



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

**Bid Receiving Public Works and Government  
Services Canada/Réception des  
soumissions\Travaux publics et Services  
gouvernementaux Canada**  
See herein for bid submission  
instructions/  
Voir la présente pour les  
instructions sur la présentation  
d'une soumission  
NA  
Ontario

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Senior Mentors	
<b>Solicitation No. - N° de l'invitation</b> W8160-200054/A	<b>Date</b> 2021-03-08
<b>Client Reference No. - N° de référence du client</b> W8160-20-0054	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$KIN-510-8359	
<b>File No. - N° de dossier</b> KIN-0-54178 (510)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Daylight Saving Time EDT <b>on - le 2021-04-09</b> Heure Avancée de l'Est HAE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Barltrop, David	<b>Buyer Id - Id de l'acheteur</b> kin510
<b>Telephone No. - N° de téléphone</b> (613) 328-1650 ( )	<b>FAX No. - N° de FAX</b> (613) 545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Canadian Forces College 215 Yonge Blvd Toronto, ON M5H 3H9	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services / Travaux publics et  
services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, 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, the Basis of Payment, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements and any other annexes.

### **1.2 Summary**

- 1.2.1 The Canadian Forces College (CFC) is a unit of the Canadian Defence Academy (CDA) and is located in Toronto, Ontario. CFC provides professional military education for selected members of the Defence Team in order to prepare them for further responsibilities within the command and control framework of the CAF and across the continuum of operations in joint, interagency, multinational and public environments.

One of the key programmes at CFC is the National Security Programme (NSP). The NSP is a demanding and intense graduate level programme designed for selected senior Canadian military officers, international military officers and senior government officials, with the aim to prepare them for future strategic responsibilities within a complex and ambiguous global security environment.

CFC has a requirement for a Contractor to provide up to four (4) qualified resources, three (3) to act as Senior Mentors (SM) for the syndicates (one per syndicate), and one (1) resource to act as Exercise Director for the duration of each Academic Year (AY) for two (2) programme years of the NSP, commencing in August 2021. CFC will retain the option to extend the contract for an additional third programme year.

- 1.2.2 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](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

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- 1.2.3 The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.
- 1.2.4 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 in writing, by telephone or in person.

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days  
Insert: 120 days

### 2.2 Submission of Bids

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

#### **PWGSC Ontario Region Bid Receiving Unit**

Only bids submitted using epost Connect service will be accepted. The Bidder must send an email requesting to open an epost Connect conversation to the following address:

[TPSGC.orreceptiondessousmissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.orreceptiondessousmissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca)

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

It is the Bidder's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the solicitation closing date.

Bids transmitted by facsimile or hardcopy to PWGSC will not be accepted.

### 2.3 Former Public Servant

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

### Definitions

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

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

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

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

#### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2019-01 and the Guidelines on the Proactive Disclosure of Contracts.

#### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 10 (ten) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## 2.5 Applicable Laws

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

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

## 2.6 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**

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.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications

Bids transmitted by facsimile or hardcopy will not be accepted.

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

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

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

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

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

**3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

#### **3.1.2 Electronic Payment of Invoices – Bid**

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

If Annex "F" 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.

#### **3.1.3 Exchange Rate Fluctuation**

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

#### **Section III: Certifications**

Bidders must submit the certifications and additional information required 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.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

Mandatory and point rated technical evaluation criteria are included in Annex G.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Mandatory Financial Criteria**

Bidders must provide a Maximum Firm Per Diem Rate in Canadian dollars for each Category of Personnel for each period. Failure to do so will result in the bid being deemed non-responsive.

##### **4.1.2.2 Financial Evaluation**

For each Category of Personnel, the Maximum Firm Per Diem Rate will be multiplied by the Estimated Number of Personnel multiplied by the Estimated Level of Effort (Days) to arrive at the Extended Price. The sum of all Extended Prices for all Periods will be the Bidder's Evaluated Price.

##### **4.1.1.3 SACC Manual Clause**

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

### **4.2 Basis of Selection**

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

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum number of points overall for the technical evaluation which are subject to point rating.

The rating is performed on a scale of 280 points.

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60 %.

5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

<b>Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)</b>				
		<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	<b>Pricing Score</b>	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
<b>Combined Rating</b>		83.84	75.56	80.89
<b>Overall Rating</b>		1st	3rd	2nd

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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 the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### 5.1 Certifications Required with the Bid

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

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

### 5.2 Certifications Precedent to 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 specified will render the bid non-responsive.

#### 5.2.1 Integrity Provisions – Required Documentation

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

#### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

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.

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The Bidder must provide the Contracting Authority with a completed annex titled 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 annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

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

#### **5.2.3.1 Status and Availability of Resources**

*SACC Manual* clause A3005T (2010-08-16), Status and Availability of Resources

#### **5.2.3.2 Education and Experience**

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

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

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## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

#### **7.1.1 Task Authorization**

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 (TA). The Work described in the TA must be in accordance with the scope of the Contract.

##### **7.1.1.1 Task Authorization Process**

1. The Project Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 10 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### **7.1.1.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$400,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Project Authority and Contracting Authority before issuance.

##### **7.1.1.3 Minimum Work Guarantee - All the Work - Task Authorizations**

1. In this clause,  
  
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and  
  
"Minimum Contract Value" means 20%.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. 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

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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.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### **7.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data 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.

The quarterly periods are defined as follows:

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

The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.

#### **Reporting Requirement- Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

##### **For each authorized task:**

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

##### **For all authorized tasks:**

- i. 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 authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

#### **7.1.1.5 Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by Royal Canadian Electrical and Mechanical Engineers School of the Department of National Defence. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

## 7.2 Standard Clauses and Conditions

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

### 7.2.1 General Conditions

[2035 \(2020-05-28\)](#), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### 7.2.2 Non-disclosure Agreement

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

## 7.3 Security Requirements

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, **PWGSC**.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. The Contractor/Offeror personnel requiring access to NATO UNCLASSIFIED information or assets do not require to hold a personnel security clearance; however, the Contractor must ensure that the NATO Unclassified information is not releasable to third parties and that the "need to know" principle is applied to personnel accessing this information.
5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, **PWGSC**.
6. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C
  - (b) *Industrial Security Manual* (Latest Edition).

## 7.4 Term of Contract

### 7.4.1 Period of the Contract

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The period of the Contract is from 2021-07-01 to 2023-07-31 inclusive

#### **7.4.2 Option to Extend the Contract**

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

Canada may exercise this option at any time by sending a written notice to the Contractor 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.

#### **7.5 Authorities**

##### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: David Barltrop  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Ontario Region  
Telephone: 613 328 1650  
E-mail address: [David.Barltrop@tpsgc-pwgsc.gc.ca](mailto:David.Barltrop@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.

##### **7.5.2 Project Authority**

The Project Authority for the Contract is: (To be inserted at contract award)

The Project Authority is responsible for the overall quality assurance of the deliverables of the Contract.

The Project 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 Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

##### **7.5.3 Technical Authority**

The Technical Authority for the Contract is: (To be inserted at contract award)

The Technical Authority is responsible for the execution of the management and administration of the contract.

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the

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Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

#### **7.5.4 Contractor's Representative (Note to Bidders: Please fill in required information)**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

#### **7.7 Payment**

##### **7.7.1 Basis of Payment – Limitation of Expenditure**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$\_\_\_\_\_ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

##### **7.7.2 Basis of Payment – Limitation of Expenditure – Task Authorizations**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

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

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

##### **7.7.3 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 allowances specified in Appendices B, C and D of the National Joint Council Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

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

All payments are subject to government audit.

Estimated Cost: \$75,000.00.

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#### 7.7.4 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ .  
Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,  
whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### 7.7.5 Electronic Payment of Invoices – Contract

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

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

#### 7.7.6 Monthly Payment

SACC *Manual* clause H1008C (2008-05-12) Monthly Payment

#### 7.7.7 Time Verification

SACC *Manual* clause C0711C (2008-05-12) Time Verification

#### 7.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 7.9 Certifications and Additional Information

### 7.9.1 Compliance

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

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

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[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.

### 7.10 Applicable Laws

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

### 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2035](#) ([2020-05-28](#)), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the signed Task Authorizations (including all of its annexes, if any);
- (g) the Contractor's bid dated \_\_\_\_\_.

### 7.12 Defence Contract

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

### 7.13 Insurance

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

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#### **7.14 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](#)".

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## ANNEX "A"

### STATEMENT OF WORK

#### 1. GENERAL

- 1.1. The Canadian Forces College (CFC) is a unit of the Canadian Defence Academy (CDA) and is located in Toronto, Ontario. CFC provides professional military education for selected members of the Defence Team in order to prepare them for further responsibilities within the command and control framework of the CAF and across the continuum of operations in joint, interagency, multinational and public environments.
- 1.2. One of the key programmes at CFC is the National Security Programme (NSP). The NSP is a demanding and intense graduate level programme designed for selected senior Canadian military officers, international military officers and senior government officials, with the aim to prepare them for future strategic responsibilities within a complex and ambiguous global security environment.
- 1.3. The NSP is approximately forty (40) weeks long and is normally divided into three 12 week rotations plus an orientation session.
- 1.4. The programme design of the NSP evolves based on periodic reviews; the NSP currently covers the following topics:
  - 1.4.1. Strategic Command and Institutional Leadership;
  - 1.4.2. Strategic Resource Management in Government;
  - 1.4.3. Canadian National Security and International Relations;
  - 1.4.4. Strategy Formulation and the Application of National Power; and
  - 1.4.5. Modern Comprehensive Operations and Contemporary Conflicts.
- 1.5. Target Audience. The student body includes Regular and Reserve Canadian and International military officers at the rank of Commander/Lieutenant-Colonel and Captain (Navy)/Colonel, as well as executive level federal public servants; the ratio varies each year. The students are normally grouped into three syndicates (consisting of six (6) and a maximum of 12 students per syndicate) which change at each rotation.
- 1.6. Purpose. CFC has a requirement for a Contractor to provide up to four (4) qualified resources, three (3) to act as Senior Mentors (SM) for the syndicates (one per syndicate), and one (1) resource to act as Exercise Director for the duration of each Academic Year (AY) for two (2) programme years of the NSP, commencing in August 2021. CFC will retain the option to extend the contract for an additional third programme year.
- 1.7. Initial Kick-off Meeting. Prior to the commencement of any work, the Contractor must attend a kick-off meeting with CFC Officials. This meeting will detail the expectations in regards to the

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requirement, including expected behaviours and the need for providing the best possible learning experience for the students involved in the programme.

## 2. ABBREVIATIONS

AY	Academic Year
CFC	Canadian Forces College
DND	Department of National Defence
DAcad	Director of Academics, Canadian Forces College
DOP	Director of Programmes, Canadian Forces College
CDA	Canadian Defence Academy
Comd CDA	Commander Canadian Defence Academy
Cmdt	Commandant, Canadian Forces College
NSP	National Security Programme, or the programme
PA	Project Authority
SM	Senior Mentor

## 3. APPLICABLE DOCUMENTS

3.1. Documents applicable to the requirement shall be provided by the TA at the start of the programme year which includes, but is not limited to, the programme timetable and syllabus, along with the scheduled learning activities and required readings for the upcoming rotation.

## 4. REQUIREMENTS

4.1. **Tasks for Contractor:** Provide resources to act as SM (the Contractor may propose him/herself as a qualified resource) for the NSP as follows:

4.1.1. Maintain a gender diverse pool of qualified resources at all times. To be considered qualified, a resource must:

4.1.1.1. Be bilingual with proficiency in both English and French language skills at the intermediate / advanced level; specifically, must have held, upon release from the CAF or retirement from the Public Service, a bilingual language profile for Written Comprehension, Written Expression and Oral Proficiency of a minimum CBC (or equivalent), respectively, where "B" is intermediate and "C" is advanced and "E" is exempt, as prescribed by the Public Service Commission.

4.1.1.2. Have a minimum of one (1) year experience within the last six (6) years in either:

4.1.1.2.1. serving in the CAF as an officer in the rank of Major-General/Rear Admiral or higher; or

4.1.1.2.2. serving the Government of Canada as a senior civilian public servant, at the EX-03 level or higher.

4.1.1.3. Have a minimum of one (1) year experience within the last six (6) years in either:

4.1.1.3.1. an appointment at the departmental strategic level of the Government of Canada in a defence or security related portfolio; or

- 4.1.1.3.2. an appointment that represented Canada to an international partner, in a bilateral or multilateral context at the senior executive or Ambassadorial level; or
- 4.1.1.3.3. a contract role where the resource was engaged in an advisory or consultative role at the strategic level.
- 4.1.1.4. Read and acknowledge the Department of National Defence latest policy direction on the Code of Values and Ethics, diversity and harassment.
- 4.1.1.5. Be assessed as above average under the EQ-i 2.0 formal psychometric assessment program (by a certified EQ-i 2.0 practitioner) in the categories of: empathy, interpersonal relationships, optimism, and reality testing.
- 4.1.2. Provide Senior Mentors and Exercise Director in accordance with Task Authorization.
- 4.1.3. Monitor its employees for satisfactory performance of the Work.
  - 4.1.3.1. In the event that a qualified resource must withdraw during the contract period, the Contractor must provide an alternative qualified resource. The Contractor must provide the alternative qualified resource as soon as possible, in order to minimize the impact on the program.
- 4.1.4. Handover Session. Contracted resources must participate in a rotation orientation/handover, up to one month before the commencement of each rotation. This orientation program may be delivered either virtually or may require attendance at CFC and is applicable only to the specific rotation SMs.
- 4.1.5. Designate one SM not later than 30 July of each programme year to be the SM Coordinator. The SM Coordinator will be the main point of contact for the PA and will coordinate the Work. This SM can be a syndicate Senior Mentor. The SM Coordinator must:
  - 4.1.5.1. attend CFC at least one week prior to the commencement of the student orientation in order to be trained on latest Learning Management System and information technology changes / updates, be read-in on latest curriculum changes / updates, review student files and assist with the coordination of the programme orientation with the NSP Programme Officer. This session is known as SM Orientation and can be done with the SM Coordinator or the entire roster of resources for that AY, at the discretion of the Programme Officer.
  - 4.1.5.2. be available to CFC for the entirety of Rotation 1 and Rotation 3 and for transition of Rotation 2 to facilitate transition between SM teams as necessary; and
  - 4.1.5.3. inform the PA in advance, and ensure the substitution of a qualified SM in the event that an assigned SM is unable to attend a scheduled activity.

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- 4.2. **Tasks for Resources.** Act as a SM by mentoring and assessing the students assigned to his/her syndicate, each comprising approximately six (6) to twelve (12) members. Activities include but are not limited to:
- 4.2.1. Act as a senior leader role model.
  - 4.2.2. Maintain currency and relevancy on the NSP subject matters through professional self-study.
  - 4.2.3. Provide advice to the Cmdt, DOP and DAcad during planning, conduct and evaluation of the NSP and, as a minimum, after each rotation.
  - 4.2.4. Assist students with the transition to academic life at CFC.
  - 4.2.5. Attend all NSP learning activities as scheduled including, but not limited to:
    - 4.2.5.1. Lectures, presentations, syndicate and plenary discussions;
    - 4.2.5.2. Hosted functions for guest speakers (typically a hosted lunch or breakfast) as required by the PA;
    - 4.2.5.3. NSP student orientation; and
    - 4.2.5.4. Experiential Learning Visits (ELV) and exercises as required by the PA.
  - 4.2.6. Ensure a knowledge of the specific aim and required readings for each learning activity.
  - 4.2.7. Guide his/her syndicate in reflection sessions in cooperation with assigned academics/instructors.
  - 4.2.8. Provide mentorship to students on professional issues related to the NSP or their future employment.
  - 4.2.9. Contribute own relevant experience and knowledge to syndicate and plenary discussions and activities; this may include role-playing during exercises, and / or direction of exercises.
  - 4.2.10. Provide advice to the Cmdt, DOP and DAcad in the assignment of student appointments as well as the conduct of syndicate and exercise activities.
  - 4.2.11. Assess and record the progress of assigned students with respect to their professional attributes, debrief them appropriately throughout the rotation.
  - 4.2.12. Tasks for Exercise Director:
    - 4.2.12.1. Plan and coordinate NSP exercise requirements based on DAcad and course academic/instructor direction and in conjunction with NSP Programme Officer and potentially other CFC operations staff;

- 4.2.12.2. Planning for exercise demands should commence no later than two months prior to exercise execution;
- 4.2.12.3. Exercise planning and execution is to address at least five (5) exercises. Exercise planning includes the development of all necessary exercise papers to facilitate execution and to address exercise control, umpire and wargaming facilitation needs; and
- 4.2.12.4. Coordinate all post-exercise administration requirements.

## **5. CONSTRAINTS**

### **5.1. Schedule and Timings.**

- 5.1.1. The programme year runs from mid-August to end of June; each programme year is sub-divided into three rotations.
- 5.1.2. For NSP students, a typical programme day begins at 0830 and ends at 1700hrs including a 30 minute morning and a 30 minute afternoon break as well as a 90 minute self-directed physical fitness and lunch break. The SM work day is deemed to be a 7.5 hour work day regardless of the length of the actual work day.
- 5.1.3. The Contractor will be paid a firm per diem rate for each SM assigned to a syndicate for each day on which learning activities have been scheduled, and in which the SM participates. A programme day consisting exclusively of Assignment Preparation Time (APT) is not deemed to be a day on which learning activities have been scheduled.
- 5.1.4. No overtime charges will be authorized under the Contract.

### **5.2. Location**

- 5.2.1. The place of work for the period of the contract will be at CFC, located at 215 Yonge Boulevard, Toronto, Ontario and at off-site locations both within and outside Canada.
- 5.2.2. While NSP is normally delivered at CFC's location in Toronto, circumstances may arise requiring the need for complete remote or virtual delivery. The Contractor must be able to respond to any changes in delivery mode on short notice.

### **5.3. Language**

- 5.3.1. CFC is a bilingual unit of the CAF, and as result, all formal documentation produced at the College will be in English and French. Documents required to be produced by the Contractor may be in either language, with the exception that student assessments and debriefings shall be provided to the students in their declared official (Canadian) language of choice (i.e. either English or French).
- 5.3.2. While CFC is a bilingual unit, the working language in the College is primarily English.

## **6. DELIVERABLES**

- 6.1. The Senior Mentor must prepare and deliver briefings for student orientation and for learning activities related to areas of expertise.
- 6.2. The Senior Mentor must prepare and deliver verbal student assessments throughout the programme year according to the timelines provided by the College.
- 6.3. The Senior Mentor must prepare and submit periodic and final written student assessments using the document templates provided by the College.
- 6.4. The Senior Mentor must participate in programme progress and review discussions with the Cmdt, DOP and DACad, and other senior CAF and GoC leadership as requested or necessary.

## **7. PROGRAMME YEAR REQUIREMENTS**

- 7.1. Each Programme Year runs from August until the end of June and consists of 3 Rotations, August to December, January to March and April to June.
- 7.2. In each Programme Year, at least one Rotation must include a qualified resource that has served in the CAF as an officer in the rank of Lieutenant-General/Vice-Admiral or higher.
- 7.3. In each Programme Year, the qualified resource designated as the Senior Mentor Coordinator must be included in Rotation 1 and 3.
- 7.4. In each Programme Year, at least one Rotation must include qualified resources of both genders.
- 7.5. In each Programme Year, at least one qualified resource must have served as a civilian at the EX 03 level or high.

## **8. ROTATION REQUIREMENTS**

- 8.1. Each Rotation must be in accordance with the Task Authorization and include the desired number of qualified resources plus one (1) spare resource.
- 8.2. For each Rotation, at least two (2) of the qualified resources must be former General/Flag Officers.

## **9. CLIENT SUPPORT**

- 9.1. The Contractor is required to perform the Work on-site at CFC or off-site at locations within or outside Canada. Preparatory work may be performed at any location at the Contractor's discretion.

- 
- 9.2. If required and when available, Canada will provide to the Contractor for each programme year access to an office space for each (up to three) SM, which will include a CFC computer system(s) and a telephone, as well as access to all required information resources.
- 9.3. On-site Accommodations. On-Site accommodations are available, upon request, at the Contractor's cost, and in accordance with CFC/CAF regulations. Current regulations state cost of a single bedroom with a bathroom and sitting room is **\$608.00 per month**. Cost is adjusted incrementally every year. Note that accommodation charges are levied while the Contractor's belongings are in the suite, whether the Contractor is personally on site or not. Storage for short periods of time may be available on request.
- 9.4. On-site Dining Hall. Meals are available at the Contractor's cost in the Armoured Heights Officers' Mess Dining Hall.
- 9.5. On-site Parking. On-site parking is available to the Contractor and the SM at no charge.

## 10. TRAVEL

- 10.1. Travel for exercises and ELV is an integral part of the programme. The estimated total travel duration is approximately three (3) weeks for domestic travel and four (4) weeks for international travel during each programme year. Generally, travel is anticipated to be required two (2) to six (6) times per programme year, for approximately one (1) to two (2) weeks at a time. Adjustments to travel for ELV may be required depending on the circumstances.
- 10.2. All programme travel by SM shall be authorized in advance by the PA, either in writing or electronically.
- 10.3. For clarity, direct costs for transportation and accommodation will be reimbursed and solely on the basis of receipts (i.e. for airfare, taxis, hotels, etc), and costs for meals will be reimbursed at the rates provided in the Travel Directive (i.e. based on the timings/dates/location of the travel, no receipts required).

**ANNEX "B"**

**BASIS OF PAYMENT**

*Note: anything appearing in italics in this Annex will be deleted in any resulting contract.*

*The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.*

The Contractor will be paid the following firm all-inclusive per diem rates for work performed under this Contract, in accordance with Annex "A", during the Contract period. Goods and Services Tax (GST) or Harmonized Sales Tax (HST) extra.

No overtime charges will be authorized under this Contract. A day is defined as 7.5 hours exclusive of meal breaks. Time worked which is less than a day shall be prorated to reflect actual time worked in accordance with the following formula:

$$\frac{\text{Hours worked} \times \text{applicable Firm per diem rate}}{7.5 \text{ hours}}$$

**1. Period 1: Programme Academic Year 1 (August 2021 – June 2022)**

<b>Category of Personnel</b>	<b>Maximum Firm Per Diem Rate (A)</b>	<b>Estimated Number of Personnel (B)</b>	<b>(Estimated) Level of Effort (Days) (C)</b>	<b>Extended Price = (A)*(B)*(C)</b>
Senior Mentor	\$ _____	3	210	
Exercise Director	\$ _____	1	105	
<i>Total Estimated Cost for Period 1</i>				

**Travel and Living Expense, Total Programme Year Estimated Cost: \$25,000.00**

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 allowances specified in Appendices B, C and D of the National Joint Council Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

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

All payments are subject to government audit.

**2. Period 2: Programme Academic Year 2 (August 2022 – June 2023)**

<b>Category of Personnel</b>	<b>Maximum Firm Per Diem Rate (A)</b>	<b>Estimated Number of Personnel (B)</b>	<b>(Estimated) Level of Effort (Days) (C)</b>	<b>Extended Price = (A)*(B)*(C)</b>
Senior Mentor	\$ _____	3	210	

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Exercise Director	\$ _____	1	105	
<i>Total Estimated Cost for Period 2</i>				

**Travel and Living Expense, Total Programme Year Estimated Cost: \$25,000.00**

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 allowances specified in Appendices B, C and D of the National Joint Council Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

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

All payments are subject to government audit.

**3. Period 3: Programme Academic Year 3 (August 2023 – June 2024) (Option Period 1)**

Category of Personnel	Maximum Firm Per Diem Rate (A)	Estimated Number of Personnel (B)	(Estimated) Level of Effort (Days) (C)	Extended Price = (A)*(B)*(C)
Senior Mentor	\$ _____	3	210	
Exercise Director	\$ _____	1	105	
<i>Total Estimated Cost for Period 3</i>				

**Travel and Living Expense, Total Programme Year Estimated Cost: \$25,000.00**

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 allowances specified in Appendices B, C and D of the National Joint Council Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

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

All payments are subject to government audit.

**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST**

Clear Data - Effacer les données

 Government of Canada / Gouvernement du Canada	Contract Number / Numéro du contrat W8160-20-0054
	Security Classification / Classification de sécurité UNCLASSIFIED

English Instructions

Instructions français

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine Department of National Defence	2. Branch or Directorate / Direction générale ou Direction Canadian Forces College	
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 Canadian Forces College has a requirement for senior mentors to support the National Security Programme		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required - Indiquer le type d'accès requis		
6. a) Will the supplier and its employees (e.g. cleaners, maintenance personnel) 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 commerciales sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input checked="" type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input checked="" type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

Security Classification / Classification de sécurité  
UNCLASSIFIED





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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 :  No / Non  Yes / Oui

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

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

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

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

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée.**
12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**

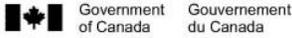
Security Classification / Classification de sécurité UNCLASSIFIED
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Buyer ID - Id de l'acheteur  
 kin510  
 CCC No./N° CCC - FMS No./N° VME



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) LCol Beverley DeLallo		Title - Titre National Security Programme - Programme Officer, CFC	Signature <i>Beverley De Lallo</i>
Telephone no. - N° de téléphone (416) 482-6800	Facsimile - Télécopieur (416) 482-6908	E-mail address - Adresse courriel beverley.delallo@cfc.dnd.ca	Date 2020-10-20
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Sasa Medjovic		Title - Titre Senior security analyst	Signature MEDJOVIC SASHA 234
Telephone no. - N° de téléphone 613-996-0286	Facsimile - Télécopieur	E-mail address - Adresse courriel sasa.medjovic@forces.gc.ca	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / <input type="checkbox"/> Yes Non / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Sabrina Cheng		Title - Titre Procurement Manager	Signature <i>Sabrina Cheng</i>
Telephone no. - N° de téléphone (416) 482-6800	Facsimile - Télécopieur	E-mail address - Adresse courriel cheng@cfc.dnd.ca	Date 0202-10-20
17. Contracting Security Authority / Autorisé contractante en matière de sécurité			
Stephanie Tompkins Contract Security Officer <a href="mailto:Stephanie.tompkins@tpgsc-pwgsc.gc.ca">Stephanie.tompkins@tpgsc-pwgsc.gc.ca</a>		Title - Titre	Signature Tompkins Stephanie Digitally signed by Tompkins, Stephanie Date: 2020.11.05 11:46:22 -05'00'
		E-mail address - Adresse courriel	Date

TBS/SCT 350-103 (2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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kin510  
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**ANNEX "D"**

**NON-DISCLOSURE AGREEMENT**

I, \_\_\_\_\_, recognize that in the course of my work as an employee or subcontractor of \_\_\_\_\_, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No.

\_\_\_\_\_ between Her Majesty the Queen in right of Canada, represented by the

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

\_\_\_\_\_  
Date

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kin510  
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**ANNEX "E" to PART 3 OF THE BID SOLICITATION**

**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);
- Large Value Transfer System (LVTS) (Over \$25M)

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## ANNEX "F" to PART 5 OF THE BID SOLICITATION

### 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)

**ANNEX "G"**

**EVALUATION CRITERIA**

A bid **MUST** meet all the following mandatory requirements to be considered valid. Bids which fail to meet the mandatory requirements will be declared non-responsive. Bids must address the points that are subject to the mandatory evaluation criteria against which the bid will be evaluated. Each mandatory requirement should be addressed separately. Bidders must address these criteria in sufficient depth in their bid. Simply repeating the statement contained in the solicitation document is not sufficient.

Bidders should explain and demonstrate how they meet the requirements. Proposals not meeting all of these mandatory requirements will be given no further consideration.

**MANDATORY TECHNICAL CRITERIA**

	Please indicate relevant page number in proposal
<p>M1 Bidder must demonstrate that each resource is bilingual with proficiency in both English and French language skills at the intermediate / advanced level; specifically, must have held, upon release from the CAF or retirement from the Public Service, a bilingual language profile for Written Comprehension, Written Expression and Oral Proficiency of a minimum CBC (or equivalent), respectively, where "B" is intermediate and "C" is advanced and "E" is exempt, as prescribed by the Public Service Commission.</p> <p>Proof of language profile must include the name of the resource, the resource's date of language testing and the department that conducted the testing. The language profile must have been valid no later than one (1) year prior to the date of retirement of the resource. Language profiles are deemed valid for five years from the date of testing.</p>	
<p>M2 Bidder must demonstrate that each resource has a minimum of one (1) years' experience within the last six (6) years in either:</p> <p>served in the CAF as an officer in the rank of Major-General/Rear Admiral or higher</p> <p>OR</p> <p>served the Government of Canada as a senior civilian public servant, at the EX-03 level or higher,</p> <p>for a minimum of one year.</p> <p>"One year" can be interpreted to be from one Active Posting Season (APS) to the next.</p>	
<p>M3 Bidder must demonstrate that each resource has a minimum of one (1) years' experience within the last six (6) years in either:</p> <p>an appointment at the departmental strategic level of the Government of Canada in a defence or security related portfolio</p>	

	Please indicate relevant page number in proposal
<p>OR</p> <p>an appointment that represented Canada to an international partner, in a bilateral or multilateral context at the senior executive or Ambassadorial level.</p> <p>OR</p> <p>A contract role where the resource was engaged in an advisory or consultative role at the strategic level.</p> <p>One year” can be interpreted to be from one Active Posting Season (APS) to the next. An “appointment” means holding an office of responsibility; it can also include an appointment where the resource was engaged in an advisory or consultative role at the strategic level.</p> <p>The definition of “strategic level” is provided in the capstone Canadian Forces Joint Publication CFJP 01, (B-GJ-005-000/FP-001) Canadian Military Doctrine dated 2009-04, which states in article 0227:</p> <p>"National strategic is the level where the nature and quantity of a country's resources dedicated to achieving national policy objectives are determined by the political leadership. It is at this level that the coordination of all instruments of national power occurs and military-political aims are established."</p>	
<p>M4 Bidder must demonstrate that each resource has read and acknowledged the Department of National Defence latest policy direction on the Code of Values and Ethics, diversity, and harassment.</p>	
<p>M5 Bidder must demonstrate that each resource is assessed as above average under the EQ-i 2.0 formal psychometric assessment program (by a certified EQ-i 2.0 practitioner) in the categories of: empathy, interpersonal relationships, optimism, and reality testing.</p>	

**POINT-RATED TECHNICAL CRITERIA**

Proposals will be evaluated in accordance with the following criteria. Bidders are advised to address these criteria in sufficient depth in their proposals. Points will be awarded based on the degree to which the information / material provided demonstrate capability to perform and successfully carry-out the requirement described in this Request For Proposal.

**Each resource will be marked out of 70 points. There is no minimum mandatory pass mark.**

Each of the Bidder’s proposed qualified resources, up to a maximum of eight (8), will be evaluated against the following point-rated criteria (only top four will be scored):

<b>For each resource, the Bidder must clearly demonstrate if and how they meet the criteria</b>		<b>Maximum Points Available</b>
P1	The proposed qualified resource is a woman. Proposal must clearly indicate the gender of the resource.	10
P2	Proposed resource's Graduate degree is in a security studies discipline including but not limited to political science, war studies, military history or Canadian studies. Points will be allocated as follows: Master of Arts (security studies discipline): 10 points Any other Master's Degree: 5 points	10
P3	Proposed resource's qualifying employment includes appointments that afforded significant experience (in terms of time) in the strategic level processes of the Government of Canada such as participation in senior departmental level decision-making boards, participation in the preparation of departmental reports to government, or provision of policy advice to departmental senior executives. Within the resource's last five years of employment immediately prior to retirement from the CAF or departure from the Public Service, evaluate how many years were spent employed in the Government of Canada strategic level processes such as participation in senior departmental level decision-making boards, participation in the preparation of departmental reports to government, or provision of policy advice to senior departmental executives: Zero to One (1) Year: 0 points One (1) to Two (2) Years: 5 points Two (2) to Three (3) Years: 10 points Three (3) to Four (4) Years: 15 points Four (4) to Five (5) Years: 20 points	20
P4	Proposed resource has, at any time in their career, employment experience within an academic or professional military education institution.	10
P5	Proposed resource has retired within five (5) years from the CAF or strategic government appointments.	10
P6	Proposed resource holds a PHD.	5
P7	Proposed resource self-identifies as a member of either a Visible Minority or an Indigenous group.	5
<b>Total Points Available for each Proposed Resource</b>		<b>70</b>