system engineering direction for projects or systems.
				C.	Providing advice, guidance and recommendations on technical issues to support the decision-making of senior management.
				D.	Leading multidisciplinary teams in the development of IT tactical systems, frameworks or strategies.
				E.	Performing strategic, operational or tactical planning for projects or systems to meet corporate strategy.
			Select only one score. Identify which assessment criteria are being claimed.	5	Minimum of 96 months of demonstrated experience in each of this assessment area's criteria.
				2	Minimum of 72 months of demonstrated experience in each of at least four of this assessment area's criteria.
					Note - Mandatory for Senior, must include criteria C and D for senior.
				1	Minimum of 48 months of demonstrated experience in each of at least three of this assessment area's criteria.
					Note - Mandatory for Intermediate.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			18 to 26	Senior	
			10 to 17	Intermediate	

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			6 to 9	Junior	
			Below 6	Does not meet minimum required score	

Resource Category: Electromagnetic Environment Effects Specialist (E3 Spec)					
Name: (Name of resource under consideration here)					
	Proposed Self-Score	Evaluator Score	Points available		
	(Mark each box Met/Not Met or with numerical score)				
Education			2	Proof of Engineering Bachelor's degree in software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.	
			Mandatory	Proof of a College Diploma in Computer Technology; or a Bachelor of Science; or engineering or technical field required to support Land C4ISR.	
Domain Experience	Assessment Area Criteria (8)			A.	Electro Magnetic Engineering that can affect E3 Qualification baseline (e.g. MIL-STD-461G, MIL-STD-464C, MIL-STD-1275D, MIL-STD-1686 and CFTO C-55-040-001/TS-001) directly related to Tactical communications as applied to military tactical communications equipment (stand alone and vehicle installed) and military land vehicles.
				B.	Experience in the Electro-Magnetic Compatibility (EMC) and Electro-Magnetic Interference (EMI) design, development, TEMPEST NON STOP qualification and failure analysis as applied to military tactical communications equipment (stand alone and vehicle installed) and military land vehicles.
				C.	Monitor and review subsystem and system EMC degradation with changes in LCSS configuration.
				D.	The proposed resource must hold a current Certified TEMPEST Professional Level II (CTP II) certification in accordance with Communications Security Establishment (CSE) TEMPEST Professional Certification guidelines.
				E.	Coordinate, supervise and witness EMC EMI, TEMPEST and NON STOP Testing, ensuring E3 test standards and procedures are followed.
				F.	Review EMC/EMI Control Plans, equipment, subsystems and system modifications and Electromagnetic Effects (EME) that has potential to affect LCSS and EMC qualification.
			Identify which assessment criteria are being claimed.	8	Minimum of 72 months of demonstrated experience within the last 96 months in 3 engineering in a minimum of 4 of this assessment area's criteria.
				6	Minimum of 48 months of demonstrated experience within the last 72 months in E3 engineering in a minimum of 4 of this assessment area's criteria.

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Defence System Project Experience			5 Mandatory for Senior		Minimum of 60 months of demonstrated experience as a E3 Specialist on Military Command and Control systems.	
Writing			Select only one score.	2	Minimum of 96 months of demonstrated experience within the last 120 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering (i.e. System, software, computer, communication, security, or simulation) experience.	
				1	Minimum of 72 months of demonstrated experience within the last 96 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.	
				Mandatory	Minimum of 48 months of demonstrated experience within the last 72 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.	
Communications	Assessment Area Criteria (5)			A.	Communicating information technology frameworks/strategies to management and technical staff.	
				B.	Communicating system engineering direction for projects or systems.	
				C.	Providing advice, guidance and recommendations on technical issues to support the decision-making of senior management.	
				D.	Leading multidisciplinary teams in the development of IT tactical systems, frameworks or strategies.	
				E.	Performing strategic, operational or tactical planning for projects or systems to meet corporate strategy.	
			Select only one score. Identify which assessment criteria are being claimed.	5	Minimum of 96 months of demonstrated experience in each of this assessment area's criteria.	
				2	Minimum of 72 months of demonstrated experience in each of at least four of this assessment area's criteria.	
					Note - Mandatory for Senior, must include criteria C and D for senior.	
					Note - Mandatory for Intermediate.	
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category			
			18 to 26	Senior		
			10 to 17	Intermediate		
			6 to 9	Junior		
			Below 6	Does not meet minimum required score		

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APPENDIX D TO ANNEX A CERTIFICATIONS AT THE TASK AUTHORIZATION STAGE

The following Certifications are to be used, as applicable. If they apply, they must be signed and attached to the Contractor's quotation when it is submitted to Canada.

1. CERTIFICATION OF EDUCATION AND EXPERIENCE

The Contractor certifies that all the information provided in the résumés and supporting material proposed for completing the subject work, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Contractor to be true and accurate. Furthermore, the Contractor warrants that every individual proposed by the Contractor for the requirement is capable of performing the Work described in the Task Authorization.

Print name of authorized individual & sign above

Date

2. CERTIFICATION OF AVAILABILITY OF PERSONNEL

The Contractor certifies that, should it be authorized to provide services under this Task Authorization, the persons proposed in the quotation will be available to commence performance of the work within a reasonable time from the date of issuance of the valid Task Authorization, or within the time specified in the Task AuthorizationForm, and will remain available to perform the work in relation to the fulfillment of the requirement.

Print name of authorized individual & sign above

Date

3. CERTIFICATION OF STATUS OF PERSONNEL

If the Contractor has proposed any individual who is not an employee of the Contractor, the Contractor certifies that it has permission from that individual to propose his/her services in relation to the Work to be performed under this Task Authorizationand to submit his/her résumé to Canada. At any time during the Contract Period the Contractor must, upon request from the Contracting Authority, provide the written confirmation, signed by the individual, of the permission that was given to the Contractor of his/her availability. Failure to comply with the request may result in a default under the Contract in accordance with the General Conditions.

Print name of authorized individual & sign above

Date

4. CERTIFICATION OF LANGUAGE -

The Contractor certifies that the proposed resource(s) in response to this draft Task Authorization is/are fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

Print name of authorized individual & sign above

Date

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APPENDIX E TO ANNEX A EMBEDDED CONTRACTOR LETTER OF ACKNOWLEDGMENT

Reference: Defence Administrative Orders and Directives (DAOD) Series 3003
(<http://www.forces.gc.ca/en/about-policies-standards-defence-admin-orders-directives/index.page>)

Name of Person (Contractor): _____

Name of Company: _____

DND Contract Number: **TO BE INSERTED UPON AWARD**

You have been identified by the Canadian Department of National Defence (DND) as an “embedded contractor” with a need to examine, possess or transfer controlled goods and/or controlled technical data as defined in the DAOD 3003-0 regarding controlled goods. “Embedded contractors” are specifically identified individuals under contract to DND working under the day-to-day direction and control of the DND, within a DND establishment.

In accordance with the DAOD 3003-1, Management, Security and Access Requirements Relating to Controlled Goods, “embedded contractors” are permitted to have access to controlled goods and/or controlled technical data on the same basis as DND personnel on the condition that certain criteria are met. Your initials are required next to each of the following items to confirm that you, as an individual, meet these criteria:

- _____ (a) You, or your parent company, is registered, or exempt from registration, with the Controlled Goods Directorate at Public Works and Government Services Canada (PWGSC – CGD);
- (i) Company Name: _____
- (ii) Registration No.: _____
- (iii) Registration Expiry Date: _____
- _____ (b) You have a specific need to know; and
- _____ (c) You maintain a Level II (Secret) clearance issued by the Government of Canada.

By receiving this permission to access controlled material within DND when such access is required, you are under an obligation to comply with all elements of the DAOD 3003-1 with respect to the handling and safeguarding of controlled goods. You are also required to complete all applicable training on controlled goods.

As an “embedded contractor” in DND, you are not permitted to disclose controlled goods or technical data to anyone other than authorized DND personnel who have a need to know, and have a minimum SECRET level clearance. This includes other individuals who have been identified as embedded contractors. You **MUST NOT** disclose or transfer controlled goods including controlled technical data to any outside third parties, including the company employing you or contracting for your services, unless authorized by the CTAT Office.

Non-compliance with the terms of the DAOD 3003-1 and this letter may result in the denial to access controlled goods/technical data and/or may be considered a default under your current contract and may be subject to violations under the *Defence Production Act* (DPA).

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By signing below, you acknowledge your obligations and responsibilities as an embedded contractor in DND with respect to controlled goods.

I, the undersigned, hereby agree to abide by the terms of this letter and the DAOD 3003.

Signature:

Name of Contractor (Print):

Date:

Name of DND/CAF Commanding Officer/
Manager (Print):

DRAFT

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APPENDIX F TO ANNEX A NON-DISCLOSURE AGREEMENT

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

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

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

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

_____.

Signature of resource
(include printed name)

Date (yy/mm/dd)

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ANNEX B BASIS OF PAYMENT

INITIAL CONTRACT PERIODS:

Work Stream	Resource Category	Level of Expertise	Year 1	Year 2	Year 3	Year 4	Year 5
Software Engineering	Software Architect (SW Arch)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
	Software Engineer (SW Eng)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
		Junior	\$	\$	\$	\$	\$
	Software Specialist (SW Spec)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
	Programmer (Pgrm)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
		Junior	\$	\$	\$	\$	\$
2. System Engineering	System Architect (Sys Arch)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
	System Engineer (Sys Eng)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
		Junior	\$	\$	\$	\$	\$
	System Specialist (Sys Spec)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
	System Analyst (SysA)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
		Junior	\$	\$	\$	\$	\$
3. Network Engineering	Network Architect (Net Arch)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
	Network Engineer (Net Eng)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
		Junior	\$	\$	\$	\$	\$
	Network Specialist (Net Spec)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
	Network Administrator (Net Admin)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
		Junior	\$	\$	\$	\$	\$
4. Communications System Engineering	Radio Frequency Architect (RF Arch)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
	Communication System Engineer (CS Eng.)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
		Junior	\$	\$	\$	\$	\$
	Platform Integration Engineer (CS/PI Eng)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
		Junior	\$	\$	\$	\$	\$
	Platform Integration Specialist (CS/PI Spec)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
		Junior	\$	\$	\$	\$	\$
	Radio Frequency Specialist	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$

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	(RF Spec)	Junior	\$	\$	\$	\$	\$
5. Security Engineering	Security Architect (Sec Arch)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
		Junior	\$	\$	\$	\$	\$
	Security Engineer (Sec Eng)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
		Junior	\$	\$	\$	\$	\$
	Security Specialist (Sec Spec)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
		Junior	\$	\$	\$	\$	\$
	Security Analyst (SecA)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
		Junior	\$	\$	\$	\$	\$
6. Information Management / Knowledge Management (IM/KM)	IM Architect (IM Arch)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
		Junior	\$	\$	\$	\$	\$
	IM Specialist (IM Spec)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
		Junior	\$	\$	\$	\$	\$
	Technical Writer (Tech Wrt)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
		Junior	\$	\$	\$	\$	\$
	Software Availability, Licensing and Distribution (SALAD)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
		Junior	\$	\$	\$	\$	\$
	Process Specialist (PRS)	Senior	\$	\$	\$	\$	\$
	Database Integrator (DB Intgr)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
		Junior	\$	\$	\$	\$	\$
	Database Administrator (DBA)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
		Junior	\$	\$	\$	\$	\$
	Configuration Management Specialist (CMS)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
		Junior	\$	\$	\$	\$	\$
7. Integrated Logistics Support (ILS)	ILS Specialist (ILS Spec)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
		Junior	\$	\$	\$	\$	\$
	Supply Manager (Sup Mgr)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
	Training Material Developer (Trg mat Dev)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
		Junior	\$	\$	\$	\$	\$
	LCMM Technician (LCMMT)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
		Junior	\$	\$	\$	\$	\$
8. Program / Project Management	Senior Account Manager (SAM)	Senior	\$	\$	\$	\$	\$
	Project Manager (PJM)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
		Junior	\$	\$	\$	\$	\$
		Senior	\$	\$	\$	\$	\$

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	Project Control Coordinator (PCC)	Intermediate	\$	\$	\$	\$	\$
		Junior	\$	\$	\$	\$	\$
9. Administration Support	Procurement Specialist (Proc Spec)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
		Junior	\$	\$	\$	\$	\$
	Administration Support (Admin Sp)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
		Junior	\$	\$	\$	\$	\$
10. Testing Support	Test Manager (Test Mgr)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
		Junior	\$	\$	\$	\$	\$
	Test Technician (Test Tech)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
		Junior	\$	\$	\$	\$	\$
11. Specialty Engineering	Enterprise Architect (Ent Arch)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
		Junior	\$	\$	\$	\$	\$
	Geospatial Software Architect (Geo SW Arch)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
		Junior	\$	\$	\$	\$	\$
	Aerospace Engineer (Aero Eng)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
		Junior	\$	\$	\$	\$	\$
	Manufacturing Engineer (Manuf Eng)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
		Junior	\$	\$	\$	\$	\$
	Electromagnetic Environment Effects Specialist (E3 Spec)	Senior	\$	\$	\$	\$	\$
		Intermediate	\$	\$	\$	\$	\$
		Junior	\$	\$	\$	\$	\$

OPTION PERIODS:

For the provision of professional services after the Initial Contract Period, if Canada exercises its option to extend, the firm per diem rates for each option period will be determined at the time of the option to be exercised, based on the following formula:

Firm per diem rates for the previous year X

(1 + percentage change* in the Statistics Canada Average weekly earnings by industry, annual report, Table 14-10-0203-01 Professional, Scientific and Technical Services [54,541] labour category between the two calendar years preceding the option period to be determined

* the percentage change will be rounded to 5 decimals.

Example: option period one exercised in calendar year 2020:

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	Canada (map)	
	All employees 5	
	Including overtime	
North American Industry Classification System (NAICS) ⁴	2018	2019
	Current dollars	
Professional, scientific and technical services	1,385.53 ^A	1,439.18 ^A

(Average weekly earnings in 2019 – Average weekly earnings in 2018)
= % increase or (% decrease)
Average weekly earnings in 2018

(\$1,439.18 - \$1,385.53) / \$1,385.53 = 0.0387216 = 3.87216 %

Therefore, in this example, the rates for year five would be multiplied by 1.0387216 to arrive at the Option year one Firm Per Diem Rates.

Work Stream	Resource Category	Level of Expertise	Option Period Year 6	Option Period Year 7	Option Period Yea 8	Option Period Year 9	Option Period Year 10
1. Software Engineering	Software Architect (SW Arch)	Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
	Software Engineer (SW Eng)	Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
		Junior	TBD	TBD	TBD	TBD	TBD
	Software Specialist (SW Spec)	Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
	Programmer (Pgrm)	Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
		Junior	TBD	TBD	TBD	TBD	TBD
2. System Engineering	System Architect (Sys Arch)	Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
		Junior	TBD	TBD	TBD	TBD	TBD
	System Engineer (Sys Eng)	Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
		Junior	TBD	TBD	TBD	TBD	TBD
	System Specialist (Sys Spec)	Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
	System Analyst (SysA)	Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
		Junior	TBD	TBD	TBD	TBD	TBD
3. Network Engineering	Network Architect (Net Arch)	Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
		Junior	TBD	TBD	TBD	TBD	TBD
	Network Engineer (Net Eng)	Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
		Junior	TBD	TBD	TBD	TBD	TBD
	Network Specialist (Net Spec)	Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
	Network Administrator (Net Admin)	Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
		Junior	TBD	TBD	TBD	TBD	TBD
	Radio Frequency Architect	Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD

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4. Communications System Engineering	(RF Arch)						
	Communication System Engineer (CS Engr)	Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
		Junior	TBD	TBD	TBD	TBD	TBD
	Platform Integration Engineer (CS/PI Eng)	Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
		Junior	TBD	TBD	TBD	TBD	TBD
	Platform Integration Specialist (CS/PI Spec)	Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
		Junior	TBD	TBD	TBD	TBD	TBD
	Radio Frequency Specialist (RF Spec)	Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
		Junior	TBD	TBD	TBD	TBD	TBD
5. Security Engineering	Security Architect (Sec Arch)	Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
		Junior	TBD	TBD	TBD	TBD	TBD
	Security Engineer (Sec Eng)	Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
		Junior	TBD	TBD	TBD	TBD	TBD
	Security Specialist (Sec Spec)	Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
		Junior	TBD	TBD	TBD	TBD	TBD
	Security Analyst (SecA)	Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
		Junior	TBD	TBD	TBD	TBD	TBD
6. Information Management / Knowledge Management (IM/KM)	IM Architect (IM Arch)	Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
		Junior	TBD	TBD	TBD	TBD	TBD
	IM Specialist (IM Spec)	Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
		Junior	TBD	TBD	TBD	TBD	TBD
	Technical Writer (Tech Wrt)	Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
		Junior	TBD	TBD	TBD	TBD	TBD
	Software Availability, Licensing and Distribution (SALAD)	Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
		Junior	TBD	TBD	TBD	TBD	TBD
	Process Specialist (PRS)	Senior	TBD	TBD	TBD	TBD	TBD
	Database Integrator (DB Intgr)	Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
		Junior	TBD	TBD	TBD	TBD	TBD
	Database Administrator (DBA)	Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
		Junior	TBD	TBD	TBD	TBD	TBD
	Configuration Management Specialist (CMS)	Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
		Junior	TBD	TBD	TBD	TBD	TBD
7. Integrated Logistics Support (ILS)	ILS Specialist (ILS Spec)	Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
		Junior	TBD	TBD	TBD	TBD	TBD
	Supply Manager (Sup Mgr)	Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD

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	Training Material Developer (Trg mat Dev)	Junior	TBD	TBD	TBD	TBD	TBD
		Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
	LCMM Technician (LCMMT)	Junior	TBD	TBD	TBD	TBD	TBD
		Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
8. Program / Project Management	Senior Account Manager (SAM)	Junior	TBD	TBD	TBD	TBD	TBD
		Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
	Project Manager (PJM)	Junior	TBD	TBD	TBD	TBD	TBD
		Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
9. Administration Support	Project Control Coordinator (PCC)	Junior	TBD	TBD	TBD	TBD	TBD
		Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
	Procurement Specialist (Proc Spec)	Junior	TBD	TBD	TBD	TBD	TBD
		Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
10. Testing Support	Administration Support (Admin sp)	Junior	TBD	TBD	TBD	TBD	TBD
		Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
	Test Manager (Test Mgr)	Junior	TBD	TBD	TBD	TBD	TBD
		Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
11. Specialty Engineering	Test Technician (Test Tech)	Junior	TBD	TBD	TBD	TBD	TBD
		Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
	Enterprise Architect (Ent Arch)	Junior	TBD	TBD	TBD	TBD	TBD
		Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
	Geospatial Software Architect (Geo SW Arch)	Junior	TBD	TBD	TBD	TBD	TBD
		Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
	Aerospace Engineer (Aero Eng)	Junior	TBD	TBD	TBD	TBD	TBD
		Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
	Manufacturing Engineer (Manuf Eng)	Junior	TBD	TBD	TBD	TBD	TBD
		Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD
	Electromagnetic Environment Effects Specialist (E3 Spec)	Junior	TBD	TBD	TBD	TBD	TBD
		Senior	TBD	TBD	TBD	TBD	TBD
		Intermediate	TBD	TBD	TBD	TBD	TBD

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Clear Data - Effacer les données

Government
of CanadaGouvernement
du Canada

English Instructions

Instructions françaises

Contract Number / Numéro du contrat

W8486-207088

Security Classification / Classification de sécurité

Unclassified

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine Dept. of National Defence		2. Branch or Directorate / Direction générale ou Direction ADM(Mat)/DGLPM/DLCSPM
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 Land CAISR Professional Services		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input type="checkbox"/> No / Non <input checked="" 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 type="checkbox"/> No / Non <input checked="" 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 type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input checked="" type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays: Canada Eyes Only	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 type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input checked="" type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input checked="" type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input checked="" type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input checked="" type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

Security Classification / Classification de sécurité

Unclassified

TBS/SCT 350-103 (2004/12)

Canada

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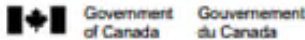
Amd. No – N° de la modif.

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PART A (continued) / PARTIE A (suite)		
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui Up to TOP SECRET	
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
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 checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	
<input type="checkbox"/> TOP SECRET - SIGHT TRÈS SECRET - SIGHT	<input checked="" type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	
<input checked="" type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET	
<input checked="" type="checkbox"/> SECRET SECRET		
<input checked="" type="checkbox"/> TOP SECRET TRÈS SECRET		
Special comments: Commentaires spéciaux : See Security Classification Guide		
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? If Yes, will unscreened personnel be escorted: Dans l'affirmative, le personnel en question sera-t-il escorté?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> 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?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui

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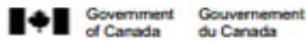
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PART C (continued) / PARTIE C (suite)

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	NATO Restricted	NATO Confidential	NATO Secret	COSMIC Top Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret
						Très Secret	NATO Diffusion Restreinte	NATO Confidential		COSMIC Très Secret	A	B	C			
Information / Assets Renseignements / Biens	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media Support TI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
IT Link Lien électronique	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

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

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

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APPENDIX A TO ANNEX C SECURITY CLASSIFICATION GUIDE

TO BE PROVIDED AT THE RFP STAGE

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ATTACHMENT 2.1 RESOURCE REQUIREMENTS ESTIMATE

CONTRACTED RESOURCES REQUIRED AT CONTRACT AWARD (YEAR 1)

1. This Appendix provides the details regarding the 92 contracted resources to be provided by the Contractor, immediately following Contract Award. Those contracted resources will be allocated to the following Work Areas within DLCSPM, based on the Directorate's organisational structure as it stands at bid time and is subject to change:

- g. Tactical Command, Control and Information Systems (TacC2IS);
- h. Tactical Communications (TacCOMMS);
- i. Intelligence, Surveillance, Target Acquisition and Reconnaissance (ISTAR);
- j. LC4ISR System-of-Systems (SoS) Integration;
- k. LC4ISR Program Management Support; and
- l. LC4ISR Integrated Logistics Support (ILS).

2. **Security Clearance.** Included in the 92 contracted resources are 11 that will require Level III security clearance at Contract Award in support of the Labour Categories annotated with a '▲' in Tables A2-3 and A2-4a below. All other contracted resources identified in this Appendix will require a minimum of Level II security clearance at Contract Award.

TACTICAL COMMAND, CONTROL AND INFORMATION SYSTEMS (TacC2IS)

Labour Category	Short Title	Level of Effort (Days)	Junior	Intermediate	Senior	Total
System Architect	Sys Arch	460			2	2
System Specialist	Sys Spec	1,840		4	4	8
Network Engineer	Net Eng	230			1	1
Network Specialist	Net Spec	230			1	1
SW Availability, Licensing and Distribution	SALAD	230			1	1
Supply Manager	Sup Mgr	230			1	1
LCMM Technician	LCMMT	230		1		1
Total:						15

Table A2-1: Labour Categories for TacC2IS

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TACTICAL COMMUNICATIONS (TacCOMMS)

Labour Category	Short Title	Level of Effort	Junior	Intermediate	Senior	Total
Software Engineer	SW Eng	920			4	4
System Architect	Sys Arch	230			1	1
System Specialist	Sys Spec	230			1	1
Radio Frequency Architect	RF Arch	230			1	1
Communication System Engineer	CS Engr	230			1	1
Platform Integration Engineer	CS/PI Engr	230			1	1
Platform Integration Specialist	CS/PI Spec	460			2	2
Technical Writer	Tech Wrt	230			1	1
Supply Manager	Sup Mgr	230			1	1
LCMM Technician	LCMMT	230			1	1
Project Manager	PJM	230		1		1
Administration Support	Adm Sp	230		1		1
Manufacturing Engineer	Manuf Eng	230			1	1
Total:						17

Table A2-2: Labour Categories for TacCOMMS

INTELLIGENCE, SURVEILLANCE, TARGET ACQUISITION and RECONNAISSANCE (ISTAR)

Labour Category	Short Title	Level of Effort	Junior	Intermediate	Senior	Total
System Architect ▲	Sys Arch	1,150			5	5
System Engineer	Sys Eng	460			2	2
System Specialist ▲	Sys Spec	1,380	1		5	6
Network Specialist	Net Spec	230			1	1
Training Material Developer	Trg Mat Dev	230		1		1
LCMM Technician	LCMMT	690		1	2	3
Administration Support	Adm Sp	460		2		2
Geospatial Software Architect	Geo SW Arch	230			1	1
Total:						21

Table A2-3: Labour Categories for ISTAR

3. A total of 10 of the 22 contracted resources listed in Table A2-3 will require Level III security clearance at Contract Award, more specifically: four (4) Senior System Architects and all six (6) System Specialists.

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LC4ISR SYSTEM-OF-SYSTEMS (SoS) ENGINEERING AND SUPPORT		

Labour Category	Short Title	Level of Effort	Junior	Intermediate	Senior	Total
Software Specialist	SW Spec	230			1	1
Programmer	Prgm	230		1		1
System Architect	Sys Arch	1,610		1	6	7
System Engineer	Sys Eng	460			2	2
System Specialist	Sys Spec	1,150		2	3	5
Network Administrator	Net Admin	230	1			1
Security Analyst ▲	SecA	230			1	1
Software Availability, Licensing, and Distribution	<u>SALaD</u>	230		1		1
Configuration Management Specialist	CMS	230			1	1
Administration Support	Adm Sp	230		1		1
Test Technician	Test Tech	230			1	1
Total:						22

Table A2-4a: Labour Categories for LC4ISR SoS Engineering and Support

4. The Senior Security Analyst identified in Table A2-4a will require Level III security clearance at Contract Award.

Labour Category	Short Title	Level of Effort	Junior	Intermediate	Senior	Total
Software Specialist	SW Spec	460		1	1	2
Network Administrator	Net Admin	460		1	1	2
Security Specialist	Sec Spec	230			1	1
Database Administrator	DBA	230		1		1
Project Manager	PJM	230			1	1
Total:						7

Table A2-4b: Labour Categories for Engineering Information System (EIS) Support

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LC4ISR PROGRAM MANAGEMENT SUPPORT

Labour Category	Short Title	Level of Effort	Junior	Intermediate	Senior	Total
Platform Integration Specialist (LPICC)	CS/PI Spec	690			3	3
Senior Account Manager	SAM	230			1	1
Administration Support	Adm Sp	460	1		1	2
Supply Manager	Sup Mgr	230			1	1
Procurement Specialist	Proc Spec	230			1	1
Total:						8

Table A2-5: Labour Categories for LC4ISR Program Management Support

LC4ISR INTEGRATED LOGISTICS SUPPORT (ILS)

Labour Category	Short Title	Level of Effort	Junior	Intermediate	Senior	Total
Process Specialist	PRS	230			1	1
Configuration Management Specialist	CMS	230			1	1
Supply Manager	Sup Mgr	230			1	1
Total:						3

Table A2-6: Labour Categories for LC4ISR Integrated Logistics Support

ANTICIPATED CONTRACTED RESOURCES REQUIRED FOR FUTURE YEARS

5. Over the life of the contract it is anticipated that resource requirements will grow across all work areas within DLCSPM and new work areas will be introduced. The table below provides an initial estimate of future resource requirements per labour category. These requirements will be identified through task authorisations in years 2 through 10 of the contract.

Serial	Work Stream	Resource Category	Quantity range/year
1	1. Software Engineering	Software Architect	3 - 5
2		Software Engineer	9 - 13
3		Software Specialist	5 - 8
4		Programmer	6 - 8
5	2. System Engineering	System Architect	11 - 17
6		System Engineer	9 - 14
7		System Specialist	28 - 40
8		System Analyst	4 - 6
9	3. Network Engineering	Network Architect	2 - 3
10		Network Engineer	7 - 10
11		Network Specialist	3 - 5

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Serial	Work Stream	Resource Category	Quantity range/year
12		Network Administrator	4 - 5
13	4. Comms System Engineering	Radio Frequency Architect	2 - 3
14		Communications Systems Engineer	4 - 5
15		Platform Integration Engineer	3 - 5
16		Platform Integration Specialist	4 - 6
17		Radio Frequency Specialist	2 - 3
18	5. Security Engineering	Security Architect	1 - 2
19		Security Engineer	1 - 2
20		Security Specialist	4 - 6
21		Security Analyst	2 - 3
22	6. Information Management / Knowledge Management (IM/KM)	IM Architect	2 - 3
23		IM Specialist	3 - 5
24		Technical Writer	6 - 9
25		Software Availability, Licensing and Distribution	2 - 3
26		Process Specialist	2 - 3
27		Database Integrator	2 - 3
28		Database Administrator	2 - 3
29		Configuration Management Specialist	2 - 3
30	7. Integrated Logistics Support (ILS)	ILS Specialist	3 - 5
31		Supply Manager	7 - 10
32		Training Material Developer	10 - 14
33		LCMM Technician	15 - 20
34	8. Program / Project Management	Senior Account Manager	1
35		Project Manager	5 - 7
36		Project Control Coordinator	7 - 10
37	9. Administration Support	Procurement Specialist	5 - 7
38		Administration Support	7 - 10
39	10. Testing Support	Test Manager	2 - 3
40		Test Technician	11 - 15
41	11. Specialty Engineering	Enterprise Architect	1 - 2
42		Geospatial Software Architect	1 - 2
43		Aerospace Engineer	1 - 2
44		Manufacturing Engineer	2 - 3
45		Electromagnetic Environment Effects Specialist	2 - 3
		Total Anticipated future resources	200 - 300

Table A2-7 – Future years labour categories requirements estimate

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ATTACHMENT 3.1

BID SUBMISSION FORM

Bidder's full legal name			
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name		
	Title		
	Address		
	Telephone #		
	Email		
Bidder's Contract Security Officer (CSO)	Name		
	Title		
	Address		
	Telephone #		
	Email		
Bidder's Procurement Business Number (PBN) [see the Standard Instructions 2003] [Note to Bidders: Please ensure that the PBN you provide matches the legal name under which you have submitted your bid. If it does not, the Bidder will be determined based on the legal name provided, not based on the PBN, and the Bidder will be required to submit the PBN that matches the legal name of the Bidder.]			
Jurisdiction of Contract: Province or territory in Canada the Bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)			
Former Public Servants See the Article in Part 2 of the bid solicitation entitled Former Public Servant for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes _____ No _____ If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"		
	Is the Bidder a FPS who received a lump sum payment under the terms of the Work Force Adjustment Directive? Yes _____ No _____ If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"		
Security Clearance Level of Bidder [include both the level and the date it was granted] [Note to Bidders: Please ensure that the security clearance matches the legal name of the Bidder. If it does not, the security clearance is not valid for the Bidder.]	LEVEL	DATE GRANTED	
Controlled Goods Registration Number [Note to Bidders: Please enter the Controlled Goods Registration number assigned to the legal entity submitting a bid.]			
Bidder's Board of Directors		The following is a list of the Bidder's Board of Directors. In the event of a Joint Venture, a list of each BOD should be provided (separate attachments permitted)	

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ATTACHMENT 3.2

ELECTRONIC PAYMENT INSTRUMENTS

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

- () VISA Acquisition Card;
- () MasterCard Acquisition Card;
- () Direct Deposit (Domestic and International);
- () Electronic Data Interchange (EDI);
- () Wire Transfer (International Only);

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ATTACHMENT 3.3

CUSTOMER REFERENCE CONTACT INFORMATION FORM

Customer Reference Contact Information:

Name of client organization: _____

Name of client: _____

Client's title: _____

Client telephone n°. _____

Email address: _____

Supporting Documents: The Bidder must provide with this Form a copy of the reference contract cover page (as last amended), a copy of the Statement of Work and any other supporting documentation required to substantiate compliance with the requirements of the bid solicitation. This may include, but is not limited to:

- Copy of Task Authorization(s) issued under the referenced contract;
- Copy of invoices; and
- Signed Letter from the client reference confirming the Bidder's experience.

NB: It is the Bidder's responsibility to ensure that the supporting documents provide sufficient details to demonstrate compliance with the evaluation criteria.

Contract n°: _____

Start date: _____ End date (as last amended) : _____

Location of Work: _____

Total contract value (as last amended and including Applicable Taxes): _____

Description of the services provided: _____

By signing below, the Bidder certifies that the information provided in this Form is accurate.

Signature of authorized representative of

Name: _____

Title: _____

Signature: _____

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the Bidder:

Date: _____

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ATTACHMENT 4.1 MANDATORY TECHNICAL CRITERIA

Mandatory Technical Criteria				
Corporate Mandatory Technical Criteria				
ID	Mandatory Technical (MT) Criteria Description	Compliance / Demonstration	Met? (Y/N)	Bidder's response (Cross reference to proposal)
MT.1	<p>The Bidder must demonstrate experience in providing a minimum of one hundred (100) resources working concurrently for a period of at least thirty-six (36) consecutive months in the past ten (10) years, under informatics professional services contract(s).</p> <p>The Bidder must demonstrate this experience by submitting a maximum of four (4) previous contracts.</p> <p>The Bidder must have been the prime contractor, rather than a subcontractor. This means that the Bidder contracted directly with the customer of the work. If the Bidder's contract was to perform work which another entity had itself first contracted to perform, the Bidder will not be considered the prime contractor. For example, Z (customer) contracted with Y for services. Y, in turn, entered into a contract with X to provide all or part of these services to Z. In this example, Y is a prime contractor and X is a subcontractor.</p> <p>NOTE: The Bidder must demonstrate that at least 100 professional services resources were provided concurrently every month for the entire 36 months period. There must not have been a break in service for any of the resources from one month to the next for the entire 36 months.</p> <p>For example, if the Bidder demonstrates that it provided 120 resources throughout months #1 to #20 and #22 to #36, but only provided 90 resources during month #21, they would be considered non-compliant.</p>	<p>In order to substantiate compliance with this criterion, the Bidder must submit a duly completed and signed Customer Reference Contact Information Form (Attachment 3.3) as well as all supporting documentation specified therein, for each reference contract.</p>		
Resource Mandatory Technical Criteria				
MT.2	<p>The Bidder must provide a proposed resource that meets the qualification and experience</p>	<p>To demonstrate compliance with this criterion, the Bidder must provide:</p>		

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	requirements for the Senior Account Manager positions. 1. For the experience to qualify, the Bidder must demonstrate that the proposed resources performed at least 75% of the Senior Account Manager tasks detailed under section 1.7 of the Annex A - Statement of Work	<ul style="list-style-type: none">- Candidate's Résumé clearly demonstrating meeting the qualification and experience requirements.- A completed Resource Assessment Table for the Senior Account Manager Resource category.		
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MT.3	<p>The bidder must provide proposed resources that meet the qualification and experience requirements for the following labour categories:</p> <p>TacC2IS</p> <ol style="list-style-type: none">1. System Architect, Senior2. System Specialist, Senior3. Network Engineer, Senior <p>TacCOMMS</p> <ol style="list-style-type: none">4. System Architect, Senior5. System Engineer, Senior6. Software Engineer, Senior7. RF Architect, Senior <p>ISTAR</p> <ol style="list-style-type: none">8. System Architect, Senior9. System Specialist, Senior10. Network Specialist, Senior <p>LC4ISR System of System Engineering</p> <ol style="list-style-type: none">11. System Architect, Senior12. System Engineer, Senior13. Configuration Management Specialist, Senior <p>Integrated Logistics Support</p> <ol style="list-style-type: none">14. Configuration Management Specialist, Senior15. Supply Manager, Senior	<p>To demonstrate compliance with this criterion, the Bidder must provide:</p> <ul style="list-style-type: none">- Candidates Résumés clearly demonstrating meeting the qualification and experience requirements.- A completed Resource Assessment Table for each resource.		
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Stream 8 – Program/Project Management – Resource Category: Senior Account Manager (SAM)					
Name: (Name of resource under consideration here)					
	Proposed Self-Score	Evaluator Score	Points available		
	(Mark each box Met/Not Met or with numerical score)				
Education			Select only one score.	4	Proof of a Post-Graduate level university degree in Engineering, Mathematics, Science, Business Administration or suitable engineering or technical field required to support Land C4ISR.
				2	Proof of an Undergraduate level university degree in Engineering, Mathematics, Science, Project Management, Business Administration or suitable engineering or technical field required to support Land C4ISR.
				1	Proof of an Undergraduate level university degree in any discipline or Proof of a College diploma in Engineering Technology, Information Technology, Project Management, Business Administration or suitable engineering or technical field required to support Land C4ISR.
			2	PMP Certification	
Domain Experience	Assessment Area Criteria (9)			A.	Demonstrated experience working as a project manager for projects in excess of \$1M per year expenditure.
				B.	Demonstrated experience preparing and presenting technical and management documents.
				C.	Demonstrated experience in stakeholder and communications management in a project context
				D.	Demonstrated experience in project financial management for projects in excess of \$1M per year expenditure.
				E.	Demonstrated experience in project scope management for projects in excess of \$1M per year expenditure.
				F.	Demonstrated experience in project schedule management for projects in excess of \$1M per year expenditure.
				G.	Demonstrated experience in project risk management for projects in excess of \$1M per year expenditure.
				H.	Drafting correspondence and making recommendations on the acceptance or rejection of deliverables.
				I.	Preparing Contract Deliverable Requirements Lists (CDRLs) and Data Item Descriptions (DIDs).
					Minimum of 84 months of demonstrated experience within the last 120 months in each of this assessment area's criteria.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		

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			Min 1 - Max 6	Senior
Stream 2 – System Engineering – Resource Category: System Architect (Sys Arch)				
Name: (Name of resource under consideration here)				
	Proposed Self-Score	Evaluator Score	Points available	
	(Mark each box Met/Not Met or with numerical score)			
Education			2	Proof of STEM (Science, Technology, Engineering, or Math) Master's degree in network, software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.
			Mandatory	Proof of STEM (Science, Technology, Engineering, or Math) Bachelor's degree in network, software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.
Professional Qualification			1	Must have demonstrated Professional Engineer License within Canada.
Domain Experience	Assessment Area Criteria (4)			<p>A.</p> <p>Developing architecture in one or more of the following areas:</p> <ol style="list-style-type: none"> 1. System of Systems level architecture for C4ISR systems; 2. System requirements gathering for complex systems; 3. System level architecture for command and control communication and information systems with in a distributed platform environment; 4. System level architecture for command and control communication and information system, within a Client/Server environment; 5. ISTAR System level architecture for Military C4ISR systems; and/or 6. Data architecture definition and implementation for C4ISR systems or similar systems.
				<p>B.</p> <p>Analyzing, designing and/or implementing solutions in one or more of the following areas:</p> <ol style="list-style-type: none"> 1. Command and control communication and information systems with in a distributed platform environment; 2. Command and control communication and information systems within a client/server environment; 3. Military ISTAR systems; 4. Joint or Allied C4ISR Interoperability solutions using NATO Standardization Agreements; and 5. System management solutions (tools and processes) for communication & information systems and/or ISTAR systems.

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				C.	Demonstrated work experience in system integration, verification and validation, for hardware and software components (COTS and/or custom developed) in new or existing systems, in one of the following areas: 1. Command and control communication and information systems with in a distributed platform environment; 2. Command and control communication and information systems within a client/server environment; 3. Military ISTAR systems; 4. Joint or Allied C4ISR Interoperability solutions using NATO Standardization Agreements; and 5. System management solutions (tools and processes) for communication & information systems and/or ISTAR systems.
				D.	Demonstrated work experience as a systems engineer in communication and information systems (Hardware, Software and Network) or Specialty engineering (Security, Modeling, Simulation, ISTAR).
				10	Minimum of 180 months of demonstrated experience in a minimum of 2 of this assessment area's criteria.
				8	Minimum of 144 months of demonstrated experience in a minimum of 2 of this assessment area's criteria.
				6	Minimum of 120 months of demonstrated experience in a minimum of 1 of this assessment area's criteria.
Defence System Project Experience			Mandatory for Senior	5	Minimum of 60 months of demonstrated experience as a System Architect on Military Command and Control Communication and Information systems or ISTAR systems.
				4	Minimum of 48 months of demonstrated experience as a System Architect on Military Command and Control Communication and Information systems or ISTAR systems.
				3	Minimum of 36 months of demonstrated experience as a System Architect on Military Command and Control Communication and Information systems or ISTAR systems.
				2	Minimum of 24 months of demonstrated experience as a System Architect on Military Command and Control Communication and Information systems or ISTAR systems.
Writing			Select only one score.	2	Minimum of 96 months of demonstrated experience within the last 120 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering (i.e. System, software, computer, communication, security, or simulation) experience.

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				1	Minimum of 72 months of demonstrated experience within the last 96 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
			Mandatory		Minimum of 48 months of demonstrated experience within the last 72 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
Communications	Assessment Area Criteria (5)			A.	Communicating information technology frameworks/strategies to management and technical staff.
				B.	Communicating system engineering direction for projects or systems.
				C.	Providing advice, guidance and recommendations on technical issues to support the decision-making of senior management.
				D.	Leading multidisciplinary teams in the development of IT tactical systems, frameworks or strategies.
				E.	Performing strategic, operational or tactical planning for projects or systems to meet corporate strategy.
			Select only one score. Identify which assessment criteria are being claimed.	5	Minimum of 96 months of demonstrated experience in each of this assessment area's criteria.
				2	Minimum of 72 months of demonstrated experience in each of at least four of this assessment area's criteria. Note - Mandatory for Senior, must include criteria C and D for senior.
					Minimum of 48 months of demonstrated experience in each of at least three of this assessment area's criteria. Note - Mandatory for Intermediate.
				1	
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			18 to 26	Senior	
			10 to 17	Intermediate	
			Below 10	Does not meet minimum required score	

Stream 2 – System Engineering – Resource Category - System Engineer (Sys Eng)				
Name: (Name of resource under consideration here)				
	Proposed Self-Score	Evaluator Score	Points available	
	(Mark each box Met/Not Met or with numerical score)			
Education			2	Proof of Masters of Engineering in software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.

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			Mandatory		Proof of Engineering Bachelor's degree in software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.
Domain Experience	Assessment Area Criteria (6)			A.	Demonstrated systems engineering work experience analyzing, designing and/or implementing solutions in one or more of the following areas: 1. Command and control communication and information systems with in a distributed platform environment; 2. Command and control communication and information systems within a client/server environment; 3. Military ISTAR systems; 4. Joint or Allied C4ISR Interoperability solutions using NATO Standardization Agreements; and 5. System management solutions (tools and processes) for communication & information systems and/or ISTAR systems.
				B.	Demonstrated work experience in system integration, verification and validation, for hardware and software components (COTS and/or custom developed) in new or existing systems
				C.	Demonstrated systems engineering experience working on communication and information systems (Hardware, Software and Network) or Specialty engineering (Security, Modeling, Simulation, ISTAR).
				D.	Demonstrated work experience in system engineering within a Real-Time or Distributed Systems environment;
				E.	Demonstrated work experience in system life-cycle management of communication and information systems, or ISTAR systems.
			Select only one score. Identify which assessment criteria are being claimed.	10	Minimum of 96 months of demonstrated experience within the last 120 months in system engineering in a minimum of 4 of this assessment area's criteria.
				8	Minimum of 72 months of demonstrated experience within the last 96 months in system engineering in a minimum of 4 of this assessment area's criteria.
				6	Minimum of 48 months of demonstrated experience within the last 72 months in system engineering in a minimum of 4 of this assessment area's criteria.
				4	Minimum of 24 months of demonstrated experience within the last 72 months in system engineering in a minimum of 3 of these assessment area criteria.
Defence System Project Experience			Mandatory for Senior	5	Minimum of 60 months of demonstrated experience as a System Engineer on Military C4ISR systems.
				4	Minimum of 48 months of demonstrated experience as a System Engineer on Military C4ISR systems.
				3	Minimum of 36 months of demonstrated experience as a System Engineer on Military C4ISR systems.
				2	Minimum of 24 months of demonstrated experience as a System Engineer on Military C4ISR systems.

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Writing			Select only one score.	2	Minimum of 96 months of demonstrated experience within the last 120 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering (i.e. System, software, computer, communication, security, or simulation) experience.
				1	Minimum of 72 months of demonstrated experience within the last 96 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
			Mandatory		Minimum of 48 months of demonstrated experience within the last 72 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
Communications	Assessment Area Criteria (5)			A.	Communicating information technology frameworks/strategies to management and technical staff.
				B.	Communicating system engineering direction for projects or systems.
				C.	Providing advice, guidance and recommendations on technical issues to support the decision-making of senior management.
				D.	Leading multidisciplinary teams in the development of IT tactical systems, frameworks or strategies.
				E.	Performing strategic, operational or tactical planning for projects or systems to meet corporate strategy.
			Select only one score. Identify which assessment criteria are being claimed.	5	Minimum of 96 months of demonstrated experience in each of this assessment area's criteria.
				2	Minimum of 72 months of demonstrated experience in each of at least four of this assessment area's criteria. Note - Mandatory for Senior, must include criteria C and D for senior.
					Minimum of 48 months of demonstrated experience in each of at least three of this assessment area's criteria.
				1	Note - Mandatory for Intermediate.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			18 to 26	Senior	
			10 to 17	Intermediate	
			5 to 9	Junior	
			Below 5	Does not meet minimum required score	

Stream 2 System Engineering – Resource Category: System Specialist (Sys Spec)

Name: (Name of resource under consideration here)

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		Proposed Self-Score	Evaluator Score	Points available		
		(Mark each box Met/Not Met or with numerical score)				
Education				2		Proof of STEM (Science, Technology, Engineering, or Math) Bachelor's degree in network, software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.
				Mandatory		Proof of STEM diploma (2 year minimum) in networking, software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.
Domain Experience	Assessment Area Criteria (6)			A.		Demonstrated work experience in planning, configuring, employing and managing command and control communication and information systems in a distributed platform environment or within a client/server environment, or ISTAR systems.
				B.		Demonstrated work experience in identifying, analyzing and resolving complex communication and information system and/or ISTAR system problems.
				C.		Demonstrated work experience in analyzing, designing and/or implementing solutions for communication and information systems or ISTAR systems.
				D.		Demonstrated work experience in developing and documenting system management solutions (tools and processes) for command and control communication and information systems in mobile platforms or within a client/server environment, or ISTAR systems.
				E.		Demonstrated work experience in system integration, verification and validation, for hardware and software components (COTS and/or custom developed) in new or existing systems;
				F.		Demonstrated work experience in life-cycle management of tactical communication and information systems, or ISTAR systems.
			Select only one score. Identify which assessment criteria are being claimed.	10		Minimum of 96 months of demonstrated experience within the last 120 months in system engineering in a minimum of 4 of this assessment area's criteria.
				8		Minimum of 72 months of demonstrated experience within the last 96 months in system engineering in a minimum of 4 of this assessment area's criteria.
				6		Minimum of 48 months of demonstrated experience within the last 72 months in system engineering in a minimum of 3 of this assessment area's criteria.
Defence System Project Experience			Mandatory for Senior	5		Minimum of 60 months of demonstrated experience as a System Specialist on Military C4ISR systems.
				4		Minimum of 48 months of demonstrated experience as a System Specialist on Military C4ISR systems.
				3		Minimum of 36 months of demonstrated experience as a System Specialist on Military C4ISR systems.

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				2	Minimum of 24 months of demonstrated experience as a System Specialist on Military C4ISR systems.
Writing			Select only one score.	2	Minimum of 96 months of demonstrated experience within the last 120 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering (i.e. System, software, computer, communication, security, or simulation) experience.
				1	Minimum of 72 months of demonstrated experience within the last 96 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
			Mandatory		Minimum of 48 months of demonstrated experience within the last 72 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
Communications	Assessment Area Criteria (5)			A.	Communicating information technology frameworks/strategies to management and technical staff.
				B.	Communicating system engineering direction for projects or systems.
				C.	Providing advice, guidance and recommendations on technical issues to support the decision-making of senior management.
				D.	Participating in multidisciplinary teams in the development of IT tactical systems, frameworks or strategies.
				E.	Performing strategic, operational or tactical planning for projects or systems to meet corporate strategy.
			Select only one score. Identify which assessment criteria are being claimed.	5	Minimum of 96 months of demonstrated experience in each of this assessment area's criteria.
		2		Minimum of 72 months of demonstrated experience in each of at least four of this assessment area's criteria.	
				Note - Mandatory for Senior, must include criteria C and D for senior.	
		1		Minimum of 48 months of demonstrated experience in each of at least three of this assessment area's criteria.	
				Note - Mandatory for Intermediate.	
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			18 to 26	Senior	
			10 to 17	Intermediate	
			6 to 9	Junior	
			Below 6	Does not meet minimum required score	

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Stream 1 – Software Engineering – Resource Category: Software Engineer (SW Engr)					
Name: (Name of resource under consideration here)					
	Proposed Self-Score	Evaluator Score			
	(Mark each box Met/Not Met or with numerical score)		Points available		
Education			2	Proof of Masters of Engineering in software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.	
			1	Proof of Engineering Bachelor's degree in software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.	
Technical Experience	Assessment Area Criteria (6)			A.	Software engineering within a Client/Server Environment or Collaborative Environments;
				B.	Managing, Analyzing, Designing, Modeling, and Implementing software applications.
				C.	Developing software utilizing various coding languages;
				D.	Software Engineering for Real-Time systems, Distributed Systems, embedded systems or mission critical systems environments;
				E.	Software Integration: hardware and software, (COTS and/or custom developed) components into new or existing systems; and
				F.	System life-cycle management for software systems.
			Select only one score. Identify which assessment criteria are being claimed.	10	Minimum of 120 months of demonstrated experience within the last 180 months in software engineering in a minimum of 4 of this assessment area's criteria.
				8	Minimum of 72 months of demonstrated experience within the last 96 months in software engineering in a minimum of 4 of this assessment area's criteria.
				6	Minimum of 24 months of demonstrated experience within the last 72 months in software engineering in a minimum of 4 of this assessment area's criteria.
	Defence System Project Experience		Mandatory for Senior	5	Minimum of 60 months of demonstrated experience as a Software Engineer on Military Command and Control Software systems.
		4		Minimum of 48 months of demonstrated experience as a Software Engineer on Military Command and Control Software systems.	
		3		Minimum of 36 months of demonstrated experience as a Software Engineer on Military Command and Control Software systems.	

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				2	Minimum of 24 months of demonstrated experience as a Software Engineer on Military Command and Control Software systems.
Integrated Product Team (IPT)			Select only one score.	4	Minimum of 60 months of demonstrated experience as a Software Engineer with in an IPT for an onsite client.
				3	Minimum of 48 months of demonstrated experience as a Software Engineer with in an IPT for an onsite client.
				2	Minimum of 36 months of demonstrated experience as a Software Engineer with in an IPT for an onsite client.
				1	Minimum of 24 months of demonstrated experience as a Software Engineer with in an IPT for an onsite client.
Writing			Select only one score.	2	Minimum of 96 months of demonstrated experience within the last 120 months in the preparation of technical concept documents, software specifications, and technical proposals in the field of Information Technology / Information management or engineering (i.e. System, software, computer, communication, security, or simulation) experience.
				1	Minimum of 48 months of demonstrated experience within the last 72 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
			Mandatory		Minimum of 24 months of demonstrated experience within the last 72 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
Communications	Assessment Area Criteria (5)			A.	Communicating software frameworks/strategies to management and technical staff.
				B.	Communicating software engineering direction for projects or systems.
				C.	Providing advice, guidance and recommendations on technical issues to support the decision-making of senior management.
				D.	Leading or participating in multidisciplinary teams in the development of software applications, frameworks or strategies.
				E.	Performing strategic, operational or tactical planning for projects or systems to meet corporate strategy.
			Select only one score.	5	Minimum of 96 months of demonstrated experience in each of this assessment area's criteria.
			Identify which assessment criteria are	2	Minimum of 72 months of demonstrated experience in each of at least four of this assessment area's criteria.

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			being claimed.		Note - Mandatory for Senior, must include criteria C and D for senior.
				1	Minimum of 36 months of demonstrated experience in each of at least three of this assessment area's criteria.
					Note - Mandatory for Intermediate.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			23 to 28	Senior	
			14 to 22	Intermediate	
			10 to 13	Junior	

Stream 3 – Network Engineering – Resource Category: Network Engineer (Net Engr)					
Name: (Name of resource under consideration)					
	Proposed Self-Score	Evaluator Score	Points available		
	(Mark each box Met/Not Met or with numerical score)				
Education			2	Proof of STEM (Science, Technology, Engineering, or Math) Master's degree in network, software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.	
			Mandatory	Proof of STEM (Science, Technology, Engineering, or Math) Bachelor's degree in network, software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.	
Domain Experience	Assessment Area Criteria (8)			A.	Analyzing, designing and implementing network system architectures
				B.	Network engineering and network systems security (Hardware, software and network), including cryptographic key, devices, hardware, firmware or software that embodies or describes cryptographic logic;
				C.	Network Engineering for Real-Time systems, Distributed Systems, embedded systems or mission critical systems environments;
				D.	Network System Integration: hardware and software, (COTS and/or custom developed) components into new or existing systems;
				E.	Network architecture directly related to implementation practices such as layer 2 nomenclature, routing protocol selection, security protocols, and deployment models in a high security environment;
				F.	Analyzing, designing, integrating, testing and implementing communications network.
				G.	Life-cycle management of network systems; and

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				H.	Employing a computer modelling and simulation tool to complete network and/or wireless communications performance studies or protocol development
			Select only one score. Identify which assessment criteria are being claimed.	10	Minimum of 96 months of demonstrated experience within the last 120 months in a minimum of 4 of this assessment area's criteria.
				8	Minimum of 72 months of demonstrated experience within the last 96 months in a minimum of 4 of this assessment area's criteria.
				6	Minimum of 48 months of demonstrated experience within the last 72 months in a minimum of 4 of this assessment area's criteria.
Defence System Project Experience			5 Mandatory for Senior		Minimum of 60 months of demonstrated experience as a Network Engineer on Military Command and Control Software systems.
Writing			Select only one score.	2	Minimum of 96 months of demonstrated experience within the last 120 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering (i.e. System, software, computer, communication, security, or simulation) experience.
				1	Minimum of 72 months of demonstrated experience within the last 96 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
			Mandatory		Minimum of 48 months of demonstrated experience within the last 72 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
Communications	Assessment Area Criteria (5)			A.	Communicating network technology frameworks/strategies to management and technical staff.
				B.	Communicating network engineering direction for projects or systems.
				C.	Providing advice, guidance and recommendations on technical issues to support the decision-making of senior management.
				D.	Leading teams in the development of network systems, frameworks or strategies.
				E.	Performing strategic, operational or tactical planning for projects or systems to meet corporate strategy.
			Select only one score. Identify which assessment criteria are	5	Minimum of 96 months of demonstrated experience in each of this assessment area's criteria.
				2	Minimum of 72 months of demonstrated experience in each of at least four of this assessment area's criteria. Note - Mandatory for Senior, must include criteria C and D for senior.

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			being claimed.	1	Minimum of 48 months of demonstrated experience in each of at least three of this assessment area's criteria. Note - Mandatory for Intermediate.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			18 to 24	Senior	
			10 to 17	Intermediate	
			5 to 9	Junior	
			Below 5	Does not meet minimum required score	

Stream 3 – Network Engineering – Resource Category: Network Specialist (Net Spec)					
Name: (Name of resource under consideration here)					
	Proposed Self-Score	Evaluator Score	Points available		
	(Mark each box Met/Not Met or with numerical score)				
Education			2	Proof of STEM (Science, Technology, Engineering, or Math) Bachelor’s degree in network, software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.	
			Mandatory	Proof of STEM diploma (2 year minimum) in networking, software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.	
Domain Experience	Assessment Area Criteria (4)			A.	Plan, initialise, configure, and employ wired military communication systems (Hardware, software and network), including cryptographic devices;
				B.	Employ military radio communications systems in both Narrow and Wide Bands;
				C.	Implement test plans for various levels of testing including: unit, integration, regression, system level and user acceptance tests. Must include organizing, and scheduling test events, as well as drafting and developing test reports.
				D.	Life-cycle management of network systems.
			Select only one score. Identify which assessment criteria are being claimed.	10	Minimum of 96 months of demonstrated experience within the last 120 months in a minimum of 3 of this assessment area's criteria.
				8	Minimum of 72 months of demonstrated experience within the last 96 months in a minimum of 3 of this assessment area's criteria.
				6	Minimum of 48 months of demonstrated experience within the last 72 months in a minimum of 3 of this assessment area's criteria.
Defence System Project Experience			5 Mandatory for Senior	Minimum of 60 months of demonstrated experience as a Network Specialist on Military Command and Control Software systems.	

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Writing			Select only one score.	2	Minimum of 96 months of demonstrated experience within the last 120 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering (i.e. System, software, computer, communication, security, or simulation) experience.
				1	Minimum of 72 months of demonstrated experience within the last 96 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
			Mandatory		Minimum of 48 months of demonstrated experience within the last 72 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
Communications	Assessment Area Criteria (4)			A.	Drafting and developing presentations and briefings regarding test plans and results to management;
				B.	Providing advice, guidance and recommendations on technical issues to support the decision-making of management;
				C.	Participate in multidisciplinary teams in the development and support of IT tactical systems or multi-site Enterprise Networks.
				D.	Performing strategic, operational or tactical planning for projects or systems to meet corporate strategy.
			Select only one score. Identify which assessment criteria are being claimed.	5	Minimum of 96 months of demonstrated experience in each of this assessment area's criteria.
				2	Minimum of 72 months of demonstrated experience in each of at least three of this assessment area's criteria. Note - Mandatory for Senior, must include criteria B and C for senior.
				1	Minimum of 48 months of demonstrated experience in each of at least two of this assessment area's criteria. Note - Mandatory for Intermediate.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			18 to 24	Senior	
			10 to 17	Intermediate	
			5 to 9	Junior	
			Below 5	Does not meet minimum required score	

Stream 7 – Integrated Logistics Support (ILS) – Resource Category: Supply Manager (Sup Mgr)

Name: (Name of resource under consideration here)

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	Proposed Self-Score (Mark each box Met/Not Met or with numerical score)	Evaluator Score	Points available	
Education			1	Proof of an Undergraduate level university degree in any discipline or Proof of a College diploma in Management Science, Logistics, Business Administration or a field related to Logistics Management.
Defence System Experience			3 Mandatory for Senior	Minimum of 36 months of demonstrated experience using DRMIS for Supply transactions.
Domain Experience	Assessment Area Criteria (7)			A. Demonstrated experience as a Supply Manager for a large program (over \$1M per year) or large project (value above \$10M)
				B. Demonstrated experience processing supply transactions in a supply information management system.
				C. Stakeholder engagement - working with internal clients and external organizations to coordinate supply related activities according to established processes.
				D. Managing and auditing supply accounts.
				E. Cataloguing of material, ensuring material is properly entered and described in supply databases according to established processes.
				F. Monitoring, reporting and transaction processing of material expenditure.
				G. Managing Loan agreements and Loan accounts.
			8	Minimum of 48 months of demonstrated experience within the last 84 months in each of this assessment area's criteria.
			6	Minimum of 36 months of demonstrated experience within the last 72 months in at least 6 of this assessment area's criteria.
			4	Minimum of 24 months of demonstrated experience within the last 60 months in at least 5 of this assessment area's criteria.
			2	Minimum of 12 months of demonstrated experience within the last 48 months in a minimum of 4 of this assessment area's criteria.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category	
			10 to 12 3 to 9 Below 3	Senior Junior Does not meet minimum required score

Stream 6 - Information Management / Knowledge Management (IM/KM) - Resource Category: Configuration Management Specialist (CMS)

Name: (Name of resource under consideration here)

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	Proposed Self-Score	Evaluator Score	Points available		
	(Mark each box Met/Not Met or with numerical score)				
Education			Select only one score.	3	Proof of an Undergraduate level university degree in Information Technology or Computer Science; or suitable engineering or technical field required to support Land C4ISR.
				2	Proof of a College diploma in Information Technology or Computer Science; or suitable engineering or technical field required to support Land C4ISR.
				1	Proof of an Undergraduate level university degree in any discipline.
Domain Experience	Assessment Area Criteria (9)			A.	Preparing CM plans and procedures.
				B.	Defining configuration management tools and techniques.
				C.	Defining configuration identification requirements.
				D.	Establishing and maintaining a configuration management control process.
				E.	Managing a configuration data management cell.
				F.	Establishing configuration audit procedures.
				G.	Configuration status accounting.
				H.	Release planning.
				I.	Identifying CM requirements in SOWs, Contract Deliverable Requirements Lists (CDRLs) and Data Item Descriptions (DIDs).
			Minimum of 12 months of demonstrated experience in the last 48 months+ in a minimum of 4 of this assessment area's criteria.	10	Minimum of 60 months of demonstrated experience within the last 96 months in at least 8 of this assessment area's criteria. Mandatory for Senior Senior must include A, B and I
				8	Minimum of 48 months of demonstrated experience within the last 84 months in at least 7 of this assessment area's criteria.
				6	Minimum of 36 months of demonstrated experience within the last 72 months in at least 6 of this assessment area's criteria.
				4	Minimum of 24 months of demonstrated experience within the last 60 months in at least 5 of this assessment area's criteria.
				2	Minimum of 12 months of demonstrated experience within the last 48 months in system engineering in a minimum of 4 of this assessment area's criteria.
Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category		
			11 to 13	Senior	
			7 to 10	Intermediate	
			4 to 6	Junior	
			Below 4	Does not meet minimum required score	

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Stream 4 - Comms System Engineering – Resource Category: Radio Frequency Architect (RF Arch)

Name: (Name of resource under consideration here)

	Proposed Self-Score	Evaluator Score	Points available		
	(Mark each box Met/Not Met or with numerical score)				
Education			2	Proof of Masters of Engineering in software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.	
			Mandatory	Proof of Engineering Bachelor's degree in software, computer, systems, electrical, or a suitable engineering or technical field required to support Land C4ISR.	
Domain Experience	Assessment Area Criteria (8)			A.	Analyzing, Designing and Implementing military radio communications systems in both Narrow and Wide Bands;
				B.	Analyzing, Designing, architecting, modeling or implementing radio communications products or systems;
				C.	Analyzing, Designing, architecting, modeling or implementing radio communications waveforms;
				D.	Analyzing, Designing, modeling or implementing narrowband or wideband antennas;
				E.	Analyzing, Designing, modeling or implementing narrowband or wideband radio frequency propagation models;
				F.	Communication engineering and system security (Hardware, software and network), including cryptographic key, devices, hardware, firmware or software that embodies or describes cryptographic logic; and
				G.	Radio Frequency Engineering for Real-Time systems, Distributed Systems, embedded systems or mission critical systems environments;
				H.	Life-cycle management of radio communications systems;
			Select only one score.	10	Minimum of 180 months of demonstrated experience in a minimum of 4 of this assessment area's criteria.
			Identify which assessment criteria are being claimed.	8	Minimum of 144 months of demonstrated experience in a minimum of 4 of this assessment area's criteria.
				6	Minimum of 120 months of demonstrated experience in a minimum of 2 of this assessment area's criteria.
Defence System Project Experience			Mandatory for Senior	5	Minimum of 60 months of demonstrated experience on Military Command and Control Communication and Information systems or ISTAR systems.
				4	Minimum of 48 months of demonstrated experience on Military Command and Control Communication and Information systems or ISTAR systems.

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				3	Minimum of 36 months of demonstrated experience on Military Command and Control Communication and Information systems or ISTAR systems.
				2	Minimum of 24 months of demonstrated experience on Military Command and Control Communication and Information systems or ISTAR systems.
Writing			Select only one score.	2	Minimum of 96 months of demonstrated experience within the last 120 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering (i.e. System, software, computer, communication, security, or simulation) experience.
				1	Minimum of 72 months of demonstrated experience within the last 96 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
			Mandatory		Minimum of 48 months of demonstrated experience within the last 72 months in the preparation of technical concept documents, system specifications, and technical proposals in the field of Information Technology / Information management or engineering.
Communications	Assessment Area Criteria (5)			A.	Communicating information technology frameworks/strategies to management and technical staff.
				B.	Communicating system engineering direction for projects or systems.
				C.	Providing advice, guidance and recommendations on technical issues to support the decision-making of senior management.
				D.	Leading multidisciplinary teams in the development of IT tactical systems, frameworks or strategies.
				E.	Performing strategic, operational or tactical planning for projects or systems to meet corporate strategy.
			Select only one score. Identify which assessment criteria are being claimed.	5	Minimum of 96 months of demonstrated experience in each of this assessment area's criteria.
				2	Minimum of 72 months of demonstrated experience in each of at least four of this assessment area's criteria. Note - Mandatory for Senior, must include criteria C and D for senior.
					Minimum of 48 months of demonstrated experience in each of at least three of this assessment area's criteria. Note - Mandatory for Intermediate.
				1	

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Final Scoring	Self-Score Total	Evaluator Total	Scoring range by level for this Labour Category	
			18 to 26	Senior
			10 to 17	Intermediate
			Below 10	Does not meet minimum required score

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ATTACHMENT 4.2 POINT-RATED TECHNICAL CRITERIA

Corporate Point-Rated Technical Evaluation Criteria				
ID	Rated Technical (RT) Criteria Description	Compliance / Demonstration	Points Scale	Bidder's response (Cross reference to proposal)
RT.1	<p>The Bidder should demonstrate having recent and relevant experience, as of Bid Solicitation closing date, providing informatics professional services in at least 6 of the following speciality areas:</p> <ol style="list-style-type: none">1. Project Management2. System Engineering and Integration;3. Tactical Communication systems;4. Tactical Command and Control Information Systems;5. C4ISR Interoperability6. Software development and maintenance;7. Unmanned Aerial Systems;8. Electronic Warfare Systems;9. Radar systems;10. Geomatics systems;11. Intelligence and Surveillance systems; and/or12. Modelling and Simulation Systems. <p>Notes:</p> <ol style="list-style-type: none">i. Recent and relevant experience is defined as providing a minimum of 5 person-year (PY) in the last 5 years.ii. Multiple years must be consecutive.	<p>To demonstrate this experience, the Bidder is required to complete the customer reference contact information form and the summary table for each contract.</p>	<p>Points will be awarded for meeting the requirement of this criterion as follows:</p> <p>10 Points: Any combination that demonstrates a minimum of 5 PYs over the past 5 years for each specialty area.</p> <p>Examples for 10 Points</p> <p>1 PY for 5 consecutive years = 5 PYs</p> <p>5 PYs for one full year = 5 PYs</p> <p>4 PYs for 2 consecutive years = 8 PYs</p> <p>2 PYs for 3 consecutive years = 6 PYs</p> <p>Examples for 0 Points:</p> <p>Specialty not demonstrated</p> <p>2 PY for 2 consecutive years = 4 PYs</p> <p>1 PY for 4 years = 4 PYs</p> <p>Minimum score required: 60</p> <p>Maximum score available: 120</p>	
RT.2	<p>Informatics Professional Services labour categories filled</p> <p>a) The Bidder should have previous experience, as of Bid Solicitation closing date, in providing up to 35 different labour categories for informatics professional services contracts simultaneously for at least 3 consecutive years.</p>	<ol style="list-style-type: none">1. To demonstrate this experience, the bidder must provide contract reference(s) that identified a requirement to fill multiple resource categories2. For each contract referenced the Bidder is required to complete the customer reference contact	<p>Points will be awarded for contract references that identify specific labour category titles that are the same or similar to the following:</p> <ol style="list-style-type: none">1. Software Architect – 52. Software Engineer – 5	

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	<p>b) Bidders may reference a maximum of 4 contracts that had a duration of at least 3 consecutive years in the past 10 years. All referenced contracts must have run simultaneously, or have a period of 3 years that ran simultaneously.</p> <p>Example: Contract A has 10 labour categories and runs from 2014-2024. Contract B has 12 labour categories and runs from 2015 – 2020, but 3 more labour categories were added in year 2018. Contract C has 10 labour categories and runs from 2016 – 2019. In this case only the 32 labour categories can be assessed for the period from 2017 to 2019 as 3 full simultaneous contract years.</p> <p>c) The Bidder must have been the prime contractor, rather than a subcontractor. This means that the Bidder contracted directly with the customer of the work. If the Bidder's contract was to perform work which another entity had itself first contracted to perform, the Bidder will not be considered the prime contractor. For example, Z (customer) contracted with Y for services. Y, in turn, entered into a contract with X to provide all or part of these services to Z. In this example, Y is a prime contractor and X is a subcontractor.</p>	<p>information form and the summary table.</p>	<ol style="list-style-type: none"> 3 Software Specialist – 3 4. Programmer/Application Developer – 3 5. System Architect – 5 6. System Engineer – 5 7. System Specialist – 3 8. System Analyst – 1 9. Network Architect – 5 10. Network Engineer – 5 11. Network Specialist – 3 12. Network Administrator/System Administrator – 1 13. Security Architect – 5 14. Security Engineer – 5 15. Security Specialist – 3 16. Security Analyst – 1 17. Radio Frequency Architect – 5 18. Communication Systems Engineer – 5 19. Information Management Architect – 5 20. Information Management Specialist – 3 21. Configuration Management Specialist – 3 22. Supply Manager – 1 23. Integrated Logistics Support Specialist - 5 24. Life cycle Material Manager (LCMM) – 3 25. Project Manager – 1 26. Project Control Coordinator /Project Control Officer – 1 27. Test Manager – 3 28. Test Technician – 3 29. Technical Writer – 1 30. Database Integrator – 3 31. Database Administrator – 1 32. Enterprise Architect – 5 33. Aerospace Engineer – 5 34. Manufacturing Engineer – 5 35. Software Librarian/Librarian – 1 <p>Each labour category identified in reference contracts will correlate to only one of the</p>	
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			<p>above listed labour category titles.</p> <p>Minimum score required: 50</p> <p>Maximum score available: 116</p>	
RT.3	<p>The Bidder should provide a recruitment and retention strategy that addresses the following elements:</p> <ol style="list-style-type: none"> 1. Recruitment tools and techniques, including how the company identifies qualified candidates that will remain in the long term; 2. Resources onboarding and orientation; 3. Investment in resource education upgrade, development and training in technical and non-technical skills; 4. Mentorship, career progression 5. Compensation and benefits. 6. Working conditions, and flexible work arrangements; 7. Technology and business intelligence used to manage resource turn-over rates. 8. Recognition and rewards systems 	<p>The Bidder are requested to submit a formal recruitment and retention strategy document with the bid.</p> <p>The document format requirements are the following:</p> <ul style="list-style-type: none"> - <u>Maximum of 25 pages</u> (Letter size 8.5 x 11 inch) - <u>Must be typed in Arial, font size 10pt, regular style.</u> - Be in either of the following format: <ul style="list-style-type: none"> - Microsoft Word (.doc or .docx) - Adobe Acrobat Reader (.pdf) 	<p>10 points will be allotted for each element demonstrated, up to a maximum of 80 points</p> <p>10 points = The element is highly detailed, clearly demonstrates support to the overall strategy. Comprehensive as it is integrated and related to the other elements. Relevant to current labour environment. Feasible as demonstrated that the company can and does perform the element with current work force.</p> <p>0 points = element not covered or information provided for the element lacks detail, no clear relation between elements, irrelevant to current labour environment and/or unfeasible or not demonstrated that the company can perform the element.</p> <p>Minimum score: 50 Maximum score available: 80 points</p>	

Scoring Summary Table

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Item	Reference	Minimum Score (Passmark) (A)	Maximum Points Available (B)	Technical Score (C)	
RT.1	Demonstrated experience in providing informatics professional services in the LC4ISR specialty areas	60	120	—	
RT.2	Demonstrated experience in providing informatics professional services for the same or similar resource categories	50	116	—	
RT.3	Recruitment and Retention Strategy	50	80	—	
BIDDER'S TECHNICAL SCORE (RT.1 + RT.2 + RT.3)				—	
MAXIMUM TECHNICAL POINTS				TBD	

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ATTACHMENT 4.3 PRICING SCHEDULE

INITIAL CONTRACT PERIOD:

Initial Contract Period			
Work Stream	Resource Category	Level of Expertise	Firm Per Diem Rate
1. Software Engineering	Software Architect (SW Arch)	Senior	
		Intermediate	
	Software Engineer (SW Eng)	Senior	
		Intermediate	
		Junior	
	Software Specialist (SW Spec)	Senior	
		Intermediate	
		Junior	
	Programmer (Pgrm)	Senior	
		Intermediate	
		Junior	
2. System Engineering	System Architect (Sys Arch)	Senior	
		Intermediate	
	System Engineer (Sys Eng)	Senior	
		Intermediate	
		Junior	
	System Specialist (Sys Spec)	Senior	
		Intermediate	
		Junior	
	System Analyst (SysA)	Senior	
		Intermediate	
		Junior	
3. Network Engineering	Network Architect (Net Arch)	Senior	
		Intermediate	
	Network Engineer (Net Eng)	Senior	
		Intermediate	
		Junior	
	Network Specialist (Net Spec)	Senior	
		Intermediate	
		Junior	
	Network Administrator (Net Admin)	Senior	
		Intermediate	
		Junior	
4. Communications System Engineering	Radio Frequency Architect (RF Arch)	Senior	
		Intermediate	
	Communication Systems Engineer (CS Engr)	Senior	
		Intermediate	
		Junior	
	Platform Integration Engineer (CS/PI Eng)	Senior	
		Intermediate	
		Junior	
		Senior	

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	Platform Integration Specialist (CS/PI Spec)	Intermediate			
		Junior			
	Radio Frequency Specialist (RF Spec)	Senior			
		Intermediate			
		Junior			
5. Security Engineering	Security Architect (Sec Arch)	Senior			
		Intermediate			
	Security Engineer (Sec Eng)	Senior			
		Intermediate			
		Junior			
	Security Specialist (Sec Spec)	Senior			
		Intermediate			
		Junior			
	Security Analyst (SecA)	Senior			
		Intermediate			
		Junior			
6. Information Management / Knowledge Management (IM/KM)	IM Architect (IM Arch)	Senior			
		Intermediate			
	IM Specialist (IM Spec)	Senior			
		Intermediate			
		Junior			
	Technical Writer (Tech Wrt)	Senior			
		Intermediate			
		Junior			
	Software Availability, Licensing and Distribution (SALAD)	Senior			
		Intermediate			
		Junior			
	Process Specialist (PRS)	Senior			
	Database Integrator (DB Intgr)	Senior			
		Intermediate			
		Junior			
	Database Administrator (DBA)	Senior			
		Intermediate			
		Junior			
	Configuration Management Specialist (CMS)	Senior			
		Intermediate			
		Junior			
7. Integrated Logistics Support (ILS)	ILS Specialist (ILS Spec)	Senior			
		Intermediate			
		Junior			
	Supply Manager (Sup Mgr)	Senior			
		Intermediate			
	Training Material Developer (Trg mat Dev)	Senior			
		Intermediate			
		Junior			
	LCMM Technician (LCMMT)	Senior			
		Intermediate			
		Junior			

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8. Program/Project Management	Senior Account Manager (SAM)	Senior			
	Project Manager (PJM)	Senior			
		Intermediate			
		Junior			
	Project Control Coordinator (PCC)	Senior			
		Intermediate			
		Junior			
9. Administration Support	Procurement Specialist (Proc Sp)	Senior			
		Intermediate			
		Junior			
	Administration Support (Admin Sp)	Senior			
		Intermediate			
		Junior			
10. Testing Support	Test Manager (Test Mgr)	Senior			
		Intermediate			
		Junior			
	Test Technician (Test Tech)	Senior			
		Intermediate			
		Junior			
11. Specialty Engineering	Enterprise Architect (Ent Arch)	Senior			
	Geospatial Software Architect (Geo SW Arch)	Senior			
		Intermediate			
		Junior			
	Aerospace Engineer (Aero Eng)	Senior			
		Intermediate			
		Junior			
Manufacturing Engineer (Manuf Eng)	Senior				
	Intermediate				
Electromagnetic Environment Effects Specialist (E3 Spec)	Senior				
	Intermediate				
	Junior				

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003IPS

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003IPS. W8486-207088

CCC No./ N° CCC – FMS No/ N° VME

ATTACHMENT 5.1

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 [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

Complete both A and B.

A. 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 has a combined workforce in Canada of 100 or more employees; and
- ☐ A5.1 The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

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. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions).

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ATTACHMENT 5.2
CANADIAN CONTENT CERTIFICATION

Canadian Content Certification	
As described in the solicitation, bids with at least 80% Canadian content are being given a preference. For the definition of Canadian goods and services, consult the PWGSC SACC clause A3050T.	
On behalf of the bidder, by signing below, I confirm that [<i>check the box that applies</i>]:	
At least 80 percent of the total bid price consists of Canadian services (as defined in the solicitation)	
Less than 80 percent of the total bid price consists of Canadian services (as defined in the solicitation)	
Name of the Authorized Representative of Bidder: _____	
Signature of the Authorized Representative of Bidder: _____	
Solicitation Number: _____	