



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des  
soumissions – TPSGC

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Quebec

K1A0S5

Bid Fax: (819) 997-9776

## 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**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Informatics Professional Services Division/Division des  
services professionnels en informatique

Terrasses de la Chaudière 4th Floor

10 Wellington Street

Gatineau

Quebec

K1A0S5

|   |  |
|---|--|
| <b>Title - Sujet</b> AFCCIS - Professional Services   |  |
| <b>Solicitation No. - N° de l'invitation</b><br>W8485-205588/A  | <b>Date</b><br>2021-06-08                    |
| <b>Client Reference No. - N° de référence du client</b><br>W8485-205588   |  |
| <b>GETS Reference No. - N° de référence de SEAG</b><br>PW-\$IPS-004-39627   |  |
| <b>File No. - N° de dossier</b><br>004ips.W8485-205588  | <b>CCC No./N° CCC - FMS No./N° VME</b>       |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b> Eastern Daylight Saving Time EDT<br><b>on - le 2021-06-30</b> Heure Avancée de l'Est HAE  |  |
| <b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes<br><b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/> |  |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>Patel, Ankoor  | <b>Buyer Id - Id de l'acheteur</b><br>004ips |
| <b>Telephone No. - N° de téléphone</b><br>(613) 858-9403 ( )  | <b>FAX No. - N° de FAX</b><br>( ) -          |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br><br>Specified Herein<br>Précisé dans les présentes   |  |

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

**BID SOLICITATION  
FOR CONTRACTS AGAINST A SUPPLY ARRANGEMENT FOR TASK-  
BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS)  
FOR  
THE DEPARTMENT OF NATIONAL DEFENCE**

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**List of Annexes to the Resulting Contract:**

Annex A Statement of Work

- Appendix A to Annex A – Tasking Assessment Procedure
- Appendix B to Annex A – Task Authorization (TA) Form
- Appendix C to Annex A – Resource Assessment Criteria and Response Table – Workstream 1
- Appendix C to Annex A – Resource Assessment Criteria and Response Table – Workstream 2
- Appendix D to Annex A – Certifications at the TA Stage

Annex B Basis of Payment – Workstream 1

Annex B Basis of Payment – Workstream 2

Annex C Security Requirements Check List Workstream 1 and Workstream 2

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

- Attachment 3.1: Bid Submission Form
- Attachment 3.2: Electronic Payment Instruments

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

- Attachment 4.1: Mandatory Technical Criteria – Workstream 1
- Attachment 4.1: Mandatory Technical Criteria – Workstream 2
- Attachment 4.2: Point-Rated Technical Criteria – Workstream 1
- Attachment 4.2: Point-Rated Technical Criteria – Workstream 2
- Attachment 4.3: Pricing Schedule – Workstream 1
- Attachment 4.3: Pricing Schedule – Workstream 2

**List of Attachment to Part 5 (Certifications):**

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

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**BID SOLICITATION  
FOR CONTRACTS AGAINST A SUPPLY ARRANGEMENT FOR TASK-  
BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS)  
FOR  
THE DEPARTMENT OF NATIONAL DEFENCE**

**PART 1 - GENERAL INFORMATION**

**1.1 Introduction**

This document states terms and conditions that apply to this bid solicitation. It is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;

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

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The annexes include the Statement of Work and any other annexes.

**1.2 Summary**

- (a) This bid solicitation is being issued to satisfy the requirement of the Department of National Defence (the "**Client**") for Task-Based Informatics Professional Services (TBIPS) under the TBIPS Supply Arrangement (SA) method of supply.
- (b) It is intended to result in the award of up to 1 contracts in each of 2 Workstreams, with each contract purchasing Work from only one Workstream. Each contract will be for 4 years. In the event that a Bidder wants to bid on more than one Workstream, a separate technical bid should be submitted for each Workstream if the Bidder chooses to submit its bid in hard copies.
- (c) There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 – Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- (d) The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Colombia Free Trade Agreement (CColFTA), the Canada-Panama Free Trade Agreement (CPanFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), the Comprehensive and

Progressive Agreement for Trans-Pacific Partnership (CPTPP), the Canadian Free Trade Agreement (CFTA), the Canada-Ukraine Free Trade Agreement (CUFTA) and the Canada-Korea Free Trade Agreement (CKFTA).

- (e) This procurement is subject to the Controlled Goods Program. The Defence production Act defines Canadian Controlled Goods as certain goods listed in Canada's Export Control List, a regulation made pursuant to the Export and Import Permits Act (EIPA).
- (f) The Federal Contractor's Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7 – Resulting Contract Clauses and the attachment titled "Federal Contractors Program for Employment Equity – Certification."
- (g) This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will be treated as a separate procurement, outside the resulting contract.
- (h) 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.
- (i) Only TBIPS SA Holders holding a TBIPS SA for Tier 2 at the time of bid closing, in all required resource categories of a given Workstream in this solicitation and in the National Capital Region under the EN578-170432 series of SAs are eligible to compete. The TBIPS SA EN578-170432 is incorporated by reference and forms part of this bid solicitation, as though expressly set out in it, subject to any express terms and conditions contained in this bid solicitation. The capitalized terms not defined in this bid solicitation have the meaning given to them in the TBIPS SA.
- (j) SA Holders that are invited to compete as a joint venture must submit a bid as that joint venture SA Holder, forming no other joint venture to bid. Any joint venture must be already qualified under the SA #EN578-055605 as that joint venture at the time of bid closing in order to submit a bid.
- (k) For each Workstream, the Resource Categories described below are required on an as and when requested basis in accordance with the TBIPS SA Annex "A":

**WORKSTREAM 1**

| RESOURCE CATEGORY                  | LEVEL OF EXPERTISE | ESTIMATED NUMBER OF RESOURCES REQUIRED |
|------------------------------------|--------------------|--|
| A.1 Application/Software Architect | LEVEL 3            | 1                                      |
| B.3 Business Consultant            | LEVEL 2            | 1                                      |
| B.9 Courseware Developer           | LEVEL 3            | 1                                      |
| B.12 Network Support Specialist    | LEVEL 2            | 3                                      |
| B.12 Network Support Specialist    | LEVEL 3            | 1                                      |

|   |         |   |
|---|---------|---|
| C.3 Information Technology Security TRA and C&A Analyst | LEVEL 3 | 2 |
| I.9 System Administrator                                | LEVEL 2 | 2 |
| I.9 System Administrator                                | LEVEL 3 | 1 |
| I.11 Technology Architect                               | LEVEL 2 | 1 |
| P.1 Change Management Consultant                        | LEVEL 3 | 1 |
| P.6 Project Administrator                               | LEVEL 3 | 2 |
| P.7 Project Coordinator                                 | LEVEL 3 | 3 |
| P.11 Quality Assurance Specialist/Analyst               | LEVEL 2 | 1 |

WORKSTREAM 2

| RESOURCE CATEGORY                  | LEVEL OF EXPERTISE | ESTIMATED NUMBER OF RESOURCES REQUIRED |
|------------------------------------|--------------------|--|
| A.1 Application/Software Architect | LEVEL 2            | 1                                      |
| A.6 Programmer/Software Developer  | LEVEL 2            | 1                                      |
| A.6 Programmer/Software Developer  | LEVEL 3            | 2                                      |
| A.8 System Analyst                 | LEVEL 2            | 1                                      |
| A.8 System Analyst                 | LEVEL 3            | 2                                      |
| A.11 Tester                        | LEVEL 2            | 1                                      |
| B.6 Business System Analyst        | LEVEL 3            | 1                                      |
| B.14 Technical Writer              | LEVEL 3            | 1                                      |
| I.11 Technology Architect          | LEVEL 2            | 1                                      |
| I.11 Technology Architect          | LEVEL 3            | 5                                      |

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### **1.3 Debriefing**

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



## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

- (a) All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.
- (b) Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract(s).
- (c) The 2003 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation. If there is a conflict between the provisions of 2003 and this document, this document prevails.
- (d) Subsection 3.a. of Section 01, Integrity provisions - bid of Standard Instructions 2003 incorporated by reference above is deleted in its entirety and replaced with the following:
  - a. at the time of submitting an arrangement under the Request for Supply Arrangement (RFS), the Bidder has already provided a list of names, as requested under the *Ineligibility and Suspension Policy*. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names.
- (e) Subsection 4 of Section 05, Submission of bids of Standard Instructions 2003 incorporated by reference above, is amended as follows:

Delete: 60 days

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

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

### 2.2 Submission of Bids

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

**Note:** For bidders needing to register with epost Connect the email address is:  
[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca).

**Interested Bidders must register a few days prior to solicitation closing date.**

**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

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

### 2.3 Enquiries - Bid Solicitation

- (a) All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.
- (b) Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered with copies to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

### 2.4 Former Public Servant

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

- (b) **Definitions**

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

- (i) an individual;
- (ii) an individual who has incorporated;
- (iii) a partnership made of former public servants; or
- (iv) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

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

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

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

- (i) name of former public servant;
- (ii) date of termination of employment or retirement from the Public Service.

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

(d) **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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

**2.5 Applicable Laws**

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

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

**2.6 Volumetric Data**

The information provided under each Workstream has been provided to the Bidders to assist them in preparing their bids. The inclusion of this data in this bid solicitation does not represent a commitment by Canada that Canada's future usage of the service identified in this bid solicitation will be consistent with this data. It is provided purely for information purposes

**WORKSTREAM 1**

**Initial Contract Period:**

| Initial Contract Period<br>YEAR 1                       |                    |                          |
|---|--------------------|--------------------------|
|   | (B)                | (C)                      |
| Resource Category                                       | Level of Expertise | Estimated Number of Days |
| A.1 Application/Software Architect                      | LEVEL 3            | 230                      |
| B.3 Business Consultant                                 | LEVEL 2            | 0                        |
| B.9 Courseware Developer                                | LEVEL 3            | 230                      |
| B.12 Network Support Specialist                         | LEVEL 2            | 690                      |
| B.12 Network Support Specialist                         | LEVEL 3            | 0                        |
| C.3 Information Technology Security TRA and C&A Analyst | LEVEL 3            | 230                      |
| I.9 System Administrator                                | LEVEL 2            | 460                      |
| I.9 System Administrator                                | LEVEL 3            | 230                      |
| I.11 Technology Architect                               | LEVEL 2            | 230                      |
| P.1 Change Management Consultant                        | LEVEL 3            | 230                      |
| P.6 Project Administrator                               | LEVEL 3            | 460                      |
| P.7 Project Coordinator                                 | LEVEL 3            | 690                      |
| P.11 Quality Assurance Specialist/Analyst               | LEVEL 2            | 230                      |

| Initial Contract Period<br>YEAR 2                       |                    |                          |
|---|--------------------|--------------------------|
|   | (B)                | (C)                      |
| Resource Category                                       | Level of Expertise | Estimated Number of Days |
| A.1 Application/Software Architect                      | LEVEL 3            | 230                      |
| B.3 Business Consultant                                 | LEVEL 2            | 230                      |
| B.9 Courseware Developer                                | LEVEL 3            | 230                      |
| B.12 Network Support Specialist                         | LEVEL 2            | 690                      |
| B.12 Network Support Specialist                         | LEVEL 3            | 0                        |
| C.3 Information Technology Security TRA and C&A Analyst | LEVEL 3            | 460                      |
| I.9 System Administrator                                | LEVEL 2            | 460                      |

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| I.9 System Administrator                  | LEVEL 3 | 230 |
| I.11 Technology Architect                 | LEVEL 2 | 230 |
| P.1 Change Management Consultant          | LEVEL 3 | 230 |
| P.6 Project Administrator                 | LEVEL 3 | 460 |
| P.7 Project Coordinator                   | LEVEL 3 | 460 |
| P.11 Quality Assurance Specialist/Analyst | LEVEL 2 | 230 |

| Initial Contract Period<br>YEAR 3                       |                    |                          |
|---|--------------------|--------------------------|
|   | (B)                | (C)                      |
| Resource Category                                       | Level of Expertise | Estimated Number of Days |
| A.1 Application/Software Architect                      | LEVEL 3            | 230                      |
| B.3 Business Consultant                                 | LEVEL 2            | 230                      |
| B.9 Courseware Developer                                | LEVEL 3            | 230                      |
| B.12 Network Support Specialist                         | LEVEL 2            | 690                      |
| B.12 Network Support Specialist                         | LEVEL 3            | 0                        |
| C.3 Information Technology Security TRA and C&A Analyst | LEVEL 3            | 460                      |
| I.9 System Administrator                                | LEVEL 2            | 460                      |
| I.9 System Administrator                                | LEVEL 3            | 230                      |
| I.11 Technology Architect                               | LEVEL 2            | 230                      |
| P.1 Change Management Consultant                        | LEVEL 3            | 230                      |
| P.6 Project Administrator                               | LEVEL 3            | 460                      |
| P.7 Project Coordinator                                 | LEVEL 3            | 460                      |
| P.11 Quality Assurance Specialist/Analyst               | LEVEL 2            | 230                      |

| Initial Contract Period<br>YEAR 4  |                    |                          |
|------------------------------------|--------------------|--------------------------|
|                                    | (B)                | (C)                      |
| Resource Category                  | Level of Expertise | Estimated Number of Days |
| A.1 Application/Software Architect | LEVEL 3            | 230                      |
| B.3 Business Consultant            | LEVEL 2            | 230                      |

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|   |         |     |
|---|---------|-----|
| B.9 Courseware Developer                                | LEVEL 3 | 230 |
| B.12 Network Support Specialist                         | LEVEL 2 | 460 |
| B.12 Network Support Specialist                         | LEVEL 3 | 230 |
| C.3 Information Technology Security TRA and C&A Analyst | LEVEL 3 | 460 |
| I.9 System Administrator                                | LEVEL 2 | 460 |
| I.9 System Administrator                                | LEVEL 3 | 230 |
| I.11 Technology Architect                               | LEVEL 2 | 230 |
| P.1 Change Management Consultant                        | LEVEL 3 | 230 |
| P.6 Project Administrator                               | LEVEL 3 | 460 |
| P.7 Project Coordinator                                 | LEVEL 3 | 460 |
| P.11 Quality Assurance Specialist/Analyst               | LEVEL 2 | 230 |

## WORKSTREAM 2

### Initial Contract Period:

| Initial Contract Period<br>YEAR 1  |                    |                          |
|------------------------------------|--------------------|--------------------------|
|                                    | (B)                | (C)                      |
| Resource Category                  | Level of Expertise | Estimated Number of Days |
| A.1 Application/Software Architect | LEVEL 2            | 230                      |
| A.6 Programmer/Software Developer  | LEVEL 2            | 230                      |
| A.6 Programmer/Software Developer  | LEVEL 3            | 460                      |
| A.8 System Analyst                 | LEVEL 2            | 230                      |
| A.8 System Analyst                 | LEVEL 3            | 460                      |
| A.11 Tester                        | LEVEL 2            | 0                        |
| B.6 Business System Analyst        | LEVEL 3            | 0                        |
| B.14 Technical Writer              | LEVEL 3            | 0                        |
| I.11 Technology Architect          | LEVEL 2            | 230                      |
| I.11 Technology Architect          | LEVEL 3            | 1150                     |

| Initial Contract Period<br>YEAR 2  |                    |                          |
|------------------------------------|--------------------|--------------------------|
|                                    | (B)                | (C)                      |
| Resource Category                  | Level of Expertise | Estimated Number of Days |
| A.1 Application/Software Architect | LEVEL 2            | 230                      |
| A.6 Programmer/Software Developer  | LEVEL 2            | 230                      |
| A.6 Programmer/Software Developer  | LEVEL 3            | 230                      |
| A.8 System Analyst                 | LEVEL 2            | 230                      |
| A.8 System Analyst                 | LEVEL 3            | 460                      |
| A.11 Tester                        | LEVEL 2            | 115                      |
| B.6 Business System Analyst        | LEVEL 3            | 115                      |
| B.14 Technical Writer              | LEVEL 3            | 115                      |
| I.11 Technology Architect          | LEVEL 2            | 230                      |
| I.11 Technology Architect          | LEVEL 3            | 1150                     |

| Initial Contract Period<br>YEAR 3  |                    |                          |
|------------------------------------|--------------------|--------------------------|
|                                    | (B)                | (C)                      |
| Resource Category                  | Level of Expertise | Estimated Number of Days |
| A.1 Application/Software Architect | LEVEL 2            | 230                      |
| A.6 Programmer/Software Developer  | LEVEL 2            | 230                      |
| A.6 Programmer/Software Developer  | LEVEL 3            | 230                      |
| A.8 System Analyst                 | LEVEL 2            | 230                      |
| A.8 System Analyst                 | LEVEL 3            | 460                      |
| A.11 Tester                        | LEVEL 2            | 115                      |
| B.6 Business System Analyst        | LEVEL 3            | 115                      |
| B.14 Technical Writer              | LEVEL 3            | 115                      |
| I.11 Technology Architect          | LEVEL 2            | 230                      |
| I.11 Technology Architect          | LEVEL 3            | 1150                     |

| Initial Contract Period<br>YEAR 4  |                    |                          |
|------------------------------------|--------------------|--------------------------|
|                                    | (B)                | (C)                      |
| Resource Category                  | Level of Expertise | Estimated Number of Days |
| A.1 Application/Software Architect | LEVEL 2            | 230                      |
| A.6 Programmer/Software Developer  | LEVEL 2            | 230                      |
| A.6 Programmer/Software Developer  | LEVEL 3            | 230                      |
| A.8 System Analyst                 | LEVEL 2            | 230                      |
| A.8 System Analyst                 | LEVEL 3            | 460                      |
| A.11 Tester                        | LEVEL 2            | 115                      |
| B.6 Business System Analyst        | LEVEL 3            | 115                      |
| B.14 Technical Writer              | LEVEL 3            | 115                      |
| I.11 Technology Architect          | LEVEL 2            | 230                      |
| I.11 Technology Architect          | LEVEL 3            | 1150                     |

## 2.7 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:

- (i) Office of the Procurement Ombudsman (OPO)
- (ii) 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.



## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

#### (a) Epost Connect Bid Submission

- (i) If the Bidder chooses to submit its bid electronically, Canada requires that the Bidder submits its bid in accordance with section 08 of the 2003 Standard Instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.
- (ii) The bid must be gathered per section and separated as follows:
  - (A) Section I: Technical Bid
  - (B) Section II: Financial Bid
  - (C) Section III: Certifications
- (iii) For further information please refer to article 08 - Transmission by facsimile or by epost Connect at <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/23#transmission-by-facsimile>.

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

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

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

#### (d) Submission of Only One Bid:

- (i) A Bidder, including related entities, will be permitted to submit only one bid in response to this bid solicitation. If a Bidder or any related entities participate in more than one bid (participating means being part of the Bidder, not being a subcontractor), Canada will provide those Bidders with 2 working days to identify the single bid to be considered by Canada. Failure to meet this deadline will result in all the affected bids being disqualified. A single bid may contain bids to be awarded a contract in one or more Workstreams. However, a bid may not contain a bid from the Bidder, including related entities to be awarded more than one contract in any given Workstream.
- (ii) For the purposes of this Article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is a natural person, corporation, partnership, etc), an entity will be considered to be "related" to a Bidder if:
  - (A) they are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
  - (B) they are "related persons" or "affiliated persons" according to the Canada Income Tax Act;

- (C) the entities have now or in the two years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or
- (D) the entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.
- (iii) Individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture. .

**(e) Joint Venture Experience:**

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

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

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

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

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

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

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

That show in total 100 billable days.

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

### 3.2 Section I: Technical Bid

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

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

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

If the Bidder has not included the security information in its bid, the Contracting Authority will provide an opportunity to the Bidder to submit the security information during the evaluation period. If the Bidder has not submitted the security information within the period set by the Contracting Authority, its bid will be declared non-responsive.

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

- (A) **Mandatory Technical Criteria:** The technical bid must substantiate the compliance with the specific articles of Attachment “4.1”, which is the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or resources comply is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be considered non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Bidder's Response" column of Attachment “4.1”, where Bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.
- (B) **Point-Rated Technical Criteria:** The technical bid must substantiate the compliance with the specific articles of Attachment “4.2”, which is the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or resources comply is not sufficient.

Where Canada determines that the substantiation is not complete, the Bidder will be rated accordingly. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Bidder's Response" column of Attachment "4.2", where Bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.

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

- (A) Proposed resources may be employees of the Bidder or employees of a subcontractor, or these individuals may be independent contractors to whom the Bidder would subcontract a portion of the Work (refer to Part 5, Certifications).
- (B) For educational requirements for a particular degree, designation or certificate, PWGSC will only consider educational programs that were successfully completed by the resource by the time of bid closing. If the degree, designation or certification was issued by an educational institution outside of Canada, the Bidder is requested to provide a copy of the results of the academic credential assessment and qualification recognition service issued by one of the members of the Alliance of Credential Evaluation Services of Canada (ACESC). If the Bidder has not included the copy of the results in its bid, the Contracting Authority will provide an opportunity to the Bidder to submit it during the evaluation period. If the Bidder has not submitted the copy of the results within 2 working days of the request by the Contracting Authority, its bid will be declared non-responsive. Bidders should note that in addition to providing a copy of the results of the academic credential assessment and qualification recognition service, Bidders are also required to provide a copy of the original degree, designation, certificate or any other document required as per the bid solicitation as proof of education.
- (C) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of bid closing and must continue, where applicable, to be a member in good standing of the profession or membership throughout the evaluation period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this solicitation. If the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued. If the degree, diploma or certification was issued by an educational institution outside of Canada, the Bidder is requested to provide a copy of the results of the academic credential assessment and qualification recognition service issued by one of the members of the Alliance of Credential Evaluation Services of Canada (ACESC). If the Bidder has not included the copy of the results in its bid, the Contracting Authority will provide an opportunity to the Bidder to submit it during the evaluation period. If the Bidder has not submitted the copy of the results within 2 working days of the request by the Contracting Authority, its bid will be declared non-responsive. Bidders should note that in addition to providing a copy of the results of the academic credential assessment and qualification recognition service, Bidders are also required to provide a copy of the original degree, designation, certificate or any other

document required as per the bid solicitation as proof of professional designation or membership.

- (D) For work experience, PWGSC will not consider experience gained as part of an educational program, except for experience gained through a formal co-operative program at a post-secondary institution.
- (E) For any requirements that specify a particular time period (e.g., 2 years) of work experience, PWGSC will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.
- (F) For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the qualification requirements, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

### 3.3 Section II: Financial Bid

- (a) **Pricing:** Bidders must submit their financial bid in accordance with the Pricing Schedule provided in Attachment "4.3". The total amount of Applicable Taxes must be shown separately, if applicable. Unless otherwise indicated, bidders must include a single, firm, all-inclusive per diem rate quoted in Canadian dollars in each cell requiring an entry in the pricing tables.
- (b) **Variation in Resource Rates By Time Period:** For any given resource category, where the financial tables provided by Canada allow different firm rates to be charged for a resource category during different time periods:
  - (i) the rate bid must not increase by more than 3% from one time period to the next, and
  - (ii) the rate bid for the same resource category during any subsequent time period must not be lower than the rate bid for the time period that includes the first month of the Initial Contract Period.
- (c) **Variation in Resource Rates By Level:** Where the financial tables provided by Canada allow different firm rates to be charged for different levels of experience within the same resource category and time period, for any such resource category and time period:
  - (i) the rate bid for level three must be the same or higher than that bid for level two, and
  - (ii) the rate bid for level two must be the same or higher than the rate bid for level one.
- (d) **All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option periods. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the

requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.

- (e) **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

**Note to Bidders:** *If Canada receives 4 or fewer Bids [the same number of bids as in the article entitled "Phased Bid Compliance Process"] by the bid solicitation closing date, the above sub-article entitled "Blank Prices" will not apply.*

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

### 3.4 Section III: Certifications

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

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. There are several steps in the evaluation process, which are described below. Even though the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Bidder has successfully passed all the previous steps. Canada may conduct steps of the evaluation in parallel.
- (b) An evaluation team composed of representatives of the Client and PWGSC will evaluate the bids on behalf of Canada. Canada may hire any independent consultant, or use any Government resources, to evaluate any bid. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.
- (c) In addition to any other time periods established in the bid solicitation:
  - (i) **Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
  - (ii) **Requests for Further Information:** If Canada requires additional information in order to do any of the following pursuant to the Section entitled "Conduct of Evaluation" in 2003, Standard Instructions - Goods or Services - Competitive Requirements:
    - (A) verify any or all information provided by the Bidder in its bid; or
    - (B) contact any or all references supplied by the Bidder (e.g., references named in the résumés of individual resources) to verify and validate any information submitted by the Bidder,the Bidder must provide the information requested by Canada within 5 working days of a request by the Contracting Authority.
  - (iii) **Extension of Time:** If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

#### 4.1.1 Phased Bid Compliance Process

##### 4.1.1.1 General

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

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



REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.
- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2020-05-28) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

#### **4.1.1.2 Phase I: Financial Bid**

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.



- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

#### **4.1.1.3 Phase II: Technical Bid**

- (a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.

- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid.
- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

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

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

## **4.2 Technical Evaluation**

A separate technical evaluation will be conducted for each Workstream.

- (a) **Mandatory Technical Criteria:**
  - (i) Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.
  - (ii) The mandatory technical criteria are described in Attachment 4.1.

- (iii) If the Phased Bid Compliance Process applies, it will apply to all mandatory technical criteria.
- (b) **Point-Rated Technical Criteria:**
  - (i) Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly.
  - (ii) The rated requirements are described in Attachment 4.2.
- (c) **Number of Resources Evaluated:**

Only a certain number of resources per Resource Category will be evaluated as part of this bid solicitation as identified in Attachment 4.1 and 4.2. Additional Resources will only be assessed after contract award once specific tasks are requested of the Contractor. After contract award, the Task Authorization process will be in accordance with Part 7 – Resulting Contract Clauses, the Article titled “Task Authorization”. When a Task Authorization Form (TA Form) is issued, the Contractor will be requested to propose a resource to satisfy the specific requirement based on the TA Form’s Statement of Work. The proposed resource will then be assessed against the criteria identified in the Contract’s Statement of Work in accordance with Appendix C of Annex A.

#### 4.3 Financial Evaluation

- (a) The financial evaluation will be conducted using the firm per diem rates provided by the responsive bid(s). A separate financial evaluation will be conducted for each Workstream.
- (b) There are two possible financial evaluation methods for this requirement. The first method will be used if three or more bids are determined responsive (see (c) Financial Evaluation - Method A below). The second method will be used if fewer than three bids are determined responsive (see (d) Financial Evaluation - Method B below).
- (c) **Financial Evaluation - Method A:** The following financial evaluation method will be used if three or more bids are determined responsive:
  - (i) **STEP 1 - ESTABLISHING THE LOWER AND UPPER MEDIAN BAND LIMITS FOR EACH PERIOD AND EACH RESOURCE CATEGORY:** The Contracting Authority will establish, for each period and each Resource Category of each Workstream, the median band limits based on the firm per diem rates provided by the technically responsive bids. For each such Resource Category the median will be calculated using the median function in Microsoft Excel and will represent a range that encompasses any rate to a value of minus (-) 20% of the median, and an upper median rate to a value of plus (+) 30% of the median. When an even number of technically responsive bids have been determined, an average of the middle two rates will be used to calculate the median band limits and for an odd number of technically responsive bids, the middle rate will be used.
  - (ii) **STEP 2 - POINTS ALLOCATION:** For each period and each Resource Category of each Workstream points will be allocated as follows:
    - (A) A Bidder's proposed firm per diem rate that is either lower than the established lower median band limit or higher than the established upper median band limit for that period and Resource Category will be allocated 0 points.
    - (B) A Bidder's proposed firm per diem rate falling within the upper and lower median band limits, for that period and Resource Category, will be allocated points using the following calculation, which will be rounded to two decimal places:
$$\frac{\text{Lowest proposed firm per diem rate within the median band limits}}{\text{Bidder's proposed firm per diem rate}} \times \text{Maximum Points Assigned at Table 1 below}$$

within the median band limits

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

| TABLE 1A - MAXIMUM POINTS ASSIGNED – WORKSTREAM 1                 |                                |                                |                                |                                |              |
|---|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------|
| RESOURCE CATEGORIES   | INITIAL CONTRACT PERIOD YEAR 1 | INITIAL CONTRACT PERIOD YEAR 2 | INITIAL CONTRACT PERIOD YEAR 3 | INITIAL CONTRACT PERIOD YEAR 4 | TOTAL POINTS |
| A.1 Application/Software Architect - Level 3                      | 3                              | 3                              | 3                              | 3                              | 12           |
| B.3 Business Consultant - Level 2                                 | 0                              | 1                              | 1                              | 1                              | 3            |
| B.9 Courseware Developer - Level 3                                | 1                              | 1                              | 1                              | 1                              | 4            |
| B.12 Network Support Specialist – Level 2                         | 1                              | 1                              | 1                              | 1                              | 4            |
| B.12 Network Support Specialist – Level 3                         | 0                              | 0                              | 0                              | 3                              | 3            |
| C.3 Information Technology Security TRA and C&A Analyst – Level 3 | 4                              | 3                              | 3                              | 3                              | 13           |
| I.9 System Administrator – Level 2                                | 2                              | 2                              | 2                              | 2                              | 8            |
| I.9 System Administrator – Level 3                                | 3                              | 3                              | 3                              | 3                              | 12           |
| I.11 Technology Architect – Level 2                               | 2                              | 2                              | 2                              | 1                              | 7            |
| P.1 Change Management Consultant – Level 3                        | 3                              | 3                              | 3                              | 3                              | 12           |
| P.6 Project Administrator – Level 3                               | 2                              | 2                              | 2                              | 2                              | 8            |
| P.7 Project Coordinator – Level 3                                 | 2                              | 2                              | 2                              | 1                              | 7            |
| P.11 Quality Assurance Specialist/Analyst – Level 2               | 2                              | 2                              | 2                              | 1                              | 7            |
| TOTAL   | 25                             | 25                             | 25                             | 25                             | 100          |

| TABLE 1B - MAXIMUM POINTS ASSIGNED – WORKSTREAM 2 |                                |                                |                                |                                |              |
|---|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------|
| RESOURCE CATEGORIES                               | INITIAL CONTRACT PERIOD YEAR 1 | INITIAL CONTRACT PERIOD YEAR 2 | INITIAL CONTRACT PERIOD YEAR 3 | INITIAL CONTRACT PERIOD YEAR 4 | TOTAL POINTS |
| A.1 Application/Software Architect – Level 2      | 3                              | 2                              | 2                              | 2                              | 9            |
| A.6 Programmer/Software Developer – Level 2       | 3                              | 2                              | 2                              | 2                              | 9            |
| A.6 Programmer/Software Developer – Level 3       | 4                              | 4                              | 4                              | 4                              | 16           |

|                                       |           |           |           |           |            |
|---------------------------------------|-----------|-----------|-----------|-----------|------------|
| A.8 System Analyst – Level 2          | 3         | 2         | 2         | 2         | 9          |
| A.8 System Analyst - Level 3          | 5         | 4         | 4         | 4         | 17         |
| A.11 Tester – Level 2                 | 0         | 1         | 1         | 1         | 3          |
| B.6 Business System Analyst – Level 3 | 0         | 3         | 3         | 3         | 9          |
| B.14 Technical Writer – Level 3       | 0         | 1         | 1         | 1         | 3          |
| I.11 Technology Architect – Level 2   | 3         | 2         | 2         | 2         | 9          |
| I.11 Technology Architect – Level 3   | 4         | 4         | 4         | 4         | 16         |
| <b>TOTAL</b>                          | <b>25</b> | <b>25</b> | <b>25</b> | <b>25</b> | <b>100</b> |

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

(iv) **EXAMPLE OF A FINANCIAL EVALUATION USING METHOD A**

| TABLE 2 - EXAMPLE OF A FINANCIAL EVALUATION USING METHOD A:   |   |          |          |          |          |          |          |
|---|---|----------|----------|----------|----------|----------|----------|
| Resource Category   | Max. Points   | Bidder 1 |          | Bidder 2 |          | Bidder 3 |          |
|   |   | Year 1   | Year 2   | Year 1   | Year 2   | Year 1   | Year 2   |
| Programmer  | 150 (75 pts. per year)  | \$400.00 | \$400.00 | \$420.00 | \$450.00 | \$450.00 | \$450.00 |
| Business Analyst  | 100 (50 pts. per year)  | \$600.00 | \$600.00 | \$600.00 | \$620.00 | \$650.00 | \$820.00 |
| Project Manager   | 50 (25 pts. per year)   | \$555.00 | \$900.00 | \$750.00 | \$800.00 | \$700.00 | \$800.00 |
| TOTAL   | 300   |          |          |          |          |          |          |
| STEP 1 - Establishing the lower and upper median band limits for each year and each resource category |   |          |          |          |          |          |          |
| (Median 1)  | For the Programmer Resource Category, the year 1 median would be \$420.00. The lower median band limit would be \$336.00 and higher median band limit would be \$546.00.        |          |          |          |          |          |          |
| (Median 2)  | For the Programmer Resource Category, the year 2 median would be \$450.00. The lower median band limit would be \$360.00 and higher median band limit would be \$585.00.        |          |          |          |          |          |          |
| (Median 3)  | For the Business Analyst Resource Category, the year 1 median would be \$600.00. The lower median band limit would be \$480.00 and higher median band limit would be \$780.00.  |          |          |          |          |          |          |
| (Median 4)  | For the Business Analyst Resource Category, the year 2 median would be \$620.00. The lower median band limit would be \$496.00 and higher median band limit would be \$806.00.  |          |          |          |          |          |          |
| (Median 5)  | For the Project Manager Resource Category, the year 1 median would be \$700.00. The lower median band limit would be \$560.00 and higher median band limit would be \$910.00.   |          |          |          |          |          |          |
| (Median 6)  | For the Project Manager Resource Category, the year 2 median would be \$800.00. The lower median band limit would be \$640.00 and higher median band limit would be \$1,040.00. |          |          |          |          |          |          |
| STEP 2 - Points Allocation:   |   |          |          |          |          |          |          |
| Bidder 1:   |   |          |          |          |          |          |          |

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

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

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

**Bidder 2:**

Programmer Year 1 = 71.43 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$420.00) Multiplied by 75 pts)

Programmer Year 2 = 66.67 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$450.00) Multiplied by 75 pts)

Business Analyst Year 1 = 50 points (lowest price within the lower and upper median band limits)  
Business Analyst Year 2 = 48.39 points (based on the following calculation = (Lowest rate of \$600.00 / Bidder's proposed rate of \$620.00) Multiplied by 50 pts)

Project Manager Year 1 = 23.33 points (based on the following calculation = (Lowest rate of \$700.00 / Bidder's proposed rate of \$750.00) Multiplied by 25 pts)

Project Manager Year 2 = 25 points (lowest price within the lower and upper median band limits)

**Bidder 3:**

Programmer Year 1 = 66.67 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$450.00) Multiplied by 75 pts)

Programmer Year 2 = 66.67 points (based on the following calculation = (Lowest rate of \$400.00 / Bidder's proposed rate of \$450.00) Multiplied by 75 pts)

Business Analyst Year 1 = 46.15 points (based on the following calculation = (Lowest rate of \$600.00 / Bidder's proposed rate of \$650.00) Multiplied by 75 pts)

Business Analyst Year 2 = 0 points (outside the lower and higher median band limits)

Project Manager Year 1 = 25 points (lowest price within the lower and upper median band limits)

Project Manager Year 2 = 25 points (lowest price within the lower and upper median band limits)

**STEP 3 - Financial Score:**

**Bidder 1:** 75 + 75 + 50 + 50 + 0 + 22.22 = Total Financial Score of 272.22 points out of a possible 300 points

**Bidder 2:** 71.43 + 67.67 + 50 + 48.39 + 23.33 + 25 = Total Financial Score of 284.82 points out of a possible 300 points

**Bidder 3:** 66.67 + 66.67 + 46.15 + 0 + 25 + 25 = Total Financial Score of 229.49 points out of a possible 300 points

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

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

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

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

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

| <b>TABLE 3A - MAXIMUM POINTS ASSIGNED – WORKSTREAM 1</b>          |   |   |   |   |                 |
|---|---|---|---|---|-----------------|
| RESOURCE CATEGORIES   | INITIAL<br>CONTRACT<br>PERIOD YEAR<br>1 | INITIAL<br>CONTRACT<br>PERIOD YEAR<br>2 | INITIAL<br>CONTRACT<br>PERIOD YEAR<br>3 | INITIAL<br>CONTRACT<br>PERIOD<br>YEAR 4 | TOTAL<br>POINTS |
| A.1 Application/Software Architect - Level 3                      | 3                                       | 3                                       | 3                                       | 3                                       | 12              |
| B.3 Business Consultant - Level 2                                 | 0                                       | 1                                       | 1                                       | 1                                       | 3               |
| B.9 Courseware Developer - Level 3                                | 1                                       | 1                                       | 1                                       | 1                                       | 4               |
| B.12 Network Support Specialist – Level 2                         | 1                                       | 1                                       | 1                                       | 1                                       | 4               |
| B.12 Network Support Specialist – Level 3                         | 0                                       | 0                                       | 0                                       | 3                                       | 3               |
| C.3 Information Technology Security TRA and C&A Analyst – Level 3 | 4                                       | 3                                       | 3                                       | 3                                       | 13              |
| I.9 System Administrator – Level 2                                | 2                                       | 2                                       | 2                                       | 2                                       | 8               |
| I.9 System Administrator – Level 3                                | 3                                       | 3                                       | 3                                       | 3                                       | 12              |
| I.11 Technology Architect – Level 2                               | 2                                       | 2                                       | 2                                       | 1                                       | 7               |
| P.1 Change Management Consultant – Level 3                        | 3                                       | 3                                       | 3                                       | 3                                       | 12              |
| P.6 Project Administrator – Level 3                               | 2                                       | 2                                       | 2                                       | 2                                       | 8               |
| P.7 Project Coordinator – Level 3                                 | 2                                       | 2                                       | 2                                       | 1                                       | 7               |
| P.11 Quality Assurance Specialist/Analyst – Level 2               | 2                                       | 2                                       | 2                                       | 1                                       | 7               |
| <b>TOTAL</b>  | <b>25</b>                               | <b>25</b>                               | <b>25</b>                               | <b>25</b>                               | <b>100</b>      |

| <b>TABLE 3B - MAXIMUM POINTS ASSIGNED – WORKSTREAM 2</b> |   |   |   |   |                 |
|--|---|---|---|---|-----------------|
| RESOURCE CATEGORIES                                      | INITIAL<br>CONTRACT<br>PERIOD YEAR<br>1 | INITIAL<br>CONTRACT<br>PERIOD YEAR<br>2 | INITIAL<br>CONTRACT<br>PERIOD YEAR<br>3 | INITIAL<br>CONTRACT<br>PERIOD<br>YEAR 4 | TOTAL<br>POINTS |
| A.1 Application/Software Architect – Level 2             | 3                                       | 2                                       | 2                                       | 2                                       | 9               |
| A.6 Programmer/Software Developer – Level 2              | 3                                       | 2                                       | 2                                       | 2                                       | 9               |
| A.6 Programmer/Software Developer – Level 3              | 4                                       | 4                                       | 4                                       | 4                                       | 16              |
| A.8 System Analyst – Level 2                             | 3                                       | 2                                       | 2                                       | 2                                       | 9               |
| A.8 System Analyst - Level 3                             | 5                                       | 4                                       | 4                                       | 4                                       | 17              |
| A.11 Tester – Level 2                                    | 0                                       | 1                                       | 1                                       | 1                                       | 3               |



|                                       |           |           |           |           |            |
|---------------------------------------|-----------|-----------|-----------|-----------|------------|
| B.6 Business System Analyst – Level 3 | 0         | 3         | 3         | 3         | 9          |
| B.14 Technical Writer – Level 3       | 0         | 1         | 1         | 1         | 3          |
| I.11 Technology Architect – Level 2   | 3         | 2         | 2         | 2         | 9          |
| I.11 Technology Architect – Level 3   | 4         | 4         | 4         | 4         | 16         |
| <b>TOTAL</b>                          | <b>25</b> | <b>25</b> | <b>25</b> | <b>25</b> | <b>100</b> |

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

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

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

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

Once Canada requests substantiation of the rates bid for any resource category, it is the sole responsibility of the Bidder to submit information (as described above and as otherwise may be requested by Canada, including information that would allow Canada to verify information with the resource proposed) that will allow Canada to determine whether it can rely, with confidence, on the Bidder's ability to provide the required services at the rates bid. If Canada determines that the



information provided by the Bidder does not adequately substantiate the unreasonably low rates, the bid will be declared non-responsive.

(f) **Formulae in Pricing Tables**

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

**4.4 Basis of Selection**

**Note to Bidders:** if a bidder is selected for award of more than one Workstream, Canada reserves the right to award one contract for all the Workstreams awarded to that bidder.

(a) **Evaluation of Bid – Multiple Contracts Awarded for Multiple Workstreams**

**Selection Process:** The following selection process will be conducted for each Workstream:

- (i) A bid must comply with the requirements of the bid solicitation, meet all mandatory evaluation criteria and obtain the required pass marks for the point rated criteria identified in this bid solicitation to be declared responsive.
- (ii) The responsive bid that obtains the highest Total Bidder Score will be recommended for award of a contract. For any given Bidder, the greatest possible Total Technical Score is 60 while the greatest possible Total Financial Score is 40.

- (A) Calculation of Total Technical Score: For each Workstream the Total Technical Score will be computed for each responsive bid by converting the Technical Score obtained for the point-rated technical criteria using the following formula, rounded to two decimal places:

$$\frac{\text{Technical Score}}{\text{Maximum Technical Points (Bidders, please refer to the maximum technical points for each Workstream at Attachment 4.2)}} \times 60 = \text{Total Technical Score}$$

- (B) Calculation of Total Financial Score: For each Workstream the Total Financial Score will be computed for each responsive bid by converting the Financial Score obtained for the financial evaluation using the following formula rounded to two decimal places:

$$\frac{\text{Financial Score}}{\text{Total Maximum Points Assigned (Bidders, please refer to the total maximum points assigned for each Workstream at Attachment 4.2)}} \times 40 = \text{Total Financial Score}$$

- (C) Calculation of the Total Bidder Score: For each Workstream the Total Bidder Score will be computed for each responsive bid in accordance with the following formula:

$$\text{Total Technical Score} + \text{Total Financial Score} = \text{Total Bidder Score}$$

- (iii) In the event of identical Total Bidder Scores occurring within a given Workstream, then the bid with the highest Total Financial Score will become the top-ranked bidder.

- (c) Bidders should note that all contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Despite the fact that the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to Canada's internal policies. If approval is not granted, no contract will be awarded.

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Precedent to Contract Award and Additional Information

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

#### (a) Federal Contractors Program for Employment Equity - Bid Certification

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html)" 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html)" list during the period of the Contract.

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

#### (b) Professional Services Resources

- (i) By submitting a bid, the Bidder certifies that, if it is awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives.
- (ii) By submitting a bid, the Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.
- (iii) If a Bidder has proposed any individual who is not an employee of the Bidder, by submitting a bid, the Bidder certifies that it has the permission from that individual to

propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

**(c) Certification of Language – English Essential for all resources**

By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, every individual proposed in its bid will be

fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

**(d) Certification of Language – Bilingual for B.14 Technical Writer Level 3**

By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, every individual proposed in its bid will be

fluent in both official languages of Canada (French and English). The individual(s) proposed must be able to communicate orally and in writing in French and English without any assistance and with minimal errors.

**(e) Submission of Only One Bid**

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

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

### **6.1 Security Requirement**

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

### **6.2 Controlled Goods Requirement**

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

## PART 7 - RESULTING CONTRACT CLAUSES

**Note to Bidders:** Any resulting contract would only list the applicable Workstream(s) above that are awarded to the successful bidder(s) in accordance with the evaluation methodology set out in this bid solicitation. If a bidder is selected for award of more than one Workstream, Canada reserves the right to award one contract for all the Workstreams awarded to that bidder.

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

### 7.1 Requirement

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

### 7.2 Task Authorization

- (a) **As-and-when-requested Task Authorizations:** The Work or a portion of the Work to be performed under the Contract will be on an "as-and-when-requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.
- (b) **Assessment of Resources Proposed at TA Stage:** Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendices A, B, C and D of Annex A.
- (c) **Form and Content of draft Task Authorization:**
  - (i) The Procurement Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Annex A.
  - (ii) The draft Task Authorization will contain the details of the activities to be performed, and must also contain the following information:
    - (A) the contract number;
    - (B) the task number;

- (C) The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);
  - (D) the categories of resources and the number required;
  - (E) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);
  - (F) the start and completion dates;
  - (G) any option(s) to extend initial end date (if applicable);
  - (H) milestone dates for deliverables and payments (if applicable);
  - (I) the number of person-days of effort required;
  - (J) whether the work requires on-site activities and the location;
  - (K) the language profile of the resources required;
  - (L) the level of security clearance required of resources;
  - (M) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and
  - (N) any other constraints that might affect the completion of the task.
- (d) **Contractor's Response to Draft Task Authorization:** The Contractor must provide to the Procurement Authority, within 2 working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), a quotation with the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract, as well as its corresponding proposed resource(s) in accordance with Appendix A to Annex A of the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.
- (e) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations:**
- To be validly issued, a TA must include the following signatures:
- (i) for any TA, inclusive of revisions, with a value less than or equal to \$400,000.00 (excluding Applicable Taxes), the TA must be signed by the Procurement Authority and the Contractor; and
  - (ii) for any TA with a value greater than this amount, a TA must be signed by the Procurement Authority, the Contracting Authority and the Contractor.
- Any TA that does not bear the appropriate signature(s) is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TA's at any time, or reduce the dollar value threshold described in sub-article (i) above; any suspension or reduction notice is effective upon receipt.

(f) **Periodic Usage Reports:**

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

(ii) The quarterly periods are defined as follows:

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

The data must be submitted to the Contracting Authority no later than 5 calendar days after the end of the reporting period.

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

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

(iv) Each report must also contain the following cumulative information for all the validly issued TA's (as amended):

- (A) the amount, exclusive of Applicable Taxes, specified in the Contract (as last amended, as applicable) as Canada's total liability to the Contractor for all validly issued TA's; and
- (B) the total amount, exclusive of Applicable Taxes, expended to date against all validly issued TA's.

(g) **Refusal of Task Authorizations or Submission of a Response which is not Valid:** The Contractor is not required to submit a response to every draft TA sent to it by Canada. However, in addition to Canada's other rights to terminate the Contract, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions if the Contractor in at least three instances has either not responded or has not submitted a valid response when sent a draft TA. For greater clarity, each draft TA, which is identifiable by its task number, will only count as one instance. A valid response is one that is submitted within the required time period and meets all requirements of the draft TA issued, including proposing the required number of resources who each meet the minimum experience



and other requirements of the categories identified in the draft TA at pricing not exceeding the rates set out in Annex B.

- (h) **Consolidation of TA's for Administrative Purposes:** The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TA's for administrative purposes.

### 7.3 Minimum Work Guarantee

- (a) In this clause,
- (i) **"Maximum Contract Value"** means the amount specified in the **"Limitation of Expenditure"** clause set out in the Contract; and
  - (ii) **"Minimum Contract Value"** means \$20,000.00 (excluding Applicable Taxes).
- (b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
- (c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
- (d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract
- (i) for default;
  - (ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or
  - (iii) for convenience within ten business days of Contract award.

### 7.4 Standard Clauses and Conditions

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

(a) **General Conditions:**

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

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

4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.
5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:
- (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Work Guarantee, or due to the Contractor as of the date of termination, or
  - (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.



6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

(b) **Supplemental General Conditions:**

The following Supplemental General Conditions:

- (i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;
- (ii) 4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;

apply to and form part of the Contract.

## 7.5 Security Requirement Workstream 1 and Workstream 2

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

- (a) The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **SECRET**, issued by the Contract Security Program (CSP) of the Industrial Security Sector (ISS), Public Works and Government Services (PWGSC).
- (b) This contract includes access to **Controlled Goods**. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada (PWGSC).
- (c) The Contractor/Offeror personnel requiring access to **CLASSIFIED/PROTECTED** information, assets or sensitive work site(s) must **must be a citizen of Canada or USA**, and hold a valid personnel security screening at the level of **SECRET**, granted or approved by the CSP/ISS/PWGSC.
- (d) The Contractor/Offeror MUST NOT remove any CLASSIFIED/PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
- (e) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP/ISS/PWGSC.
- (f) The Contractor/Offeror must comply with the provisions of the:
  - (i) Security Requirements Check List and security guide (if applicable), attached at Annex C
  - (ii) *Industrial Security Manual* (Latest Edition).

## 7.6 Contract Period

- (a) **Contract Period:** The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:
  - (i) The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends 4 years later; and

## 7.7 Authorities

(a) **Contracting Authority**

The Contracting Authority for the Contract is:

Name: Ankoor Patel  
Title: Supply Team Leader  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Professional Services Procurement Directorate  
Address: 11 Laurier St., Gatineau, Québec  
Telephone: 613-858-9403  
E-mail address: Ankoor.patel@tpsgc-pwgsc.gc.ca

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

**(b) Technical Authority**

The Technical Authority for the Contract is:

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

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

**(c) Procurement Authority**

The DND Procurement Authority for the Contract is:

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

The DND Procurement Representative is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the administrative aspects of the Work under the Contract, communication with PWGSC Contracting Authority on all matters concerning the Contract, procurement initiation authority, and providing PWGSC reports on Contract utilization. Technical matters may be discussed with the DND Procurement Representative; however, the DND Procurement Representative has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

(d) **Contractor's Representative**

*[Fill in or delete as applicable]*

**7.8 Proactive Disclosure of Contracts with Former Public Servants**

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

**7.9 Payment**

(a) **Basis of Payment**

- (i) **Professional Services provided under a Task Authorization with a Maximum Price:** For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.
- (ii) **Travel and Living Expenses – National Joint Council Travel Directive** The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal and private vehicle expenses provided in Appendices B, C and D of the National Joint Council Travel Directive and with the other provisions of the directive referring to “travellers”, rather than those referring to “employees”. All travel must have the prior authorization of the Technical Authority. Travel requests will only be considered for a work location which is located more than 100 kilometers from the NCR. The Contractor will be paid for actual time spent travelling at half the hourly rate. The hourly rate will be determined by dividing the firm per diem rate set out in Annex B by 7.5 hours. All payments are subject to government audit.
- (iii) **Competitive Award:** The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.
- (iv) **Contractor's Firm Per Diem Rates:** The Contractor agrees that the rates set out in Annex B remain firm throughout the Contract Period, except as may be provided for in the express terms of the contract. In reference to Article 18(1) of SACC General Conditions 2035, the Contractor acknowledges that its obligation to provide services in accordance with the firm rates set out in Annex B is unaffected by the application of any existing law or any new law which may come into effect during the Contract Period.
- (v) **Professional Services Rates:** In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before

doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

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

- (i) Canada's total liability to the Contractor under the Contract for all validly issued Task Authorizations (TAs), inclusive of any revisions, must not exceed the amount set out on page 1 of the Contract, less any Applicable taxes. With respect to the amount set out on page 1 of the Contract, Customs duties are included and Applicable Taxes are included
- (ii) No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
- (iii) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - (A) when it is 75 percent committed, or
  - (B) 4 months before the contract expiry date, or
  - (C) As soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
- (i) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

(c) **Method of Payment for Task Authorizations with a Maximum Price:** For each Task Authorization validly issued under the Contract that contains a maximum price:

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

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

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

- (i) Visa Acquisition Card;
- (ii) MasterCard Acquisition Card;
- (iii) Direct Deposit (Domestic and International);
- (iv) Electronic Data Interchange (EDI);
- (v) Wire Transfer (International Only);
- (vi) Large Value Transfer System (LVTS) (Over \$25M)

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

(e) **Time Verification**

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

(f) **Payment Credits**

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

(A) If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of 10 days.

(B) **Corrective Measures:** If credits are payable under this Article for two consecutive months or for three months in any 12-month period, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority and 20 working days to rectify the underlying problem.

(C) **Termination for Failure to Meet Availability Level:** In addition to any other rights it has under the Contract, Canada may terminate the Contract for default in accordance with the General Conditions by giving the Contractor three months' written notice of its intent, if any of the following apply:

- (1) the total amount of credits for a given monthly billing cycle reach a level of 10% of the total billing for that month; or
- (2) the corrective measures required of the Contractor described above are not met.

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

(ii) **Credits Apply during Entire Contract Period:** The Parties agree that the credits apply throughout the Contract Period.

(iii) **Credits represent Liquidated Damages:** The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.

(iv) **Canada's Right to Obtain Payment:** The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.

(v) **Canada's Rights & Remedies not Limited:** The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.

(vi) **Audit Rights:** The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus

interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.

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

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

**7.10 Invoicing Instructions**

- (a) The Contractor must submit invoices in accordance with the information required in the General Conditions.
- (b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, **and must show all applicable Task Authorization numbers**.
- (c) By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- (d) The Contractor must provide the original and two copies of each invoice to the Procurement Authority, and a copy to the Contracting Authority.
- (e) The original must be submitted electronically to the following email addresses:
  - 1. [WGM.DAP2\\_INVOICES\\_DOA2\\_RECU@FORCES.GC.CA](mailto:WGM.DAP2_INVOICES_DOA2_RECU@FORCES.GC.CA)
  - 2. the email address of the Contracting Authority identified under the section entitled "Authorities" of the Contract
  - 3. the email address of the Procurement Authority identified under the section entitled "Authorities" of the Contract.

Individual e-mails exceeding five (5) megabytes, or those that include other factors such as embedded macros and/or links, may be rejected by Canada's e-mail system and/or firewall(s) without notice to the Contractor.

**7.11 Certifications and Additional Information**

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

**7.12 Federal Contractors Program for Employment Equity - Default by Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour,



the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

### 7.13 Applicable Laws

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

### 7.14 Priority of Documents

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

- (a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) Supplemental General Conditions, in the following order:
  - (i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;
  - (ii) 4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;
- (c) General Conditions 2035 (2020-05-28), Higher Complexity - Services;
- (d) Annex A, Statement of Work, including its Appendices as follows:
  - (i) Appendix A to Annex A - Tasking Assessment Procedure;
  - (ii) Appendix B to Annex A - Task Authorization (TA) Form;
  - (iii) Appendix C to Annex A - Resource Assessment Criteria and Response Table;
  - (iv) Appendix D to Annex A - Certifications at the TA stage;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) the validly issued Task Authorizations and any required certifications (including all of their annexes, if any); and
- (h) the Contractor's bid dated \_\_\_\_\_ (insert date of bid) (if the bid was clarified or amended, insert the time of contract award), as clarified on \_\_\_\_\_ "or" as amended \_\_\_\_\_ (insert date(s) of clarification(s) or amendment(s) if applicable.)

### 7.15 Defence Contract

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

### 7.16 Foreign Nationals (Canadian Contractor)

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

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

### 7.17 Foreign Nationals (Foreign Contractor)

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

## 7.18 Insurance Requirements

### Compliance with Insurance Requirements

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

### (a) Commercial General Liability Insurance

- (i) The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
- (ii) The Commercial General Liability policy must include the following:
  - (A) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (B) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (C) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (D) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (E) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (F) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (G) Employees and, if applicable, Volunteers must be included as Additional Insured.



- (H) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- (I) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (J) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (K) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (L) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- (M) Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

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

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

**7.19 Controlled Goods Program**

- (a) SACC Manual clause A9131C (2020-11-19) Controlled Goods Program - Contract
- (b) SACC Manual clause B4060C (2011-05-16) Controlled Goods

**7.20 Limitation of Liability - Information Management/Information Technology**

- (a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.
- (b) **First Party Liability:**
  - (i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:

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- (A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";
    - (B) physical injury, including death.
  - (ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.
  - (iii) Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.
  - (iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.
  - (v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:
    - (A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
    - (B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$1,000,000.00.

In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or \$1,000,000.00, whichever is more.
  - (vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.
- (c) **Third Party Claims:**
- (i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.
  - (ii) If Canada is required, as a result of joint and several liability or joint and solidarily liable, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-
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article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

- (iii) The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

#### 7.21 Joint Venture Contractor

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

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

#### 7.22 Professional Services - General

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

- (c) In General Conditions 2035, the Article titled "Replacement of Specific Individuals" is deleted and the following applies instead:

**Replacement of Specific Individuals**

- (i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of having this knowledge, the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:
- (A) the name, qualifications and experience of a proposed replacement immediately available for Work; and
  - (B) security information on the proposed replacement as specified by Canada, if applicable.

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

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

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

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

**7.23 Safeguarding Electronic Media**

- (a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.
- (b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

#### **7.24 Representations and Warranties**

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

#### **7.25 Access to Canada's Property and Facilities**

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

#### **7.26 Dispute Resolution**

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

#### **7.27 Identification Protocol Responsibilities**

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

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

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- (i) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

**ANNEX A**  
**STATEMENT OF WORK**  
**WORKSTREAM 1 and WORKSTREAM 2**

The document follows in PDF format.

A Word version of this document is available by sending a request by e-mail to  
[ankoor.patel@tpsgc-pwgsc.gc.ca](mailto:ankoor.patel@tpsgc-pwgsc.gc.ca).

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## **APPENDIX A TO ANNEX A**

### **TASKING ASSESSMENT PROCEDURE**

1. Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix B to Annex A will be provided to the Contractor. Once a draft TA Form is received, the Contractor must submit to the Procurement Authority a quotation of rates to supply the requested Resource Categories based on the information identified in the TA Form, as well as its corresponding proposed resource(s). The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of 2 working days (or any longer time period specified in the draft TA) turnaround time to submit a quotation.
2. With each quotation the Contractor must propose the required number of resources and for each proposed resource the Contractor must supply a résumé, the requested security clearance information and must complete the Response Tables at Appendix C of Annex A applicable to the Resource Categories identified in the draft TA. The same individual must not be proposed for more than one Resource Category. The résumés must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:
  - (i) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix D to Annex A, Certifications).
  - (ii) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the draft TA was first issued to the Contractor.
  - (iii) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this Contract or if the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued.
  - (iv) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.
  - (v) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.
  - (vi) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In



situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

3. The qualifications and experience of the proposed resources will be assessed against the requirements set out in Appendix C to Annex A to determine each proposed resource's compliance with the mandatory and rated criteria. Canada may request proof of successful completion of formal training, as well as reference information. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will not assess any points or consider a mandatory criterion met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. Points will not be allocated or a mandatory criteria considered as met if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the Contractor). Nor will points be allocated or a mandatory criteria considered as met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Contractor. Crown references will be accepted.
4. During the assessment of the resources proposed, should the references for two or more resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contractor's quotation may be found to be non-responsive.
5. Only quotations that meet all of the mandatory criteria will be considered for assessment of the point rated criteria. Each resource proposed must attain the required minimum score for the point rated criteria for the applicable Resource Category. If the minimum score for any proposed resource is less than what is required, the Contractor's quotation will be found to be non-responsive.
6. Once the quotation has been accepted by the Technical Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

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**APPENDIX B TO ANNEX A**  
**TASK AUTHORIZATION FORM**

|  |  |   |
|--|--|---|
| All invoices/progress claims must show the reference Contract and Task numbers.<br>Toutes les factures doivent indiquer les numéros du contrat et de la tâche. |  | Contract no. – N° du contrat  |
|  |  | Task no. – N° de la tâche   |
| Amendment no. – N° de la modification  | Increase/Decrease – Augmentation/Réduction   | Previous value – Valeur précédente  |
| To – À   | <b>TO THE CONTRACTOR</b><br><br>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.<br><br>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.<br><br><b>À L'ENTREPRENEUR</b><br><br>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.<br><br>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat. |   |
| Delivery location – Expédiez à   |  |   |
| Delivery/Completion date – Date de livraison/d'achèvement  |  |   |
| Date   |  | for the Department of National Defence<br>pour le ministère de la Défense nationale |
| Contract item no.<br>N° d'article<br>du contrat  | Services   | Cost<br>Prix  |
|  |  |   |

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|  |                                 |  |
|--|---------------------------------|--|
|  | <b>GST/HS<br/>T<br/>TPS/TVH</b> |  |
|  | <b>Total</b>                    |  |
| <p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la est valeur totale du formulaire DND 626 supérieure au seuil précisé dans le contrat.</p> |                                 |  |
| <hr/> <p>for the Department of Public Works and Government Services<br/>pour le ministère des Travaux publics et services gouvernementaux</p>  |                                 |  |

**APPENDIX C TO ANNEX A**  
**RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE**  
**WORKSTREAM 1**

The documents follows in PDF format.

A Word version of this document is available by sending a request by e-mail to  
[ankoor.patel@tpsgc-pwgsc.gc.ca](mailto:ankoor.patel@tpsgc-pwgsc.gc.ca).

**APPENDIX C TO ANNEX A**  
**RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE**  
**WORKSTREAM 2**

The documents follows in PDF format.

A Word version of this document is available by sending a request by e-mail to  
[ankoor.patel@tpsgc-pwgsc.gc.ca](mailto:ankoor.patel@tpsgc-pwgsc.gc.ca).

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## APPENDIX D TO ANNEX A CERTIFICATIONS AT THE TA STAGE

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

### 1. CERTIFICATION OF EDUCATION AND EXPERIENCE

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

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Print name of authorized individual & sign above

---

Date

### 2. CERTIFICATION OF AVAILABILITY OF PERSONNEL

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

---

Print name of authorized individual & sign above

---

Date

### 3. CERTIFICATION OF STATUS OF PERSONNEL

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

---

Print name of authorized individual & sign above

---

Date

### 4. CERTIFICATION OF LANGUAGE - English

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

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\_\_\_\_\_  
Print name of authorized individual & sign above

\_\_\_\_\_  
Date

5. CERTIFICATION OF LANGUAGE - BILINGUAL

The Contractor certifies that the proposed resource(s) in response to this draft Task Authorization is/are

fluent in both official languages of Canada (French and English). The individual(s) proposed must be able to communicate orally and in writing in French and English without any assistance and with minimal errors.

\_\_\_\_\_  
Print name of authorized individual & sign above

\_\_\_\_\_  
Date

**ANNEX B**  
**BASIS OF PAYMENT**

**WORKSTREAM 1**

**INITIAL CONTRACT PERIOD:**  
**YEAR 1**

| RESOURCE CATEGORY                                       | LEVEL OF EXPERTISE | FIRM PER DIEM RATE |
|---|--------------------|--------------------|
| A.1 Application/Software Architect                      | LEVEL 3            | \$                 |
| B.9 Courseware Developer                                | LEVEL 3            | \$                 |
| B.12 Network Support Specialist                         | LEVEL 2            | \$                 |
| C.3 Information Technology Security TRA and C&A Analyst | LEVEL 3            | \$                 |
| I.9 System Administrator                                | LEVEL 2            | \$                 |
| I.9 System Administrator                                | LEVEL 3            | \$                 |
| I.11 Technology Architect                               | LEVEL 2            | \$                 |
| P.1 Change Management Consultant                        | LEVEL 3            | \$                 |
| P.6 Project Administrator                               | LEVEL 3            | \$                 |
| P.7 Project Coordinator                                 | LEVEL 3            | \$                 |
| P.11 Quality Assurance Specialist/Analyst               | LEVEL 2            | \$                 |



**YEAR 2**

| RESOURCE CATEGORY                                       | LEVEL OF EXPERTISE | FIRM PER DIEM RATE |
|---|--------------------|--------------------|
| A.1 Application/Software Architect                      | LEVEL 3            | \$                 |
| B.3 Business Consultant                                 | LEVEL 2            | \$                 |
| B.9 Courseware Developer                                | LEVEL 3            | \$                 |
| B.12 Network Support Specialist                         | LEVEL 2            | \$                 |
| C.3 Information Technology Security TRA and C&A Analyst | LEVEL 3            | \$                 |
| I.9 System Administrator                                | LEVEL 2            | \$                 |
| I.9 System Administrator                                | LEVEL 3            | \$                 |
| I.11 Technology Architect                               | LEVEL 2            | \$                 |
| P.1 Change Management Consultant                        | LEVEL 3            | \$                 |
| P.6 Project Administrator                               | LEVEL 3            | \$                 |
| P.7 Project Coordinator                                 | LEVEL 3            | \$                 |
| P.11 Quality Assurance Specialist/Analyst               | LEVEL 2            | \$                 |

**YEAR 3**

| RESOURCE CATEGORY                                       | LEVEL OF EXPERTISE | FIRM PER DIEM RATE |
|---|--------------------|--------------------|
| A.1 Application/Software Architect                      | LEVEL 3            | \$                 |
| B.3 Business Consultant                                 | LEVEL 2            | \$                 |
| B.9 Courseware Developer                                | LEVEL 3            | \$                 |
| B.12 Network Support Specialist                         | LEVEL 2            | \$                 |
| C.3 Information Technology Security TRA and C&A Analyst | LEVEL 3            | \$                 |
| I.9 System Administrator                                | LEVEL 2            | \$                 |
| I.9 System Administrator                                | LEVEL 3            | \$                 |
| I.11 Technology Architect                               | LEVEL 2            | \$                 |
| P.1 Change Management Consultant                        | LEVEL 3            | \$                 |
| P.6 Project Administrator                               | LEVEL 3            | \$                 |
| P.7 Project Coordinator                                 | LEVEL 3            | \$                 |
| P.11 Quality Assurance Specialist/Analyst               | LEVEL 2            | \$                 |

**YEAR 4**

| RESOURCE CATEGORY                  | LEVEL OF EXPERTISE | FIRM PER DIEM RATE |
|------------------------------------|--------------------|--------------------|
| A.1 Application/Software Architect | LEVEL 3            | \$                 |
| B.3 Business Consultant            | LEVEL 2            | \$                 |
| B.9 Courseware Developer           | LEVEL 3            | \$                 |

|   |         |    |
|---|---------|----|
| B.12 Network Support Specialist                         | LEVEL 2 | \$ |
| B.12 Network Support Specialist                         | LEVEL 3 | \$ |
| C.3 Information Technology Security TRA and C&A Analyst | LEVEL 3 | \$ |
| I.9 System Administrator                                | LEVEL 2 | \$ |
| I.9 System Administrator                                | LEVEL 3 | \$ |
| I.11 Technology Architect                               | LEVEL 2 | \$ |
| P.1 Change Management Consultant                        | LEVEL 3 | \$ |
| P.6 Project Administrator                               | LEVEL 3 | \$ |
| P.7 Project Coordinator                                 | LEVEL 3 | \$ |
| P.11 Quality Assurance Specialist/Analyst               | LEVEL 2 | \$ |

**ANNEX B**  
**BASIS OF PAYMENT**  
**WORKSTREAM 2**

**INITIAL CONTRACT PERIOD:**

**YEAR 1**

| RESOURCE CATEGORY                  | LEVEL OF EXPERTISE | FIRM PER DIEM RATE |
|------------------------------------|--------------------|--------------------|
| A.1 Application/Software Architect | LEVEL 2            | \$                 |
| A.6 Programmer/Software Developer  | LEVEL 2            | \$                 |
| A.6 Programmer/Software Developer  | LEVEL 3            | \$                 |
| A.8 System Analyst                 | LEVEL 2            | \$                 |
| A.8 System Analyst                 | LEVEL 3            | \$                 |
| I.11 Technology Architect          | LEVEL 2            | \$                 |
| I.11 Technology Architect          | LEVEL 3            | \$                 |

**YEAR 2**

| RESOURCE CATEGORY                  | LEVEL OF EXPERTISE | FIRM PER DIEM RATE |
|------------------------------------|--------------------|--------------------|
| A.1 Application/Software Architect | LEVEL 2            | \$                 |
| A.6 Programmer/Software Developer  | LEVEL 2            | \$                 |
| A.6 Programmer/Software Developer  | LEVEL 3            | \$                 |
| A.8 System Analyst                 | LEVEL 2            | \$                 |
| A.8 System Analyst                 | LEVEL 3            | \$                 |
| A.11 Tester                        | LEVEL 2            | \$                 |
| B.6 Business System Analyst        | LEVEL 3            | \$                 |

|                           |         |    |
|---------------------------|---------|----|
| B.14 Technical Writer     | LEVEL 3 | \$ |
| I.11 Technology Architect | LEVEL 2 | \$ |
| I.11 Technology Architect | LEVEL 3 | \$ |

### YEAR 3

| RESOURCE CATEGORY                  | LEVEL OF EXPERTISE | FIRM PER DIEM RATE |
|------------------------------------|--------------------|--------------------|
| A.1 Application/Software Architect | LEVEL 2            | \$                 |
| A.6 Programmer/Software Developer  | LEVEL 2            | \$                 |
| A.6 Programmer/Software Developer  | LEVEL 3            | \$                 |
| A.8 System Analyst                 | LEVEL 2            | \$                 |
| A.8 System Analyst                 | LEVEL 3            | \$                 |
| A.11 Tester                        | LEVEL 2            | \$                 |
| B.6 Business System Analyst        | LEVEL 3            | \$                 |
| B.14 Technical Writer              | LEVEL 3            | \$                 |
| I.11 Technology Architect          | LEVEL 2            | \$                 |
| I.11 Technology Architect          | LEVEL 3            | \$                 |

### YEAR 4

| RESOURCE CATEGORY                  | LEVEL OF EXPERTISE | FIRM PER DIEM RATE |
|------------------------------------|--------------------|--------------------|
| A.1 Application/Software Architect | LEVEL 2            | \$                 |
| A.6 Programmer/Software Developer  | LEVEL 2            | \$                 |
| A.6 Programmer/Software Developer  | LEVEL 3            | \$                 |
| A.8 System Analyst                 | LEVEL 2            | \$                 |

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|                             |         |    |
|-----------------------------|---------|----|
| A.8 System Analyst          | LEVEL 3 | \$ |
| A.11 Tester                 | LEVEL 2 | \$ |
| B.6 Business System Analyst | LEVEL 3 | \$ |
| B.14 Technical Writer       | LEVEL 3 | \$ |
| I.11 Technology Architect   | LEVEL 2 | \$ |
| I.11 Technology Architect   | LEVEL 3 | \$ |

**ANNEX C**  
**SECURITY REQUIREMENTS CHECK LIST**  
**WORKSTREAM 1 and WORKSTREAM 2**

The documents follows in PDF format.

**ATTACHMENT 3.1**  
**BID SUBMISSION FORM**

| BID SUBMISSION FORM   |   |  |
|---|---|--|
| <b>Bidder's full legal name</b>   |   |  |
| <b>Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)</b>   | Name  |  |
|   | Title   |  |
|   | Address   |  |
|   | Telephone #   |  |
|   | Fax #   |  |
|   | Email   |  |
| <b>Company Security Officer (CSO) contact information:</b>  | Name:   |  |
|   | Title:  |  |
|   | Address:  |  |
|   | Telephone #:  |  |
|   | Fax #:  |  |
|   | Email:  |  |
| <b>Bidder's Procurement Business Number (PBN)</b><br>[see the Standard Instructions 2003]<br><br><b>[Note to Bidders:</b> <i>Please ensure that the PBN you provide matches the legal name under which you have submitted your bid. If it does not, the Bidder will be determined based on the legal name provided, not based on the PBN, and the Bidder will be required to submit the PBN that matches the legal name of the Bidder.</i> <b>]</b> |   |  |
| <b>Jurisdiction of Contract:</b> Province or territory in Canada the Bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)   |   |  |
| <b>Former Public Servants</b><br><br>See the Article in Part 2 of the bid solicitation entitled Former Public Servant for a definition of "Former Public Servant".  | Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation?<br><br>Yes ____ No ____<br><br>If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant" |  |



|  |  |               |
|--|--|---------------|
|  | <p>Is the Bidder a FPS who received a lump sum payment under the terms of the Work Force Adjustment Directive?</p> <p>Yes ____ No ____</p> <p>If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"</p> |               |
| <p><b>Security Clearance Level of Bidder</b></p> <p>[include both the level and the date it was granted]</p> <p><b>[Note to Bidders:</b> <i>Please ensure that the security clearance matches the legal name of the Bidder. If it does not, the security clearance is not valid for the Bidder.</i></p>  |  |               |
| <p><b>Controlled Goods Registration Expiry date (yyyy/mm/dd)</b></p>   |  |               |
| <p><b>Workstream covered by this bid:</b> Bidders should indicate which Workstream they are proposing to supply in this bid (If the bidder has submitted bid for one or more Workstreams, please only indicate the Workstream covered by this bid).</p>  | <b>Workstream</b>  | <b>Yes/No</b> |
|  | Workstream 1   |               |
|  | Workstream 2   |               |
| <p>On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none"> <li>1. The Bidder considers itself and its proposed resources able to meet all the mandatory requirements described in the bid solicitation;</li> <li>2. This bid is valid for the period requested in the bid solicitation;</li> <li>3. All the information provided in the bid is complete, true and accurate; and</li> <li>4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.</li> </ol> |  |               |
| <p><b>Signature of Authorized Representative of Bidder</b></p>   |  |               |

**ATTACHMENT 4.1**  
**MANDATORY TECHNICAL CRITERIA**  
**WORKSTREAM 1**

The Mandatory Technical Criteria document follows in PDF format.

A Word version of this document is available by sending a request by e-mail to  
[ankoor.patel@tpsgc-pwgsc.gc.ca](mailto:ankoor.patel@tpsgc-pwgsc.gc.ca).

**ATTACHMENT 4.1**  
**MANDATORY TECHNICAL CRITERIA**  
**WORKSTREAM 2**

The Mandatory Technical Criteria document follows in PDF format.

A Word version of this document is available by sending a request by e-mail to  
[ankoor.patel@tpsgc-pwgsc.gc.ca](mailto:ankoor.patel@tpsgc-pwgsc.gc.ca).

**ATTACHMENT 4.2**  
**POINT-RATED TECHNICAL CRITERIA**  
**WORKSTREAM 1**

The Point-Rated Technical Criteria document follows in PDF format.

A Word version of this document is available by sending a request by e-mail to  
[ankoor.patel@tpsgc-pwgsc.gc.ca](mailto:ankoor.patel@tpsgc-pwgsc.gc.ca).

**ATTACHMENT 4.2**  
**POINT-RATED TECHNICAL CRITERIA**  
**WORKSTREAM 2**

The Point-Rated Technical Criteria document follows in PDF format.

A Word version of this document is available by sending a request by e-mail to  
[ankoor.patel@tpsgc-pwgsc.gc.ca](mailto:ankoor.patel@tpsgc-pwgsc.gc.ca).

**ATTACHMENT 4.3**  
**PRICING SCHEDULE**  
**WORKSTREAM 1**

**WORKSTREAM 1**

**Initial Contract Period:**

| Initial Contract Period<br>YEAR 1                       |                    |   |
|---|--------------------|---|
| (A)   | (B)                | (C)   |
| Resource Category                                       | Level of Expertise | Firm Per Diem Rate or<br>Median Rate (if<br>applicable) |
| A.1 Application/Software Architect                      | LEVEL 3            | \$  |
| B.9 Courseware Developer                                | LEVEL 3            |   |
| B.12 Network Support Specialist                         | LEVEL 2            |   |
| C.3 Information Technology Security TRA and C&A Analyst | LEVEL 3            |   |
| I.9 System Administrator                                | LEVEL 2            |   |
| I.9 System Administrator                                | LEVEL 3            |   |
| I.11 Technology Architect                               | LEVEL 2            |   |
| P.1 Change Management Consultant                        | LEVEL 3            |   |
| P.6 Project Administrator                               | LEVEL 3            |   |
| P.7 Project Coordinator                                 | LEVEL 3            |   |
| P.11 Quality Assurance Specialist/Analyst               | LEVEL 2            | \$  |

| Initial Contract Period<br>YEAR 2  |                    |   |
|------------------------------------|--------------------|---|
| (A)                                | (B)                | (C)   |
| Resource Category                  | Level of Expertise | Firm Per Diem Rate or<br>Median Rate (if<br>applicable) |
| A.1 Application/Software Architect | LEVEL 3            | \$  |

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|   |         |    |
|---|---------|----|
| B.3 Business Consultant                                 | LEVEL 2 |    |
| B.9 Courseware Developer                                | LEVEL 3 |    |
| B.12 Network Support Specialist                         | LEVEL 2 |    |
| C.3 Information Technology Security TRA and C&A Analyst | LEVEL 3 |    |
| I.9 System Administrator                                | LEVEL 2 |    |
| I.9 System Administrator                                | LEVEL 3 |    |
| I.11 Technology Architect                               | LEVEL 2 |    |
| P.1 Change Management Consultant                        | LEVEL 3 |    |
| P.6 Project Administrator                               | LEVEL 3 |    |
| P.7 Project Coordinator                                 | LEVEL 3 |    |
| P.11 Quality Assurance Specialist/Analyst               | LEVEL 2 | \$ |

| Initial Contract Period<br>YEAR 3                       |                    |   |
|---|--------------------|---|
| (A)   | (B)                | (C)   |
| Resource Category                                       | Level of Expertise | Firm Per Diem Rate or<br>Median Rate (if<br>applicable) |
| A.1 Application/Software Architect                      | LEVEL 3            | \$  |
| B.3 Business Consultant                                 | LEVEL 2            |   |
| B.9 Courseware Developer                                | LEVEL 3            |   |
| B.12 Network Support Specialist                         | LEVEL 2            |   |
| C.3 Information Technology Security TRA and C&A Analyst | LEVEL 3            |   |
| I.9 System Administrator                                | LEVEL 2            |   |
| I.9 System Administrator                                | LEVEL 3            |   |
| I.11 Technology Architect                               | LEVEL 2            |   |
| P.1 Change Management Consultant                        | LEVEL 3            |   |
| P.6 Project Administrator                               | LEVEL 3            |   |
| P.7 Project Coordinator                                 | LEVEL 3            |   |
| P.11 Quality Assurance Specialist/Analyst               | LEVEL 2            | \$  |

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| Initial Contract Period<br>YEAR 4                       |                    |   |
|---|--------------------|---|
| (A)   | (B)                | (C)   |
| Resource Category                                       | Level of Expertise | Firm Per Diem Rate or<br>Median Rate (if<br>applicable) |
| A.1 Application/Software Architect                      | LEVEL 3            | \$  |
| B.3 Business Consultant                                 | LEVEL 2            |   |
| B.9 Courseware Developer                                | LEVEL 3            |   |
| B.12 Network Support Specialist                         | LEVEL 2            |   |
| B.12 Network Support Specialist                         | LEVEL 3            |   |
| C.3 Information Technology Security TRA and C&A Analyst | LEVEL 3            |   |
| I.9 System Administrator                                | LEVEL 2            |   |
| I.9 System Administrator                                | LEVEL 3            |   |
| I.11 Technology Architect                               | LEVEL 2            |   |
| P.1 Change Management Consultant                        | LEVEL 3            |   |
| P.6 Project Administrator                               | LEVEL 3            |   |
| P.7 Project Coordinator                                 | LEVEL 3            |   |
| P.11 Quality Assurance Specialist/Analyst               | LEVEL 2            | \$  |



**ATTACHMENT 4.3**  
**PRICING SCHEDULE**  
**WORKSTREAM 2**

**Initial Contract Period:**

| Initial Contract Period<br>YEAR 1  |                    |   |
|------------------------------------|--------------------|---|
| (A)                                | (B)                | (C)   |
| Resource Category                  | Level of Expertise | Firm Per Diem Rate or Median Rate (if applicable) |
| A.1 Application/Software Architect | LEVEL 2            | \$  |
| A.6 Programmer/Software Developer  | LEVEL 2            |   |
| A.6 Programmer/Software Developer  | LEVEL 3            |   |
| A.8 System Analyst                 | LEVEL 2            |   |
| A.8 System Analyst                 | LEVEL 3            |   |
| I.11 Technology Architect          | LEVEL 2            |   |
| I.11 Technology Architect          | LEVEL 3            |   |

| Initial Contract Period<br>YEAR 2  |                    |   |
|------------------------------------|--------------------|---|
| (A)                                | (B)                | (C)   |
| Resource Category                  | Level of Expertise | Firm Per Diem Rate or Median Rate (if applicable) |
| A.1 Application/Software Architect | LEVEL 2            | \$  |
| A.6 Programmer/Software Developer  | LEVEL 2            |   |
| A.6 Programmer/Software Developer  | LEVEL 3            |   |
| A.8 System Analyst                 | LEVEL 2            |   |
| A.8 System Analyst                 | LEVEL 3            |   |
| A.11 Tester                        | LEVEL 2            |   |
| B.6 Business System Analyst        | LEVEL 3            |   |
| B.14 Technical Writer              | LEVEL 3            |   |
| I.11 Technology Architect          | LEVEL 2            |   |
| I.11 Technology Architect          | LEVEL 3            |   |

| Initial Contract Period<br>YEAR 3  |                    |   |
|------------------------------------|--------------------|---|
| (A)                                | (B)                | (C)   |
| Resource Category                  | Level of Expertise | Firm Per Diem Rate or Median Rate (if applicable) |
| A.1 Application/Software Architect | LEVEL 2            | \$  |
| A.6 Programmer/Software Developer  | LEVEL 2            |   |
| A.6 Programmer/Software Developer  | LEVEL 3            |   |
| A.8 System Analyst                 | LEVEL 2            |   |
| A.8 System Analyst                 | LEVEL 3            |   |
| A.11 Tester                        | LEVEL 2            |   |
| B.6 Business System Analyst        | LEVEL 3            |   |
| B.14 Technical Writer              | LEVEL 3            |   |
| I.11 Technology Architect          | LEVEL 2            |   |
| I.11 Technology Architect          | LEVEL 3            |   |

| Initial Contract Period<br>YEAR 4  |                    |   |
|------------------------------------|--------------------|---|
| (A)                                | (B)                | (C)   |
| Resource Category                  | Level of Expertise | Firm Per Diem Rate or Median Rate (if applicable) |
| A.1 Application/Software Architect | LEVEL 2            | \$  |
| A.6 Programmer/Software Developer  | LEVEL 2            |   |
| A.6 Programmer/Software Developer  | LEVEL 3            |   |
| A.8 System Analyst                 | LEVEL 2            |   |
| A.8 System Analyst                 | LEVEL 3            |   |
| A.11 Tester                        | LEVEL 2            |   |
| B.6 Business System Analyst        | LEVEL 3            |   |
| B.14 Technical Writer              | LEVEL 3            |   |
| I.11 Technology Architect          | LEVEL 2            |   |
| I.11 Technology Architect          | LEVEL 3            |   |

## ATTACHMENT 5.1

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

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

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

Complete both A and B.

A. Check only one of the following:

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

OR

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

B. Check only one of the following:

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

OR

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

---

**ATTACHMENT 3.2**

**ELECTRONIC PAYMENT INSTRUMENTS**

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

- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);
- ☐ Wire Transfer (International Only);
- ☐ Large Value Transfer System (LVTS) (Over \$25M)

## ANNEX A

### STATEMENT OF WORK FOR THE PROVISION OF ENGINEERING, LIFE CYCLE MANAGEMENT AND IN SERVICE SUPPORT FOR AIR FORCE COMMAND AND CONTROL INFORMATION SYSTEMS

*The Statement of Work in any awarded contract will only include the applicable Workstream and associated adjustments to the text.*

#### 1 PURPOSE

The purpose of this Statement of Work (SOW) is to define the scope and deliverables that apply to the provision of professional services in support of the sustainment and delivery of Air Force Command and Control Information Systems (AFCCIS), as directed by the Royal Canadian Air Force (RCAF) through the AFCCIS Program of Work. Such services include information technology infrastructure (ITI) engineering and program support, hardware and software life cycle material management and in-service support to complement the expertise of core Department of National Defence (DND) staff from the Director Aerospace Equipment Program Management - Radar & Communications Systems (DAEPM(R&CS)) within the Materiel Group.

#### 2 BACKGROUND

DAEPM(R&CS) is responsible to the RCAF for delivering on the Program of Work of the AFCCIS Weapon System. DAEPM(R&CS) is established with a core of military and civilian personnel. The AFCCIS Weapon System Manager (WSM) within this organization is responsible for the sustainment of tactical and operational command and control information systems (C2IS) used by the RCAF to conduct military operations, such as tactical mission planning and unit-level scheduling and currency tracking environments, operational-level aerospace planning systems, Tactical Data Links (TDL) processing and Intelligence, and Surveillance and Reconnaissance (ISR) airborne platform sensor data dissemination. All of these systems contain software, hardware and network components.

#### 3 TERMINOLOGY

**Abbreviations and Acronyms: The following abbreviations and acronyms are used in this SOW:**

|        |   |
|--------|---|
| AFCCIS | Air Force Command and Control Information Systems |
| C2IS   | Command and Control Information Systems           |
| CAF    | Canadian Armed Forces                             |
| CMDB   | Configuration Management Database                 |
| DAEPM  | Director Aerospace Equipment Program Management   |
| DND    | Department of National Defence                    |
| IM     | Information Management                            |
| ISR    | Intelligence, Surveillance, Reconnaissance        |
| ISS    | In-Service Support                                |
| IT     | Information Technology                            |
| ITI    | Information Technology Infrastructure             |

|       |  |
|-------|--|
| LCM   | Life Cycle Management                          |
| LOE   | Level of Effort                                |
| MND   | Minister of National Defence                   |
| NCR   | National Capital Region                        |
| NORAD | North American Aerospace Defense Command       |
| PMP   | Project Management Plan                        |
| PY    | Person-year                                    |
| R&CS  | Radar and Communication Systems                |
| RCAF  | Royal Canadian Airforce                        |
| RDIMS | Record Documents Information Management System |
| RFC   | Request for Change                             |
| RFP   | Request for Proposal                           |
| SME   | Subject Matter Expert                          |
| SOW   | Statement of Work                              |
| SRCL  | Security Requirements Check Lists              |
| TA    | Technical Authority                            |
| TDL   | Tactical Data Links                            |
| WBS   | Work Breakdown Structure                       |
| WSM   | Weapon System Management                       |

## 4 REQUIREMENT

The Contractor must perform tasks on an “as and when requested” basis as specified in individual Task Authorization (DND 626). The series of tasks will apply to any of the two streams and will include, but are not limited to tasks identified in section 5.

Occupational categories. R&CS requirements will be identified by the Technical authority and described in individual SOWs that define the specific work services required for each Task Authorization issued. The occupational categories available to the Technical Authority are organized into stream as follows:

### 4.1 STREAM 1 – SYSTEMS SUSTAINMENT SUPPORT

Includes the provision of in-service support, including information systems maintenance, life-cycle material management, cyber defence, risk mitigation and mission assurance activities that ensure the sustainment of capabilities defined within the AFCCIS program. This stream reports and documents Program performance and oversees systems security controls implementation. It also includes Assets Management, Configuration Control and Change management.

| Occupational Category  | Level of Expertise | Estimated Number of Resources | Number of Core Resources |
|--|--------------------|-------------------------------|--------------------------|
| <b>A.1 Application/Software Architect</b>                          | Level 3            | 1                             | 1                        |
| <b>B.3 Business Consultant</b>                                     | Level 2            | 1                             | 0                        |
| <b>B.9 Courseware Developer</b>                                    | Level 3            | 1                             | 1                        |
| <b>B.12 Network Support Specialist</b>                             | Level 2            | 3                             | 3                        |
| <b>B.12 Network Support Specialist</b>                             | Level 3            | 1                             | 0                        |
| <b>C.3 Information Technology Security TRA and C&amp;A Analyst</b> | Level 3            | 2                             | 1                        |

|  |         |   |   |
|--|---------|---|---|
| <b>I.9 System Administrator</b>                  | Level 2 | 2 | 2 |
| <b>I.9 System Administrator</b>                  | Level 3 | 1 | 1 |
| <b>I.11 Technology Architect</b>                 | Level 2 | 1 | 1 |
| <b>P.1 Change Management Consultant</b>          | Level 3 | 1 | 1 |
| <b>P.6 Project Administrator</b>                 | Level 3 | 2 | 2 |
| <b>P.7 Project Coordinator</b>                   | Level 3 | 3 | 3 |
| <b>P.11 Quality Assurance Specialist/Analyst</b> | Level 2 | 1 | 1 |

#### 4.2 STREAM 2 – SYSTEMS ENGINEERING AND INTEGRATION SUPPORT

Includes the provision of system engineering support, design, and integration conducted throughout the life cycle of the capabilities defined within the AFCCIS program. Involves the provision of support and software development for tactical and operational levels applications including unit level applications, planning software, force generation software, as well as mission and flight planning software.

| <b>Occupational Category</b>              | <b>Level of Expertise</b> | <b>Estimated Number of Resources</b> | <b>Number of Core Resources</b> |
|---|---------------------------|--------------------------------------|---------------------------------|
| <b>A.1 Application/Software Architect</b> | Level 2                   | 1                                    | 1                               |
| <b>A.6 Programmer/Software Developer</b>  | Level 2                   | 1                                    | 1                               |
| <b>A.6 Programmer/Software Developer</b>  | Level 3                   | 2                                    | 2                               |
| <b>A.8 System Analyst</b>                 | Level 2                   | 1                                    | 1                               |
| <b>A.8 System Analyst</b>                 | Level 3                   | 2                                    | 2                               |
| <b>A.11 Tester</b>                        | Level 2                   | 1                                    | 0                               |
| <b>B.6 Business System Analyst</b>        | Level 3                   | 1                                    | 0                               |
| <b>B.14 Technical Writer</b>              | Level 3                   | 1                                    | 0                               |
| <b>I.11 Technology Architect</b>          | Level 2                   | 1                                    | 1                               |
| <b>I.11 Technology Architect</b>          | Level 3                   | 5                                    | 5                               |

## 5 TASKS

The following are general tasks that the Contractor must perform in support of systems engineering, in-service support, software development and training support for the AFCCIS program.

- Ensure that at least one (1) resource of the System Sustainment Support, stream 1, is always ready and available to provide support, from the National Capital Region (NCR) facility on DND premises or other alternative location, during working hours and outside working hours on call via a DND provided smartphone, with the required level of competence and maintains the specified expertise as defined in this SOW, as it relates to AFCCIS In-Service Support;
- Provide hands-on expertise on proof of concept testing, network planning, engineering design and implementation of new technologies to be deployed on classified DND network infrastructure while minimizing costs, maximizing efficiencies and insuring scalability in accordance with configuration policies;
- Assist in the development and maintenance of the AFCCIS Knowledge Management database. This includes arranging, describing, cataloguing and maintaining relevant material such as system design documents, engineering changes, standard operating procedures and project documentation.

- d. Draft content for internal and external audiences such as: technical publications, reports, presentations, advisories, policy letters, Internet and Intranet sites;
- e. Provide recommendations, advice and guidance based on knowledge, experience, research, data and/or information, making recommendations on the best courses of action for sustainment and engineering development situations by providing verbal and/or written recommendations;
- f. Participate in processes and programs as Subject Matter Expert in Working Groups, Boards and meetings. Provide input, opinions, recommendations, information and data as required. Developing, preparing and delivering briefing material to DND/CAF and industry personnel in support of activities.
- g. Provide support in the research of emerging technologies and report on specific industry developments including but not limited to: design of ITI, delivery strategies, new capabilities that would improve in service support efficiency.
- h. Provide support in system and activity Risk Assessments, develop, participate in, update and conduct research associated with risk assessments, individually or as part of a team; and
- i. Use relevant DND procedures and information as defined in the AFCCIS engineering process. Contractor's resources must be willing to use and able to learn to use, DND/CAF document and information management tools.

## 5.1 STREAM 1 - Systems Sustainment Support

The following are specific tasks that the Contractor must perform for sustainment, training and in-service support for the AFCCIS program.

### **A.1 Application/Software Architect, Level 3**

The Application/Software Architect must carry out the following tasks:

- a. Maintain Classified and Unclassified Laboratory for AFCCIS WSM;
- b. Develop and maintain access, configuration and change process for the Unclassified and Classified laboratory;
- c. Assist in the creation of project management plans and schedules for software development projects for the RCAF;
- d. Analyze and report on software architecture, and design decisions, costs, including timelines and strategy;
- e. Provide Technical Architecture Services to the AFCCIS WSM Organization in accordance with established policies, procedures and guidelines;
- f. Ensure the software and the system architecture are in synchronization;
- g. Ensure that the architecture is not only the suitable for domestic operations but also for overseas deployments;
- h. Manage risk identification and risk mitigation strategies associated with the architecture;
- i. Resolve architectural and technical problems;
- j. Understand and plan for evolutionary path, by being adaptable and evolve with new technologies insertion options;
- k. Provide technical and high-level documentation and explanation to the Project Managers, Project Directors and stakeholders;
- l. Report on software development, and software customization, costs, including timelines and strategy;
- m. Provide analysis of client's software requirements, including level of effort, core requirements, priority, and recommend strategy;
- n. Estimate the effort required to complete coding change request, including



- completion, functional testing, acceptance testing, and documentation;
- o. Maintain the system and enhance the architecture once it is up and running;
- p. Analyze and report on software test results to ensure services and solutions are compliant with RCAF requirements;
- q. Provide Software Engineering Support to include planning, coordination of upgrades, evaluation of software changes, tracking and release management of specific applications defined in the AFCCIS Program independently and in concurrence to Enterprise Applications developments, changes, versioning and releases; and
- r. Evaluate adequacy of quality assurance standards in relation to software design.

### **B.3 Business Consultant, Level 2**

The Business Consultant must carry out the following tasks:

- a. Develop and maintain documents and inputs for the RCAF IM Programme, comprising of information requirements, technology, systems, networks and infrastructure across the RCAF, preparing status reports, briefing notes and synopses on the IM Programme for senior managers.
- b. Coordinate activities for the development and maintenance of the annual RCAF IM Plan for use by senior managers and the IM community to establish the planning framework to request resources, assess affordability and to set priorities.
- c. Provide advice and recommendations to senior managers and colleagues across the RCAF, explaining IM policies, standards, methods, processes and procedures of the RCAF and the DND/CAF, and recommending options on how best to proceed with an IM project, initiative or requirement and determines its potential impact on the RCAF IM Programme and Plan.
- d. Coordinate project planning activities for the RCAF IM Programme and their integration with the Defence IM Programme.
- e. Participate on project teams and working groups, including acting as a team member with departmental representatives and other government departments / agencies, tasked to formulate funding levels, determine options and decide upon the best course of action to advance or implement individual IM projects. The information is used by senior management and the RCAF IM community to ensure implementation of the recommendations put forward and to sustain the effectiveness of the command IM Programme.
- f. Recommends improvements to the IM Programme. Develops procedures, generates solutions, plans and proposals, and implements approved changes. The information is used by the RCAF IM community to improve the effectiveness and efficiency of the IM Programme.
- g. Participate on project teams tasked to formulate funding levels, determine options and decide upon the best course of action to advance or implement individual IM requirements and projects.
- h. Coordinate the implementation of recommendations arising from senior departmental managers' decisions on IM issues.
- i. Explain IM policies, standards, processes and procedures to managers and colleagues across the RCAF.
- j. Participate in the formulation, planning and the projected allocation of resources to meet IM requirements for the RCAF business plans. This is based on affordability parameters governing the Command and Defence IM Programme.
- k. Review RCAF and departmental IM decision documents to ensure they comply

with departmental policies, standards and procedures. In cases of non-compliance, recommend changes to managers and colleagues. Interpretation and risk analysis are required to identify actions to be adopted by project offices. Non-compliance may result in delays in approval of RCAF IM projects.

- l. Ensure compliance of work within standard federal public service rules and regulations, departmental directives and procedures, and maintain the confidentiality of certain information.

### **B.9 Courseware Developer, Level 3**

The Courseware Developer must carry out the following tasks:

- a. Provide support for development and delivery of training plans to AFCCIS users, operational community and stakeholders, including but not limited to, Instructional Design, Content Development, and Delivery;
- b. Perform needs assessment/analysis for training purposes;
- c. Plan and monitor training projects;
- d. Perform job, task, and/or content analysis of AFCCIS related activities;
- e. Write criterion-referenced, performance-based objectives to be met;
- f. Recommend instructional media and strategies related to AFCCIS;
- g. Develop performance measurement standards for user validation;
- h. Develop training materials;
- i. Prepare end-users for implementation of courseware materials; and
- j. Communicate effectively by visual, oral, and written form with individuals, small group, and in front of large audiences.

### **B.12 Network Support Specialist, Level 2 and 3**

Level 2 and 3 resources will be performing the same task; however the level 3 resource tasks will contain a higher level of detail and complexity which will be described at the time of issuance of the task authorization. The Network Support Specialist must perform the following tasks:

- a. Coordinate installation, operation, maintenance, resolution of hardware and software problems with remotely with local technical support teams;
- b. Evaluate, test and recommend new data communication hardware and software;
- c. Maintain interface with vendor representatives and other computing resources to resolve hardware and software problems;
- d. Inform new users of the appropriate hardware and software specifications to align with the AFCCIS standards;
- e. Install and coordinate installation of AFCCIS hardware, software for use with personal computers and servers/personal computer interaction, and network upgrades according to vendor and engineering teams' instructions;
- f. Conduct assets management of all fielded AFCCIS equipment across Canada, including inventory, shipping and disposal;
- g. Configure equipment with assistance from vendor or other computing resources;
- h. Maintain Axios Assyst CMDB to include reference manuals, user guides, and equipment status;
- i. Maintain accurate records within Axios Assyst CMDB of users, equipment serial numbers, locations, service records, maintenance agreements, and warranties, wiring schemes, disposal procedures;
- j. Resolve all connectivity and internal technical problems;
- k. Assist in training users to use the network and related software; and
- l. Prepare and maintain procedure manuals (SOPs) and documentation for

AFCCIS use.

### **C.3 Information Technology Security TRA and C&A Analyst, Level 3**

The IT Security TRA and C&A Analyst must carry out the following tasks:

- a. Review, analyze, and/or apply Federal IT Security policies, System IT Security Certification & Accreditation processes, IT Security products, safeguards and best practices, and the IT Security risk mitigation strategies;
- b. Plan, coordinate, manage, implement, validate, verify, and develop security required to support all assigned AFCCIS Program of Work initiatives;
- c. Develop Security Assessment and Authorization packages associated with the sustainment, addition, modification, and implementation and deployment of existing, new and modified software and/or hardware as defined in the AFCCIS Program and AFCCIS related capabilities;
- d. Identify threats to, and vulnerabilities of operating systems (such as MS, Unix, Linux, and Novell), and architectures;
- e. Identify personnel, technical, physical, and procedural threats to and vulnerabilities of fielded AFCCIS equipment and configuration;
- f. Conduct Accreditation activities such as: Review of the certification results in the design review documentation by the Accreditation Authority to ensure that the system will operate with an acceptable level of risk and that it will comply with the departmental and system security policies and standards and identify the conditions under which a system is to operate (for approval purposes). This may include the following types of approvals:
  - i. Developmental approval by both the Operational and the Accreditation Authorities to proceed to the next stage in an IT system's life cycle development if sensitive information is to be handled by the system during development;
  - ii. Operational written approval for the implemented IT system to operate and process sensitive information if the risk of operating the system is deemed acceptable, and if the system is in compliance with applicable security policies and standards;
  - iii. Interim approval - a temporary written approval to process sensitive information under a set of extenuating circumstances where the risk is not yet acceptable, but there is an operational necessity for the system under development; and
- g. Develop and deliver IT security training material.

### **I.9 System Administrator, Level 2 and 3**

Level 2 and 3 resources will be performing the same tasks; however the level 3 resource tasks will contain a higher level of detail and complexity which will be described at the time of issuance of the task authorization. The System Administrator must carry out the following tasks:

- a. Define and test AFCCIS Implementation, particularly at the platform (VMWare) and software layers;
- b. Provide Information Systems administration services to the AFCCIS WSM organization to include installation/configuration, operation, and maintenance of hardware and software and related infrastructure;
- c. Develop hardware/software requirements to support system testing as it relates to the and rollout of AFCCIS platform improvements and related applications;
- d. Define hardware/software baseline requirements for each of the AFCCIS sites;
- e. Perform and support site testing;

- f. Review AFCCIS software systems and data requirements as well as communications and response need and device computer hardware configuration to support them;
- g. Deploy software updates such as service packs, security patches and anti-virus products on AFCCIS servers;
- h. Document and implement procedures for establishing and maintaining the AFCCIS platform; and
- i. Liaise with other DND personnel and projects on technical / coordination issues;
- j. Coordinate system service schedule with second line support and produce schedule for software, firmware updates, upgrades and or replacement of virtual servers at the RCAF data centers.

### **I.11 Technology Architect, Level 2**

The Technology Architect must carry out the following tasks:

- a. Third line in-service support for AFCCIS;
- b. Plan, analyze, investigate, design, code, test, integrate, and implement hardware/software and/or hardware/software changes in order to integrate the current and future versions of RCAF applications into AFCCIS;
- c. Review AFCCIS software systems and data requirements as well as communications and response need and device computer hardware configuration to support them;
- d. Perform analysis of software performance and system sizing, generating technical reports of the results and software architectural enhancements to improve the sizing and performance of the software and platform;
- e. Document and implement procedures for establishing and maintaining AFCCIS hardware;
- f. Prepare technical documents on RCAF software applications pertaining to the maintenance of existing services, testing, implementation of required upgrades and future planning for interfaces;
- g. Provide technical guidance on issues directly related to the present and/or future AFCCIS networks, which may include cloud-native applications and software defined data centres;
- h. Provide assistance, technical input and advice to DND Projects and initiatives involving AFCCIS, particularly the expansion of system capabilities to evolve applications; and
- i. Update all AFCCIS documentation and drawings to reflect any changes to both hardware and software.
- j. Research, analyze options and make written recommendations on the provision of external interfaces between AFCCIS and other existing and future planned systems/networks; and
- k. Analysis technical/engineering issues of AFCCIS integration and provide detailed plan to assist in the implementation of a solution.

### **P.1 Change Management Consultant, Level 3**

The Change Management Consultant must carry out the following tasks:

- a. Develop change management policies, procedures, metrics, forms and tools for the AFCCIS systems including related applications and platform;
- b. Develop policies, procedures, work instructions and assistance with incorporation into other related DND documentation. Assist in regulatory governance activities including supporting Configuration Control Board reviews and assessments.
- c. Monitor the implementation of the change management process as it relates to

the AFCCIS and NORAD hardware/software and related applications, including the Air Force Portal;

- d. Integrate the change management function with interfaces to other service management processes, and projects;
- e. Ensure all RCAF users, 1<sup>st</sup> and 2<sup>nd</sup> line support are familiar with the change management processes and systems (through various communications means, both oral and written);
- f. Investigate the source of problems through the established change management process and propose remedial actions;
- g. Develop and issue change management reports on AFCCIS Weapon System including related applications, as well as NORAD systems as required;
- h. Utilize configuration management processes and activities;
- i. Perform audits of the configuration and change management processes;
- j. Coordinate release management activities;
- k. Provide direction, mentoring and review of product release policies and procedures;
- l. Perform information management of all project documentation and associated change management documentation;
- m. Assist in the design, planning and rollout of software releases;
- n. Monitor the management and use of any supporting tools and facilities;
- o. Maintain data related to change management in the CMDB; and
- p. Provide project management support as directed by the AFCCIS WSM (i.e. attend weekly project team, and monthly project review meetings, liaise with AFCCIS sites); and
- q. Provide daily updates to TA of outstanding/pending RFCs.

### **P.6 Project Administrator, Level 3**

The Project Administrator must carry out the following tasks:

- a. Provide administrative and technical support of a clerical nature as required to projects. Assist AFCCIS WSM and project managers with routine tasks;
- b. Assist in performing such tasks as maintaining project documentation and application/system libraries as well as contractual documentation;
- c. Manage section travel by submitting travel approvals and preparing claims;
- d. Tracks project change requests and Task Authorizations against invoicing;
- e. Maintain and updates relevant project information in manual and/or electronic files; project information might include such things as project activity schedule, status reports, correspondence;
- f. Handle internal and external correspondence; and
- g. Communicates with project management on administrative matters related to the AFCCIS, using DND e-mail or written reports.

### **P.7 Project Coordinator, Level 3**

The Project Coordinator must carry out the following tasks:

- a. Develop project plans and all associated documentation to include a detailed Work Breakdown Structure (WBS) to include harmonization of all planned project activities requirements;
- b. Ensure implementation of services and delivery of products thereof are within scope and schedule in accordance with standard project management practices;
- c. Prepare documentation in response to scheduled and unscheduled reports, returns and observations to update management of project progress;
- d. Coordinate the activities of Contractors' resources and other support providers;
- e. Develop and monitor the implementation of a practical and comprehensive Risk

- Management Plan covering the incorporation of new and/or modified hardware and software components to the various AFCCIS applications and capabilities;
- f. Review In-Service Support (ISS) practices and plans associated with Internal IM/IT systems and ensure compliance of support with existing policies, standards, and practices;
- g. Provide inputs to TA/AFCCIS manager for resource burn rates in accordance with established Project Management guidelines and procedures and make recommendations to the technical authority, and/or Project's OPI;
- h. Develop and deliver briefings to stakeholders, as required;
- i. Coordinate and consolidate project resources inputs for the submission of report and returns to the TA on an 'as required and requested' basis; and
- j. Receive and consolidate individual project resource inputs and develop / submit monthly reports to TA in accordance with deliverables outlined in this SOW.

#### **P.11 Quality Assurance Specialist/Analyst, Level 2**

The Quality Assurance Specialist will develop quality assurance policies, procedures and audits by interpreting and implementing RCAF standards and industry best practices for quality assurance. The QA must devise sampling procedures and report on quality data, review the implementation of inspection systems, monitor testing and inspections and will ensure product quality. The QA must document internal audits and quality assurance activities, investigate customer complaints and monitor risk management activities; and must carry out the following tasks:

- a. Design, build and implement the initial and ongoing maintenance software releases including all available enhancements, extensions, improvements, updates, upgrades, versions, renames, rewrites, version roll-back, and other modifications as deemed required by the TA based on RCAF business requirements;
- b. Provide Delivery and Support Services to the AFCCIS ISS Organization to include installation, configuration, operation, and maintenance of servers, software and related infrastructure. Participate in technical research and development to enable continuing innovation within the infrastructure in order to ensure that hosting system hardware, operating systems and software systems adhere to DND policies, procedures and guidelines are adhered to;
- c. Conduct of the technical evaluation, configuration, testing and the implementation support needed to evaluate and implement system changes and/or Software releases. This task includes the development of a rollout plan and documentation, handover/training and transition to in-service support;
- d. Provide assistance with the business requirements gathering for the implementation of the Software, the user-specific processes and business rules, and design or configuring the Software to deliver the functionality that will support these processes and business rules;
- e. Prepare and create presentations to project management personnel, senior management and units when requested by the TA;
- f. Assist the ISS Team in creating user accounts and in assigning user privileges at the onset of the deployment;
- g. Participate in joint site surveys to identify data elements and related business processes that need to be captured at the survey sites and provide guidance in the initial preparation of the tool configuration steps;
- h. Install, configure and test the Software in Ottawa and at other RCAF locations across Canada. Some work can be done remotely while some configuration will occur on-site. Appendix 3 provides a list of potential locations;



- i. Provide support from Ottawa to the personnel deploying the Software at distant sites, and occasionally travelling to these sites to resolve issues;
- j. Support management of progress against key technology initiative action plans, track progress, issues and risks, report on status and communicate timelines and progress to TA for escalation as necessary;
- k. Maintain and support the AFCCIS lab environment made of a collection of virtual machines which can be used to: develop and test applications, troubleshoot and diagnose problems associated with the suite of AFCCIS applications; prepare and run a build-deploy-test workflow to test a solution in a laboratory before transitioning into production, develop production implementation plan and all associated documentation, run manual and automated tests and create reproducible bugs using the laboratory environment; and
- l. Respond to issues, problems and inquiries reported by the Client's personnel for services that the software is expected to provide in accordance with product documentation.

## 5.2 STREAM 2 - Systems Engineering and Integration Support

### **A.1 Application/Software Architect, Level 2**

The Application/Software Architect must carry out the following tasks:

- a. Assist in the creation of project management plans and schedules for software development projects for the RCAF;
- b. Analyze and report on software architecture, and design decisions, costs, including timelines and strategy;
- c. Provide Technical Architecture Services to the AFCCIS WSM Organization in accordance with established policies, procedures and guidelines;
- d. Ensure the software and the system architecture are in synchronization;
- e. Ensure that the architecture is not only the suitable for domestic operations but also for overseas deployments;
- f. Manage risk identification and risk mitigation strategies associated with the architecture;
- g. Resolve architectural and technical problems;
- h. Understand and plan for evolutionary path, by being adaptable and evolve with new technologies insertion options;
- i. Provide technical and high-level documentation and explanation to the Project Managers, Project Directors and stakeholders;
- j. Report on software development, and software customization, costs, including timelines and strategy;
- k. Provide analysis of client's software requirements, including level of effort, core requirements, priority, and recommend strategy;
- l. Estimate the effort required to complete coding change request, including completion, functional testing, acceptance testing, and documentation;
- m. Maintain the system and enhance the architecture once it is up and running;
- n. Analyze and report on software test results to ensure services and solutions are compliant with RCAF requirements;
- o. Provide Software Engineering Support to include planning, coordination of upgrades, evaluation of software changes, tracking and release management of specific applications defined in the AFCCIS Program independently and in concurrence to Enterprise Applications developments, changes, versioning and releases; and
- p. Evaluate adequacy of quality assurance standards in relation to software design.

#### **A.6 Programmer/Software Developer, Level 2 and 3**

Level 2 and 3 resources will be performing the same task; however the level 3 resource tasks will contain a higher level of detail and complexity which will be described at the time of issuance of the task authorization. The Programmer/Software Developer must carry out the following tasks:

- a. Report on software development, and software customization, costs, including timelines and strategy;
- b. Provide Software Developer Support Services to cover all aspects of software development/integration and implementation for the sustainment of the AFCCIS weapon system. This includes the provision of support, configuration, testing, installation, and training for mission specific applications defined in the AFCCIS Program of Work.
- c. Provide analysis of client's software requirements, including level of effort, core requirements, priority, and recommend strategies;
- d. Transform business requirements into software requirements and software functionalities;
- e. Estimate the effort required to complete coding change request, including complete functional and acceptance testing;
- f. Produce detailed software documentation and write program code;
- g. Help in the preparation of training manuals for RCAF users;
- h. Troubleshoot and resolve all identified technical problems;
- i. Conduct code review;
- j. Conduct software performance analysis;
- k. Participate in discussion / brainstorming groups, including detailed analyses, and provide documentation of findings;
- l. Analyze and report on software test results to ensure services and solutions are compliant with client's requirements;
- m. Perform Unit test / debugging of all code in preproduction environment and provide test results verifying software functionality of the software;
- n. Maintain the system once it is up and running; and
- o. Work closely with the software architect to synchronize the software with the architecture.

#### **A.8 System Analyst, Level 2 & 3**

Level 2 and 3 resources will be performing the same task; however the level 3 resource tasks will contain a higher level of detail and complexity which will be described at the time of issuance of the task authorization. The System Analyst must perform the following:

- a. Design, develop and provide engineering support for standard desktop images, virtual desktops, virtual server environment, containerized applications platform;
- b. Troubleshoot package issues or testing issues identified by testing;
- c. Implement systems to support projects, departments, organizations or businesses;
- d. Translate business requirements into systems designs and specifications;
- e. Analyze and recommend alternatives and options for solutions;
- f. Document, develop and modify code and software;
- g. Configure and package software for automatic deployment;
- h. Develop requirements, feasibility, cost, design, and specification documents for systems development and implementation;
- i. Design, develop and provide engineering support existing Commercial-off-The-



- Shelf (COTS) and Custom software through their life cycle, including performance tuning;
- j. Coordinate application testing within a controlled environment for new and existing COTS and custom products;
- k. Provide technical assistance in resolving incidents and problems as and when required;
- l. Provide assistance to team members with respect to installation, configuration, and product use and problem resolution for COTS and Custom products;
- m. Work with ITIL based processes (i.e. Incident Management, Problem Management, Change Management, Release management, Deployment Management etc.) using an EITSM System;
- n. Provide verbal and written input for continual service improvement based on the ITIL framework;
- o. Collaborate with the Technical Writer to develop technical documentation to be used as SOPs and guidance for configuration, installation and deployment for COTS products;
- p. Assist with the creation of an AFCCIS deployment communication strategy;
- q. Develop or participate in the development of requirements, feasibility, cost, design, and specification documents for systems;
- r. Develop or participate in the development of any other documents required to support the design and implementation of systems (e.g. System Implementation Plan, Life Cycle Support Plan, Standard Operating Procedures, Impact Assessments, Options Analysis, Request for Change, System Interface Requirements, etc.); and
- s. Perform other Systems Analyst-related tasks specialties such as:
  - i. Microsoft System Center Configuration Manager
  - ii. Microsoft System Center Operations Manager
  - iii. Microsoft Windows Desktop OS
  - iv. Microsoft Active Directory
  - v. Microsoft Exchange
  - vi. Microsoft App-V
  - vii. Microsoft File & Print Services
  - viii. Microsoft Office
  - ix. Microsoft WSUS
  - x. VMWare View / Horizon View
  - xi. VMWare VSphere
  - xii. VMWare ThinApp and AppVolume
  - xiii. X.500 Directory Services
  - xiv. X.400 Messaging Services
  - xv. Meta-directory technology
  - xvi. Print Management Software
  - xvii. Linux OS
  - xviii. Cloud-native platforms such as Kubernetes, Pivotal Application Services, Docker and other associated orchestration tools.

### **A.11 Tester, Level 2**

The Tester must perform the following:

- a. Perform test planning, coordination and execution;
- b. Supervise testing in accordance with the plan;
- c. Manage, monitor and execute test plans for all levels of testing;
- d. Manage walkthroughs and reviews related to testing and implementation

readiness;

- e. Develop test scenarios and test scripts;
- f. Establish and maintain source and object code libraries for a multi-platform, multi-operating system environment;
- g. Establish software testing procedures for unit test, integration testing and regression testing with emphasis on automating the testing procedures;
- h. Establish and operate "interoperability" testing procedures to ensure that the interaction and coexistence of various software elements, which are proposed to be distributed on the common infrastructure, conform to appropriate departmental standards (e.g. For performance, compatibility, etc.) and have no unforeseen detrimental effects on the shared infrastructure;
- i. Establish a validation and verification capability which assumes functional and performance compliance; and
- j. Work with ITIL based processes (IE. Incident Management, Problem Management, Change Management, Release management, Deployment management etc.) using an EITSM System.

### **B.6 Business System Analyst, Level 3**

The Business System Analyst must carry out the following tasks:

- a. Develops and maintains documents and inputs for the Air Force IM Programme, comprising of information requirements, technology, systems, networks and infrastructure across the Command, preparing status reports, briefing notes and synopses on the IM Programme for senior managers.
- b. Activities coordinating the development and maintenance of the annual Air Force IM Plan for use by senior managers and the IM community to establish the planning framework to request resources, assess affordability and to set priorities.
- c. Provides advice and recommendations to senior managers and colleagues across The Air Force, explaining IM policies, standards, methods, processes and procedures of the Command and the DND/CF, and recommending options on how best to proceed with an IM project, initiative or requirement and determines its potential impact on the Command IM Programme and Plan.
- d. Coordinates project planning activities for the Air Force IM Programme and their integration with the Defence IM Programme.
- e. Participates on project teams and working groups, including acting as a team member with Command/departmental representatives and other government departments / agencies, tasked to formulate funding levels, determine options and decide upon the best course of action to advance or implement individual IM projects. The information is used by senior management and the Air Force IM community to ensure implementation of the recommendations put forward and to sustain the effectiveness of the command IM Programme.
- f. Recommends improvements to the IM Programme. Develops procedures, generates solutions, plans and proposals, and implements approved changes. The information is used by the Air Force IM community to improve the effectiveness and efficiency of the IM Programme.
- g. Participates on project teams tasked to formulate funding levels, determine options and decide upon the best course of action to advance or implement individual IM requirements and projects.
- h. Coordinates the implementation of recommendations arising from senior departmental managers' decisions on IM issues.

- i. Explains IM policies, standards, processes and procedures to managers and colleagues across The Air Force.
- j. Participates in the formulation, planning and the projected allocation of resources to meet IM requirements for the RCAF Level 1 and DADD Level 4 business plans. This is based on affordability parameters governing the Command and Defence IM Programme.
- k. Has custody, use, storage and protection of sensitive working files, either in electronic or paper format, documents and secret or confidential materials (e.g. correspondence, reports, briefing material) used by management and work unit staff.
- l. Reviews Command and departmental IM decision documents to ensure they comply with departmental policies, standards and procedures. In cases of non-compliance, recommends changes to managers and colleagues. Interpretation and risk analysis are required to identify actions to be adopted by project offices. Non-compliance may result in delays in approval of Air Force IM projects or embarrassment to the Department.
- m. Produces the annual IM/IT Expenditure Report for the Air Staff.

#### **B.14 Technical Writer, Level 3**

The Technical Writer must carry out the following tasks:

- a. Plan, research, write, translate (either English to French or French to English) and edit documentation including:
  - i. Communiqués
  - ii. Briefing Notes
  - iii. Technical Bulletins
  - iv. SOPs
  - v. Configuration standards
  - vi. Meeting minutes
  - vii. Release notes for software
  - viii. User and operational guides
  - ix. Architectural overviews
  - x. Checklists;
- b. Research and gather information about roles and functions using various approaches such as interviewing Subject Matter Experts (SME) and other systems analysts;
- c. Contribute to DND standards, styles, best practices by designing and developing the layout of SOPs, manuals and templates;
- d. Document help text, user manuals, technical documentation, web page content, etc.;
- e. Review documentation standards and the existing project documentation;
- f. Determine documentation requirements and makes plans for meeting them;
- g. Gather information concerning the features and functions provided by the developers and engineers;
- h. Assess the audience for the documents/manuals which are required and prepare a statement of purpose and scope for each;
- i. Develop a table of contents for each document/manual and write or edit the required content;
- j. Investigate the accuracy of the information collected by making direct use of the material being documented;
- k. Prepare or coordinate in the preparation of any required illustrations and

diagrams;

- l. Design the layout of the documents/manuals; and
- m. Use word-processing, desktop publishing and graphics software packages to produce final camera-ready copy.

### **I.11 Technology Architect, Level 2 & 3**

Level 2 and 3 resources will be performing the same task; however the level 3 resource tasks will contain a higher level of detail and complexity which will be described at the time of issuance of the task authorization. The Technology Architect must perform the following:

- a. Develop technical architectures, frameworks, and strategies to meet the business and application requirements;
- b. Provide Technology Architecture Services to the AFCCIS WSM Organization in accordance with established policies, procedures and guidelines;
- c. Provide System Engineering Services to the AFCCIS WSM Organization ensuring long term sustainment of systems and services delivered by previous projects. This includes the planning, design, analysis, and provision of technical support for communications networks and information systems;
- d. Identify the policies and requirements that drive out a particular solution and design solution architectures;
- e. Research and provide information, direction and support for emerging technologies;
- f. Analyze and evaluate alternative technology solutions to meet business problems;
- g. Ensure the integration of all aspects of technology solutions;
- h. Monitor industry trends to ensure that solutions fit with government and industry directions for technology;
- i. Perform impact analysis of technology changes;
- j. Provide support to applications and/or technical support teams in the proper application of existing infrastructure;
- k. Review application and program design or technical infrastructure design to ensure adherence to standards and recommend performance improvements;
- l. Evaluate hardware and software relative to their ability to support specified requirements and, by determining potential and actual bottlenecks, and improve system performance through recommended hardware changes;
- m. Review computer software systems and data requirements as well as communication and response need and determine the operating systems and languages needed to support them;
- n. Document analysis of proposed solutions to identify deficiencies and make recommendations to the TA;
- o. Develop or participate in the development of requirements, feasibility, cost, design, and specification documents for systems;
- p. Develop or participate in the development of any other documents required to support the design and implementation of systems (e.g. System Implementation Plan, Life Cycle Support Plan, Standard Operating Procedures, Impact Assessments, Options Analysis, Request for Change, System Interface Requirements, etc.);
- q. Provide 3rd level support for AFCCIS when required by the TA. Duties include, but are not limited to, working with other agencies/personnel (including software vendors, support personnel and other technical staff within the department) to resolve technical issues, conducting analysis, answering questions, and

- providing impact assessments on system change requests;
- r. Plan upgrades of AFCCIS platform and software. Duties include, but are not limited to, working with team members and liaising with other agencies/personnel, (including software vendors, and other technical teams within the department, and potential for other Government Departments or Agencies.) verifying hardware requirements, documenting detailed steps to implement the upgrade, testing, attending meetings, preparing email correspondences, testing the planned upgrade in a controlled environment and providing test reports, determining cost and time estimates;
- s. Provide analysis and engineered solutions for modifications to AFCCIS;
- t. Work with ITIL based processes (IE. Incident Management, Problem Management, Change Management, Release management, Deployment management etc.) using an EITSM System;
- u. Perform other Technology Architect related specialties such as:
  - i. Microsoft System Center Configuration Manager
  - ii. Microsoft System Center Operations Manager
  - iii. Microsoft Windows Desktop OS
  - iv. Microsoft Active Directory
  - v. Microsoft Exchange
  - vi. Microsoft App-V
  - vii. Microsoft File & Print Services
  - viii. Microsoft Office
  - ix. Microsoft WSUS
  - x. Workstation Services including Virtual Hosted Desktop computing
  - xi. Remote Access Services and Mobile Computing
  - xii. Workgroup Collaboration Services
  - xiii. Other Distributed Computing Services specialties
  - xiv. VMWare View / Horizon View
  - xv. VMWare VSphere
  - xvi. VMWare ThinApp and AppVolume
  - xvii. X.500 Directory Services
  - xviii. X.400 Messaging Services
  - xix. Linux OS
  - xx. Cloud-native platforms such as Kubernetes, Pivotal Application Services, Docker and other associated orchestration tools.

## 6 DELIVERABLES

- 6.1 Deliverables must be in the form of services provided to the Technical Authority (TA), or delegate, in accordance with this SOW and of the products generated thereof. General Deliverables for each work stream also include:
  - a. Briefings and presentations to groups of individuals selected by the TA on an “as requested” basis;
  - b. Meeting summaries and communication records between the Contractor and groups’ external to the AFCCIS organization;
  - c. Recommendations to the TA relating to the progress of the Work;
    - i. Contract Management Plan: The Contractor must provide a Contract Management Plan, 15 calendar days after contract award, which must include a description of the controls in place to monitor and supervise all the resources.

## **7 LOCATION FOR PROVISION OF REQUIRED SERVICES**

- 7.1 Most of the requested services must be provided on-site, at 455 boulevard de la Carrière, Gatineau, Québec. For the Contractor's resources identified as requiring on-site access, DND will provide sufficient office space, general-purpose office furniture and automated data processing equipment/services (central processing unit, keyboard, monitor and access to the divisional local area network subject to normal security requirements) subject to the availability of such equipment, services and office space.
- 7.2 Contractor's resources tasked to perform their services off-site, must be prepared to visit the DND site at 455 de la Carrière Gatineau, Québec as necessary to meet with the TA or designated representative for including but not limited to enable project management, attend meetings, update technical information, and present deliverables.

## **8 TRAVEL AND LIVING**

- 8.1 The Contractor's resources located within the National Capital Region (NCR) may be required to travel outside the National Capital region to perform assigned work. Work location outside the NCR where contractor's resources might be assigned include, but are not limited to:
- a. Trenton, Ontario;
  - b. Winnipeg, Manitoba;
  - c. Bagotville, Quebec;
  - d. Cold Lake, Alberta;
  - e. North Bay, Ontario
  - f. Halifax, Nova Scotia;
  - g. Greenwood, Nova Scotia; and
  - h. Comox, British Colombia.
- 8.2 Contractor's resources who are located outside the NCR may be required to travel to the NCR for the purpose attending meetings, briefings, and training. Work locations outside the NCR where Contractor's resources might be assigned include, but are not limited to:
- a. Winnipeg, Manitoba;
  - b. Trenton, Ontario; and
  - c. Mirabel, Quebec.
- 8.3 The requirement for any travel and trip report will be identified by the Technical Authority. All travel will require prior written approval by TA or the authorized representative.
- 8.4 Travel outside of Canada may also be required; therefore, Contractor's resources must be in possession of a valid passport.

## **9 LIMITATIONS AND CONSTRAINTS**

- 9.1 There will be a requirement for the Contractor's resources to access information

available exclusively at Canada's facilities located in the National Capital Region, and at DND facilities across Canada.

- 9.2 Any personnel of the Contractor's Resources providing any services must be independent of direct control by Public Service and are not in any respect employees of DND.
- 9.3 During the performance of the Contract, the Contractor's resources must not direct any departmental organizations or any personnel of any third parties with whom Canada has or intends to contract, to perform any action.
- 9.4 The TA or other authorized departmental government representative must have access at all times to the work being performed, and to the location or facility where any part of the work is being performed.
- 9.5 The Contractor must ensure that their resources do not use Government of Canada, or DND designations, logos or insignia on any business cards, cubicle/office signs or written/electronic correspondence that in any manner lead others to perceive Contractor's resources as being an employee of Canada.

## **10 DND SUPPORT TO CONTRACTORS**

- 10.1 To aid the Contractor in the provision of the required services, the following information, materials, and assistance will be provided if available and deemed appropriate by the TA or delegate:
  - a. All available data and documents such as policy documents, directives, instructions, performance data, technical documents, and other data deemed necessary by the TA for the provision of services under this Contract. Documentation includes, but is not limited to;
    - a. System Requirement Specification Documents (SRS);
    - b. Interface Control Documents (ICD);
    - c. System Design Documents (SDD);
    - d. Reference Architecture (RA) Documents;
    - e. Solution Architecture (SA) Documents;
    - f. Standard Operating Procedure (SOP);
    - g. User manuals;
    - h. Concept of Operations Documents; and
    - i. Concept of Support Documents.
  - b. Consultation with the TA and other DND specialists as may be arranged by the TA; and
  - c. The Department of National Defence will provide familiarization training and materials for which there is a requirement to perform the work where DND is the sole source of providing the required information.
  - d. Other information, data and assistance available and requested by the Contractor subject to concurrence of the TA.
- 10.2 The Contractor's Resources are advised that the above does not represent a commitment by Canada and that it is the Contractor's Resources sole responsibility to provide all services required to perform this Contract. The Contractor's Resources must be able to work independently on all aspects of the required services.



## **11 CONTRACTOR MANAGEMENT OF THE CONTRACT**

- 11.1 The Contractor must actively participate in the overall management of all activities related to this SOW and is directly responsible for the effective supervision and coordination of the efforts of its personnel in order to minimize the effort required by DND to manage the requirement.
- 11.2 The Contractor is responsible for all work produced under this Contract, including completeness, accuracy and adherence to all relevant safety and environmental regulations, rules and good practices.
- 11.3 The Contract Manager and its personnel must maintain an electronic library of work in progress, delivered items and review comments, and must perform version control.

## **12 MEETINGS**

- 12.1 Contractor's resources must make all necessary preparations in order to actively participate in meetings convened by the TA. This may take the form of an informal discussion or formal presentation, as deemed appropriate by the TA.
- 12.2 Unless otherwise agreed upon between the TA and Contractor, all meetings will be conducted at third party facilities or at facilities provided by DND. For meetings conducted at the Contractor's facility, the Contractor must provide all facilities, resources, as required at no additional cost to Canada.
- 12.3 If required by the TA, the Contractor's resources must prepare minutes of all discussions and/or record of decisions of the meeting(s) and must provide them to the TA, for review and approval, no later than five (5) working days after each meeting.
- 12.4 The Contractor's resources must maintain a history of all meetings as well as of all incremental changes to action items and submit it to the TA when requested.
- 12.5 Meetings include, but are not limited to:
  - a) Directorate Leadership Team meetings;
  - b) Section or sub-section meetings;
  - c) Configuration Control and Change management meetings;
  - d) Technical Review Meetings;
  - e) Design Reviews;
  - f) Conferences;
  - g) Seminars;
  - h) Briefings;
  - i) Working Groups;
  - j) Panels;
  - k) Video Conferences; and
  - l) Other gatherings as defined by the TA.

## **13 LANGUAGE REQUIREMENTS**

- 13.1 The Contractor's resources will be working in a predominantly English environment



and therefore must be fluent in the English language. Fluent means that the individuals must be able to communicate orally and in writing without any assistance and with minimal errors, as well as, be able to read and understand technical documents written in English.

- 13.2 B.14 Technical Writer, Level 3 Resource position will have a fully bilingual requirement. The Technical Writer must translate English technical documentation to French and vice-versa.

## APPENDIX C TO ANNEX A

### RESOURCE ASSESSEMENT CRITERIA AND RESPONSE TABLE

#### WORKSTREAM 1

##### 1 MANDATORY CRITERIA

| TERM   | DEFINITION  |
|--|---|
| Similar Environment                          | <ul style="list-style-type: none"><li>i. Minimum of 5000 Windows workstations supported nationally and internationally if in a Protected network or a minimum of 300 Windows workstations if in a Classified network;</li><li>ii. Minimum of 50 Microsoft Windows servers (Windows 2008 or more recent) supported and located in a minimum of five (5) different cities;</li><li>iii. Microsoft Windows workstation operating system (Windows XP, Windows 7, Windows 10); and</li><li>iv. VMWare vSphere 5.x and above hypervisor.</li></ul> <p><b>Note: For mandatory criteria, actual numbers must be provided with the résumé.</b></p> |
| Protected Network                            | Applies to information or assets that, if compromised, could reasonably be expected to cause injury to a non-national interest—that is, an individual interest such as a person or an organization.   |
| Classified Network                           | Applies to information or assets that, if compromised, could reasonably be expected to cause injury to the national interest, defence and maintenance of the social, political and economic stability of Canada.  |
| Certification and accreditation (C&A)        | Certification: the process of evaluating, testing, and examining security controls that have been pre-determined based on the data type in an information system. Accreditation is an official, written approval for the operation of a specific system in a specific environment, as documented in the certification report.   |
| Security assessment and authorization (SA&A) | Process for National Security Systems: the mechanism by which risk to an IT system is understood, mitigated and consistently and measurably managed throughout its lifecycle  |

|                         |   |
|-------------------------|---|
| Operational environment | <p>A composite of the conditions, circumstances, and influences that affect the employment of military forces and bear on the decisions of the unit commander. Some examples are as follows.</p> <ul style="list-style-type: none"> <li>a. permissive environment--Operational environment in which host country military and law enforcement agencies have control as well as the intent and capability to assist operations that a unit intends to conduct.</li> <li>b. uncertain environment--Operational environment in which host government forces, whether opposed to or receptive to operations that a unit intends to conduct, do not have totally effective control of the territory and population in the intended operational area.</li> <li>c. hostile environment--Operational environment in which hostile forces have control as well as the intent and capability to effectively oppose or react to the operations a unit intends to conduct.</li> </ul> |
|-------------------------|---|

## 1.1 STREAM 1 - Systems Sustainment Support

| A.1 Application/Software Architect, Level 3 |  |               |
|---|--|---------------|
| Number                                      | Description of Requirement   | Page # if Met |
| M-1   | <p>The proposed resource must hold an undergraduate degree from a recognized university in computer science or engineering and a minimum of five (5) years' combined experience working as a Software Architect or Developer in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR a two (2) year college certificate in computer science combined with a minimum of eight (8) years' combined experience as a Software Architect or Developer in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR ten (10) years demonstrated combined experience within the last fifteen (15) years as a Software Architect or Developer in software development or software maintenance in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria.</p> |               |
| M-2   | <p>The proposed resource demonstrates having worked on a minimum of five (5) projects* in the last ten (10) years where the resource designed n-tier .Net solutions performing all the following on each project:</p> <ul style="list-style-type: none"> <li>i. Analysis;</li> <li>. Design;</li> <li>i. Planning; and</li> <li>ii. Implementation.</li> </ul> <p>*For the project to qualify, the resource must have worked on the project for a minimum of one (1) year.</p>   |               |
| M-3   | <p>The proposed resource demonstrates having worked on a minimum of two (2) projects* in the last five (5) years where the resource architected** applications using MS SQL Server Databases on each project*.</p> <p>*For the project to qualify, the resource must have worked on the project for a minimum of one (1) year.</p> <p>**Architecting is defined as conducting analysis, design, planning, and implementation for the successful development and execution of strategy.</p>   |               |
| M-4   | <p>The proposed resource demonstrates having a minimum of one (1) year combined experience within the last five (5) years architecting, designing and/or developing distributed systems working across different locations inside and outside the same network.</p>  |               |

### B.3 Business Consultant, Level 2

| Number | Description of Requirement   | Page # if Met |
|--------|--|---------------|
| M-5    | <p>The proposed resource demonstrates a minimum of seven (7) years of combined experience with the development of the following:</p> <ul style="list-style-type: none"> <li>i. Corporate strategic IM/IT policies and strategies.</li> <li>v. Business IM/IT requirements.</li> <li>vi. Strategic IM/IT business plans</li> <li>vii. Strategic IM/IT service level agreements, memorandum of understandings, and equipment support plans</li> </ul>  |               |
| M-6    | <p>The proposed resource demonstrates a working knowledge of the following legislation and policies over at least one (1) year each:</p> <ul style="list-style-type: none"> <li>i. National Defence Act</li> <li>viii. National Archive of Canada Act.</li> <li>ix. Access to Information Act.</li> <li>ii. Privacy Act.</li> <li>x. Personnel Information Protection and Electronic Documents Act.</li> <li>iii. Policy for Public Key Infrastructure.</li> <li>iv. Policy on Electronic Authorization and Authentication.</li> </ul> |               |
| M-7    | <p>The proposed resource must have a minimum of one (1) year demonstrated combined experience within the last five (5) years providing Change, Incident and Configuration Management support following the ITIL standard.</p>  |               |

| B.9 Courseware Developer, Level 3 |  |               |
|-----------------------------------|--|---------------|
| Number                            | Description of Requirement   | Page # if Met |
| M-8                               | The proposed resource must hold an undergraduate degree from a recognized university in computer science or engineering and a minimum of five (5) years' combined experience working as a Courseware Developer for an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR a two (2) year college certificate in computer science combined with a minimum of eight (8) years' experience as a Courseware Developer for an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR ten (10) years demonstrated combined experience within the last fifteen (15) years as a Courseware Developer for an IM/IT *similar environment as defined in 1.0 Evaluation Criteria. |               |
| M-9                               | The proposed resource must have a minimum of five (5) years' combined experience within the last ten (10) years developing IM/IT training materials from technical and engineering documentation and delivering training.  |               |
| M-10                              | The proposed resource must have a minimum of two (2) years' combined experience within the last five (5) years directly supporting a Protected Network or Classified Network user community in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria.  |               |

B.12 Network Support Specialist, Level 2

| Number | Description of Requirement  | Page # if Met |
|--------|---|---------------|
| M-11   | The proposed resource must hold an undergraduate degree from a recognized university in computer science or engineering and a minimum of two (2) years' combined experience working as a Network Support Specialist in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR a two (2) year college certificate in computer science combined with a minimum of four (4) years' combined experience as a Network Support Specialist in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR six (6) years demonstrated combined experience within the last ten (10) years as a Network Support Specialist in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria. |               |
| M-12   | The proposed resource must have a minimum of two (2) years' combined experience within the last five (5) years in the coordination, installation, operation and maintenance resolution of hardware and software installation problems.  |               |
| M-13   | The proposed resource must have a minimum of two (2) years' combined experience within the last five (5) years directly maintaining accurate records within Axios Assyst CMDB and/or DRMS of equipment serial numbers, locations, service records, maintenance agreements, and warranties, wiring schemes, disposal procedures.   |               |

B.12 Network Support Specialist, Level 3

| Number | Description of Requirement   | Page # if Met |
|--------|--|---------------|
| M-14   | The proposed resource must hold an undergraduate degree from a recognized university in computer science or engineering and a minimum of five (5) years' combined experience working as a Network Support Specialist in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR a two (2) year college certificate in computer science combined with a minimum of eight (8) years' combined experience as a Network Support Specialist in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR ten (10) years demonstrated combined experience within the last fifteen (15) years as a Network Support Specialist in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria. |               |
| M-15   | The proposed resource must have a minimum of five (5) years' combined experience within the last ten (10) years in the coordination, installation, operation and maintenance resolution of hardware and software installation problems.  |               |
| M-16   | The proposed resource must have a minimum of three (3) years' combined experience within the last five (5) years directly maintaining accurate records within Axios Assyst CMDB and/or DRMS of equipment serial numbers, locations, service records, maintenance agreements, and warranties, wiring schemes, disposal procedures.  |               |



| C.3 Information Technology Security TRA and C&A Analyst, Level 3 |  |               |
|--|--|---------------|
| Number   | Description of Requirement   | Page # if Met |
| M-17   | The proposed resource must hold an undergraduate degree from a recognized university in computer science or engineering and a minimum of five (5) years' combined experience working as an IT Security Analyst in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR a two (2) year college certificate in computer science combined with a minimum of eight (8) years' combined experience as a IT Security Analyst in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR ten (10) years demonstrated combined experience within the last fifteen (15) years as a IT Security Analyst in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria. |               |
| M-18   | The proposed resource must have a minimum of five (5) years demonstrated combined experience within the last ten (10) years in the development C&A or SA&A documents, including producing Threat, Risk, and Vulnerability (TRA) assessments in accordance with GoC security policies, including DND/RCMP/CSE approved methodologies.   |               |
| M-19   | The proposed resource must have a minimum of two (2) years demonstrated combined experience within the last ten (10) years documenting IT security orders and emergency measures policies, procedures, and tests.  |               |
| M-20   | The proposed resource must have a minimum of two (2) years demonstrated combined experience within the last ten (10) years performing risk assessments and executing tests of data processing system to ensure functioning of data processing activities and security measures.  |               |

I.9 System Administrator, Level 2

| Number | Description of Requirement  | Page # if Met |
|--------|---|---------------|
| M-21   | The proposed resource must hold an undergraduate degree from a recognized university in computer science or engineering and a minimum of two (2) years' combined experience working as a System Administrator in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR a two (2) year college certificate in computer science combined with a minimum of four (4) years' combined experience as a System Administrator in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR six (6) years demonstrated combined experience within the last ten (10) years as a System Administrator with OEM certified training in VMWare and/or Cisco Nexus management/support in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria. |               |
| M-22   | The proposed resource must have a minimum of two (2) years' combined experience within the last five (5) years working as a System/Network Administrator of a Protected Network or Classified Network.  |               |
| M-23   | The proposed resource must have a minimum of three (3) years demonstrated combined experience as a System Administrator within the last ten (10) years, planning, managing and rolling out major IM/IT applications, updates and upgrades such as service packs, security patches, and anti-virus products.   |               |

I.9 System Administrator, Level 3

| Number | Description of Requirement   | Page # if Met |
|--------|--|---------------|
| M-24   | The proposed resource must hold an undergraduate degree from a recognized university in computer science or engineering and a minimum of five (5) years' combined experience working as a System Administrator in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR a two (2) year college certificate in computer science combined with a minimum of eight (8) years' combined experience as a System Administrator in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR ten (10) years demonstrated combined experience within the last fifteen (15) years as a System Administrator with OEM certified training in VMWare and/or Cisco Nexus management/support in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria. |               |
| M-25   | The proposed resource must have a minimum of four (4) years' combined experience within the last ten (10) years working as a System/Network Administrator of a Protected Network or Classified Network.  |               |
| M-26   | The proposed resource must have a minimum of five (5) years demonstrated combined experience as a System Administrator within the last ten (10) years, planning, managing and rolling out major IM/IT applications, updates and upgrades such as service packs, security patches, and anti-virus products in a *similar environment as defined in 1.0 Evaluation Criteria.   |               |

I.11 Technology Architect, Level 2

| Number | Description of Requirement  | Page # if Met |
|--------|---|---------------|
| M-27   | The proposed resource must hold an undergraduate degree from a recognized university in computer science or engineering and a minimum of two (2) years' combined experience working as a Technology Architect in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR a two (2) year college certificate in computer science combined with a minimum of four (4) years' combined experience as a Technology Architect in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR six (6) years demonstrated combined experience within the last ten (10) years as a Technology Architect in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria. |               |
| M-28   | The proposed resource must hold a certification in VMware Certified Professional - Data Center Virtualization or Cloud Management and Automation (VCP-DCV or VCP-CMA) or Must have successfully completed a Cisco Professional certification (CCNP Cloud or CCNP Data Center or CCNP Routing and Switching) or equivalent certification.  |               |
| M-29   | The proposed resource must have two (2) years of demonstrated combined experience within the last five (5) years working as a Technology Architect in a Protected Network or Classified Network environment requiring time-critical responses to users and decision makers.   |               |

P.1 Change Management Consultant, Level 3

| Number | Description of Requirement  | Page # if Met |
|--------|---|---------------|
| M-30   | The proposed resource must hold an undergraduate degree from a recognized university in computer science or engineering and a minimum of two (2) years' combined experience working as a Change Management Consultant in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR a two (2) year college certificate in computer science combined with a minimum of five (5) years' combined experience as a Change Management Consultant in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR eight (8) years demonstrated combined experience within the last fifteen (15) years as a Change Management Consultant in software development or software maintenance in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria. |               |
| M-11   | The proposed resource must have a minimum of two (2) years demonstrated combined experience within the last five (5) years providing Change and Configuration Management support using an ITIL-compliant toolset based upon a relational Configuration Management Database (CMDB).  |               |
| M-32   | The proposed resource must have a minimum of two (2) years demonstrated combined experience within the last five (5) years producing software release documentation and managing the software release rollout.  |               |

| P.6 Project Administrator, Level 3 |  |               |
|------------------------------------|--|---------------|
| Number                             | Description of Requirement   | Page # if Met |
| M-33                               | The proposed resource must have a minimum of ten (10) years' combined experience in supporting project teams' administration and in coordinating project activities. |               |
| M-34                               | The proposed resource must have a minimum of five (5) years' combined experience in tracking funding envelopes and expenditures.                                     |               |
| M-35                               | The proposed resource must have a minimum of ten (10) years' experience in preparing internal and external correspondence using templates.                           |               |

| P.7 Project Coordinator, Level 3 |   |               |
|----------------------------------|---|---------------|
| Number                           | Description of Requirement  | Page # if Met |
| M-36                             | The proposed resource must hold an undergraduate degree from a recognized university in computer science or engineering and a minimum of five (5) years' combined experience working as a Project Coordinator or In-Service Support Manager in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR must be in possession of a PMP certification and have a minimum of ten (10) years combined management experience on projects in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria |               |
| M-37                             | The proposed resource must have a minimum of five (5) years demonstrated combined experience managing the implementation of an In-Service-Support (ISS) capability in a Protected Network or Classified Network.  |               |
| M-38                             | The proposed resource must have a minimum of two (2) years' combined experience in tracking and coordinating contract change requests as well as task authorizations.   |               |

| P.11 Quality Assurance Specialist/Analyst – Level 2 (QA2) |   |               |
|---|---|---------------|
| Number  | Description of Requirement  | Page # if Met |
| M-39  | The proposed resource must hold an undergraduate degree from a recognized university in engineering or computer science and a minimum of thirty <b>(30)</b> months of demonstrated quality assurance experience OR a college level certificate in computer science combined with a minimum of forty-two <b>(42)</b> months of demonstrated quality assurance experience OR a secondary school diploma combined with a minimum of <b>60</b> months of demonstrated quality assurance experience.   |               |
| M-40  | The proposed resource must demonstrate having a minimum of eighty <b>(80)</b> months of combined work experience developing and executing scripts and test plans based on system requirements, reviewing system design documents in order to identify test requirements. Identifying, recording and tracking software issues (Bugs).  |               |
| M-41  | The proposed resource must demonstrate a minimum of thirty-six <b>(36)</b> months of combined experience within the last sixty (60) months, within at least 3 of the following 6 categories: <ul style="list-style-type: none"> <li>i. SQL server 2008/2012/2014/2016/2017, or Oracle;</li> <li>ii. Visual Studio 2008/2012/2013/2015/2017;</li> <li>iii. .net Framework 3.5 and above, or .net Core 2.0 above;</li> <li>iv. Testing tools like SoapUI, Postman or JMeter;</li> <li>v. HTML, or AJAX, or Telerik Control Toolkit, or KENDO UI;</li> <li>vi. Team Foundation Server (TFS) / DevOps, or Git, or SVN.</li> </ul> |               |
| M-42  | The proposed resource must clearly demonstrate having a minimum of thirty-six <b>(36)</b> months of combined work experience establishing software testing procedures, integration testing and regression testing with emphasis on automating the testing procedures.   |               |
| M-43  | The proposed resource must demonstrate thirty-six <b>(36)</b> months of combined experience within the past seventy-two <b>(72)</b> months, using popular testing tools to generate test automation, such as Team Foundation Server UI Coded Test.  |               |



## 2 RATED CRITERIA

### STREAM 1 - Systems Sustainment Support

| A.1 Application/Software Architect, Level 3 |   |            |   |       |                   |
|---|---|------------|---|-------|-------------------|
| Rated                                       | Description   | Max Points | Experience / Knowledge Factor   | Score | Proposal Page No. |
| R-1   | <p>The proposed resource demonstrates experience working in a project* with a system design using the following architectural patterns:</p> <ul style="list-style-type: none"> <li>i. Client-Server;</li> <li>ii. Data-centric;</li> <li>iii. Event-driven;</li> <li>vii. Layered;</li> <li>iv. Peer-to-peer (P2P);</li> <li>viii. Representational State Transfer (REST);</li> <li>ix. Rule-based; or</li> <li>x. Service-oriented.</li> </ul> <p>*For the project to qualify, the resource must have worked on the project for a minimum of three (3) months.</p> | 4          | 1 point per pattern   |       |                   |
| R-2   | <p>The proposed resource has demonstrated combined experience within a *similar environment as defined in 1.0 Evaluation Criteria with the design and development of enterprise class relational databases using SQL Server and developing software in <a href="#">ASP.Net</a> and C#.</p>  | 5          | <p>≥1 year = 1 pt.<br/>           ≥3 years= 3 pts.<br/>           ≥6 years = 5 pts.</p> |       |                   |

| A.1 Application/Software Architect, Level 3 |  |            |   |       |                   |
|---|--|------------|---|-------|-------------------|
| Rated                                       | Description  | Max Points | Experience / Knowledge Factor                                       | Score | Proposal Page No. |
| R-3   | <p>The proposed resource has combined experience within the last ten (10) years in developing architectures supporting Air Force Specialized Software:</p> <ul style="list-style-type: none"> <li>i. NAPPIC;</li> <li>ii. GCCS-J;</li> <li>iii. Joint Mission Planning System (JMPS);</li> <li>iv. Portable Flight Planning System (PFPS);</li> <li>v. FalconView; (6) Coalition Shared Database (CSD);</li> <li>vi. Aviation Requisition/Acquisition Air Force Master Interface System (AFMIS)</li> </ul> | 3          | <p>≥1 year = 1 pt.<br/> ≥2 years= 2 pts.<br/> ≥4 years = 3 pts.</p> |       |                   |
|   |  |            |   |       |                   |
| Minimum Points =                            |  | 6          | Total points =  |       |                   |
| Maximum Points =                            |  | 12         |   |       |                   |

| B.3 Business Consultant – Level 2 |   |            |   |       |                   |
|-----------------------------------|---|------------|---|-------|-------------------|
| Rated                             | Description   | Max Points | Experience / Knowledge Factor           | Score | Proposal Page No. |
| R-4                               | The proposed Resource possesses an undergraduate or graduate degree in a relevant field from a recognized post-secondary institution.   | 3          | Undergrad = 2 pts.<br>Graduate = 3 pts. |       |                   |
| R-5                               | <p>The proposed Resource demonstrates combined experience in the last five (5) years possessing and applying knowledge of the following:</p> <ul style="list-style-type: none"> <li>i. Resource management principles.</li> <li>ii. Project management principles.</li> <li>iii. IM/IT trends and products.</li> </ul>  | 4          | 1 point per year                        |       |                   |
| R-6                               | <p>The proposed Resource demonstrates combined experience in the last five (5) years performing the following:</p> <ul style="list-style-type: none"> <li>i. Research, review and analyze large documents such as strategic policies, implementation of equipment projects and financial reports and to present recommendations.</li> <li>ii. Perform secretarial duties in support of committees and working groups.</li> <li>iii. Communicate orally and in writing with senior managers.</li> <li>iv. Draft policy documents.</li> </ul> | 4          | 1 point per year                        |       |                   |
|                                   |   |            |   |       |                   |
| Minimum Points =                  |   | 6          | Total points =                          |       |                   |
| Maximum Points =                  |   | 11         |   |       |                   |

### B.9 Courseware Developer – Level 3

| Rated            | Description   | Max Points | Experience / Knowledge Factor | Score | Proposal Page No. |
|------------------|---|------------|-------------------------------|-------|-------------------|
| R-7              | <p>The proposed resource has experience within the last 5 years in the training support of Air Force Specialized Software:</p> <ul style="list-style-type: none"> <li>i. NAPPIC;</li> <li>v. GCCS-J;</li> <li>vi. C2PC;</li> <li>ii. Joint Mission Planning System (JMPS);</li> <li>iii. Portable Flight Planning System (PFPS);</li> <li>vii. FalconView;</li> <li>iv. Coalition Shared Database (CSD);</li> <li>viii. Ocean FlightPro.</li> <li>v. Aerospace Planning Tool (APT);</li> <li>ix. Request for Effect (RFE)</li> <li>vi. Air Force Master Interface System (AFMIS)</li> </ul> | 6          | 1 point per system            |       |                   |
| R-8              | <p>The proposed resource has demonstrated experience within the last three (5) years in the training support of:</p> <ul style="list-style-type: none"> <li>i. DAFIF;</li> <li>x. Weather Common Component, or FalconView Weather;</li> <li>ii. Terrain Awareness Warning System;</li> <li>iii. Terrain Awareness Warning System (TAWS);</li> <li>iv. BirdDog; or other mission planning system.</li> </ul>   | 3          | 1 point per system            |       |                   |
|                  |   |            |                               |       |                   |
| Minimum Points = |   | 4          | Total points =                |       |                   |
| Maximum Points = |   | 9          |                               |       |                   |

**B.12 Network Support Specialist, Level 2**

| <b>Rated</b>            | <b>Description</b>  | <b>Max Points</b> | <b>Experience / Knowledge Factor</b>                       | <b>Score</b> | <b>Proposal Page No.</b> |
|-------------------------|---|-------------------|--|--------------|--------------------------|
| R-9                     | The proposed resource has demonstrated combined experience in working in a classified environment, in the handling of COMSEC Material; including TACLANE and EMSEC compliant TEMPEST equipment.   | 3                 | 1 point per year   |              |                          |
| R-10                    | The proposed resource has combined experience within the last five (5) years dealing with the creation and maintenance of a Definitive Software Library (DSL)   | 2                 | ≥1 year = 1 pt.<br>≥2 years = 2 pts.                       |              |                          |
| R-11                    | The proposed resource has combined experience maintaining C2IS equipment, liaising with vendors, OGDs, LCMM, DND IM/IT units, in the resolution of hardware and software failure / faults / distribution / installation and configuration.  | 3                 | ≥1 year = 1 pt.<br>≥2 years = 2 pts.<br>≥3 years = 3 pts.  |              |                          |
| R-12                    | Hold a certification of ITIL <b>and</b> corresponding combined experience in the implementation of an ITSM capability in support of operational systems and services. ITIL is an internationally controlled and registered Trademark, and a 'Registered' Community Trademark of the Office of Government Commerce. It is also registered in the U.S. Patent and Trademark Office. | 4                 | ≥1 year = 2 pts.<br>≥2 years = 3 pts.<br>≥3 years = 4 pts. |              |                          |
|                         |   |                   |  |              |                          |
| <b>Minimum Points =</b> |   | <b>6</b>          | Total points =   |              |                          |
| <b>Maximum Points =</b> |   | <b>12</b>         |  |              |                          |

### B.12 Network Support Specialist, Level 3

| Rated            | Description   | Max Points | Experience / Knowledge Factor                              | Score | Proposal Page No. |
|------------------|---|------------|--|-------|-------------------|
| R-13             | The proposed resource has demonstrated combined experience in working in a classified environment, in the handling of Communications Security (COMSEC) Material; including TACLANE encryptor and Emission Security (EMSEC) compliant equipment.   | 3          | 1 point per year   |       |                   |
| R-14             | The proposed resource has demonstrated combined experience within the last ten (10) years dealing with the creation and maintenance of a Definitive Software Library (DSL)  | 2          | ≥3 years = 1 pt.<br>≥5 years = 2 pts.                      |       |                   |
| R-15             | The proposed resource has a minimum of three (3) years' combined experience maintaining C2IS equipment, liaising with vendors, OGDs, LCMM, DND IM/IT units, in the resolution of hardware and software failure / faults / distribution / installation and configuration.  | 3          | ≥3 years = 1 pt.<br>≥4 years = 2 pts.<br>≥5 years = 3 pts. |       |                   |
| R-16             | Hold a certification of ITIL <b>and</b> corresponding combined experience in the implementation of an ITSM capability in support of operational systems and services. ITIL is an internationally controlled and registered Trademark, and a 'Registered' Community Trademark of the Office of Government Commerce. It is also registered in the U.S. Patent and Trademark Office. | 4          | ≥1 year = 2 pts.<br>≥2 years = 3 pts.<br>≥3 years = 4 pts. |       |                   |
|                  |   |            |  |       |                   |
| Minimum Points = |   | 6          | Total points =   |       |                   |
| Maximum Points = |   | 12         |  |       |                   |

### C.3 Information Technology Security TRA and C&A Analyst, Level 3

| Rated            | Description  | Max Points | Experience / Knowledge Factor                              | Score | Proposal Page No. |
|------------------|--|------------|--|-------|-------------------|
| R-17             | The proposed resource has demonstrated combined experience as an Information Technology Security TRA or C&A Analyst in a classified environment  | 3          | 1 point per year   |       |                   |
| R-18             | The proposed resource has a Certified Information Systems Security Professional (CISSP) Certification <b>and</b> corresponding combined information systems security experience  | 4          | ≥1 year = 2 pts.<br>≥2 years = 3 pts.<br>≥3 years = 4 pts. |       |                   |
| R-19             | The proposed resource provides proof of completing a minimum of one (1) SA&A (or C&A) within the past three (3) years using GoC approved processes. Each additional full or updated C&A/SA&A, within the past ten (10) years will receive additional points. | 5          | 1 SA&A or C&A<br>3 pts.<br><br>Additional<br>1 pt. each    |       |                   |
|                  |  |            |  |       |                   |
| Minimum Points = |  | 6          | Total points =   |       |                   |
| Maximum Points = |  | 12         |  |       |                   |

| I.9 System Administrator, Level 2 |   |            |                               |       |                   |
|-----------------------------------|---|------------|-------------------------------|-------|-------------------|
| Rated                             | Description   | Max Points | Experience / Knowledge Factor | Score | Proposal Page No. |
| R-20                              | The proposed resource has demonstrated combined experience as a system administrator in a classified environment.   | 3          | 1 point per year              |       |                   |
| R-21                              | <p>The proposed resource has demonstrated experience within the last three (3) years as a system administrator with:</p> <ul style="list-style-type: none"> <li>i. Windows 7 or newer desktop configuration;</li> <li>ii. VMWare Horizon v.6.x</li> <li>iii. Windows Server 2012 or newer configuration;</li> <li>iv. CISCO routers configuration; VMWare VSphere V5.X and VCentre V5.x or newer;</li> <li>v. Comm Vault;</li> <li>vi. NetApps SAN Storage</li> </ul> | 5          | 1 point per system            |       |                   |
| R-22                              | The proposed resource has combined experience in the set-up and maintenance of Active Directory services.   | 3          | 1 point per year              |       |                   |
|                                   |   |            |                               |       |                   |
| Minimum Points =                  |   | 6          | Total points =                |       |                   |
| Maximum Points =                  |   | 11         |                               |       |                   |



| I.9 System Administrator, Level 3 |  |            |                               |       |                   |
|-----------------------------------|--|------------|-------------------------------|-------|-------------------|
| Rated                             | Description  | Max Points | Experience / Knowledge Factor | Score | Proposal Page No. |
| R-23                              | The proposed resource has demonstrated combined experience as a system administrator in a classified environment.  | 3          | 1 point per year              |       |                   |
| R-24                              | <p>The proposed resource has demonstrated experience within the last three (3) years as a system administrator with:</p> <ul style="list-style-type: none"> <li>i. Windows 7 or newer desktop configuration;</li> <li>iii. VMWare Horizon v.6.x</li> <li>ii. Windows Server 2012 or newer configuration;</li> <li>iii. CISCO routers configuration;</li> <li>iv. VMWare VSphere V5.X and VCentre V5.x or newer;</li> <li>v. Comm Vault;</li> <li>vi. NetApps SAN Storage</li> </ul>  | 5          | 1 point per system            |       |                   |
| R-25                              | The proposed resource has combined experience in the set-up and maintenance of Active Directory services.  | 3          | 1 point per year              |       |                   |
| R-26                              | <p>The proposed resource has experience within the last 5 years in the support of Air Force Specialized Software:</p> <ul style="list-style-type: none"> <li>i. NAPPIC;</li> <li>ii. GCCS-J;</li> <li>iii. C2PC;</li> <li>iv. Joint Mission Planning System (JMPS);</li> <li>v. Portable Flight Planning System (PFPS);</li> <li>vi. FalconView;</li> <li>vii. Coalition Shared Database (CSD);</li> <li>viii. Ocean FlightPro;</li> <li>ix. Aerospace Planning Tool (APT);</li> <li>x. Request for Effect (RFE);</li> <li>xi. Air Force Master Interface System (AFMIS).</li> </ul> | 3          | 1 point per system            |       |                   |

| I.9 System Administrator, Level 3 |                  |            |                               |       |                   |
|-----------------------------------|------------------|------------|-------------------------------|-------|-------------------|
| Rated                             | Description      | Max Points | Experience / Knowledge Factor | Score | Proposal Page No. |
|                                   | Minimum Points = | 7          | Total points =                |       |                   |
|                                   | Maximum Points = | 14         |                               |       |                   |

| I.11 Technology Architect, Level 2 |   |            |   |       |                   |
|------------------------------------|---|------------|---|-------|-------------------|
| Rated                              | Description   | Max Points | Experience / Knowledge Factor                                       | Score | Proposal Page No. |
| R-27                               | The proposed resource has demonstrated combined experience as a technology architect in a classified environment.   | 3          | 1 point per year  |       |                   |
| R-28                               | <p>The proposed resource has demonstrated combined experience in designing and implementing systems related <b>to at least 5</b> of the following technology within a *similar environment as defined in 1.0 Evaluation Criteria:</p> <ul style="list-style-type: none"> <li>i. Systems Management and Monitoring</li> <li>ii. Virtual Desktop Infrastructure (VDI) and software and operating system deployment (e.g. Windows Desktop OS, Microsoft Deployment Toolkit, VMWare products supporting VDI, application virtualization)</li> <li>iii. Directory Services</li> <li>iv. Email and Messaging Services</li> <li>v. File and Print / Print Management Services 6) Workgroup Collaborative Services</li> <li>vi. Data centre Load-balancing and regional data availability zoning</li> <li>vii. Cloud management platforms</li> <li>viii. Cloud-native applications orchestration tools</li> <li>ix. Software-defined networking in data centres</li> <li>x. Cisco Nexus architecture.</li> <li>xi. Tactical Data Links</li> <li>xii. Full Motion Video</li> <li>v. HAIPE</li> </ul> | 5          | <p>≥1 year = 1 pt.<br/> ≥2 years= 3 pts.<br/> ≥5 years = 5 pts.</p> |       |                   |

| I.11 Technology Architect, Level 2 |  |            |   |       |                   |
|------------------------------------|--|------------|---|-------|-------------------|
| Rated                              | Description  | Max Points | Experience / Knowledge Factor                                       | Score | Proposal Page No. |
| R-29                               | <p>Demonstrated combined experience with one (1) or more of the following architecture frameworks:</p> <ul style="list-style-type: none"> <li>i. SABSA (Sherwood Applied Business Security Architecture);</li> <li>ii. TOGAF (The Open Group Architecture Framework);</li> <li>iii. DoDAF (Department of National Defence Architecture Framework), DND AF (Department of National Defence Architecture Framework), MODAF (Ministry of Defence Architecture Framework) or NAF (NATO Architecture Framework);</li> <li>iv. ISO 19439.</li> </ul> | 3          | <p>≥1 year = 1 pt.<br/> ≥2 years= 2 pts.<br/> ≥5 years = 3 pts.</p> |       |                   |
|                                    |  |            |   |       |                   |
| Minimum Points =                   |  | 6          | Total points =  |       |                   |
| Maximum Points =                   |  | 11         |   |       |                   |

**P.1 Change Management Consultant, Level 3**

| Rated | Description  | Max Points | Experience / Knowledge Factor                   | Score | Proposal Page No. |
|-------|--|------------|---|-------|-------------------|
| R-30  | The proposed resource has demonstrated combined experience in developing and monitoring the implementation of a practical and comprehensive Change Management Plans within a *similar environment as defined in 1.0 Evaluation Criteria.   | 2          | <p>≥1 year = 1 pt.</p> <p>≥2 years = 2 pts.</p> |       |                   |
| R-31  | The proposed resource has demonstrated combined experience in the last four (4) years managing or creating requests in the Axios Assyst tool for change management.  | 2          | <p>≥1 year = 1 pt.</p> <p>≥2 years = 2 pts.</p> |       |                   |
| R-32  | <p>The proposed resource has change management experience on projects* related to or supporting one of the following systems:</p> <ul style="list-style-type: none"> <li>v. RCAF Command and Control Information Systems (AFCCIS);</li> <li>vi. Consolidated Secret Network Infrastructure (CSNI);</li> <li>vii. Defence Command &amp; Control Allied Interoperability (DC2AI);</li> <li>viii. Land Command Support System (LCSS);</li> <li>ix. Maritime Command Operational Information (MCOIN).</li> </ul> <p>*For each project to qualify the resource must have worked on the project for a minimum of six (6) months and the project must have affected more than 100 users</p> | 4          | 1 point per project                             |       |                   |

**P.1 Change Management Consultant, Level 3**

| <b>Rated</b>            | <b>Description</b>   | <b>Max Points</b> | <b>Experience / Knowledge Factor</b>                                      | <b>Score</b> | <b>Proposal Page No.</b> |
|-------------------------|--|-------------------|---|--------------|--------------------------|
| R-33                    | The proposed resource holds a certification of ITIL with corresponding combined experience in the implementation of an ITSM capability in support of operational systems and services. ITIL is an internationally controlled and registered Trademark, and a 'Registered' Community Trademark of the Office of Government Commerce. It is also registered in the U.S. Patent and Trademark Office. | 4                 | <p>≥1 year = 2 pts.</p> <p>≥2 years = 3 pts.</p> <p>≥3 years = 4 pts.</p> |              |                          |
|                         |  |                   |   |              |                          |
| <b>Minimum Points =</b> |  | <b>6</b>          | Total points =  |              |                          |
| <b>Maximum Points =</b> |  | <b>12</b>         |   |              |                          |

| P.6 Project Administrator, Level 3 |  |            |                                      |       |                   |
|------------------------------------|--|------------|--------------------------------------|-------|-------------------|
| Rated                              | Description  | Max Points | Experience / Knowledge Factor        | Score | Proposal Page No. |
| R-34                               | The proposed resource has s demonstrated combined experience with SharePoint admin task and Microsoft Excel advanced formula and functions.  | 2          | ≥1 year = 1 pt.<br>≥2 years = 2 pts. |       |                   |
| R-35                               | The proposed resource has demonstrated combined experience entering data, retrieving reports or navigating through with the Defence Resource Management Information System (DRMIS), ClaimsX, CCM Mercury, HRG Travel | 2          | ≥1 year = 1 pt.<br>≥2 years = 2 pts. |       |                   |
|                                    |  |            |                                      |       |                   |
| Minimum Points =                   |  | 2          | Total points =                       |       |                   |
| Maximum Points =                   |  | 4          |                                      |       |                   |

| P.7 Project Coordinator, Level 3 |   |            |  |       |                   |
|----------------------------------|---|------------|--|-------|-------------------|
| Rated                            | Description   | Max Points | Experience / Knowledge Factor                              | Score | Proposal Page No. |
| R-36                             | The proposed resource has demonstrated combined experience in working in a classified environment.  | 3          | 1 point per year   |       |                   |
| R-37                             | The proposed resource has a formal Project Management Certification (PMP or master's degree) <b>and</b> corresponding combined information systems project management experience.   | 4          | ≥1 year = 2 pts.<br>≥2 years = 3 pts.<br>≥3 years = 4 pts. |       |                   |
| R-38                             | The proposed resource has a minimum of five (5) years of combined experience working as a project coordinator and implementation specialist in an operational military environment. | 5          | ≥5 years= 3 pts.<br>≥7 years = 5 pts.                      |       |                   |
|                                  |   |            |  |       |                   |
| Minimum Points =                 |   | 6          | Total points =   |       |                   |
| Maximum Points =                 |   | 12         |  |       |                   |



| P.11 Quality Assurance Specialist/Analyst, Level 2 |  |            |   |       |                   |
|--|--|------------|---|-------|-------------------|
| Rated  | Description  | Max Points | Experience / Knowledge Factor   | Score | Proposal Page No. |
| R-39   | The proposed Resource possess an undergraduate, or master's degree in engineering or computer science or other related field from a recognized post-secondary institution.   | 3          | Undergraduate = 2pts<br>Master = 3pts   |       |                   |
| R-40   | The proposed Resource should demonstrate having a combined minimum of eighty (80) months experience within the last one-hundred and sixty (160) months testing, identifying, recording and tracking software issues (Bugs) based on system requirements, use cases, and system design documentation, according to a system development methodology.  | 5          | <80 months = 0pts<br>≥80 months = 1pt<br>≥96 months = 2pts<br>≥108 months = 3pts<br>≥120 months = 5pts                      |       |                   |
| R-41   | <p>The proposed Resource should demonstrate a combined minimum of thirty-six (36) months of experience within the last sixty (120) months, in each of the following 6 categories:</p> <ul style="list-style-type: none"> <li>i. SQL server 2008/2012/2014/2016/2017, or Oracle; and</li> <li>ii. Visual Studio 2008/2012/2013/2015/2017; and</li> <li>iii. .net Framework 3.5 and above, or .net Core 2.0 above;</li> <li>iv. Testing tools like SoapUI, Postman or JMeter;</li> <li>v. HTML, or AJAX, or Telerik Control Toolkit, or KENDO UI; and SQL server 2008/2012/2014/2016/2017, or Oracle; and</li> <li>vi. Team Foundation Server (TFS) / DevOps, or Git, or SVN.</li> </ul> | 10         | <36 months = 0pts<br>≥36 months = 2pts<br>≥48 months = 3pts<br>≥60 months = 5pts<br>≥72 months = 7pts<br>≥84 months = 10pts |       |                   |

| P.11 Quality Assurance Specialist/Analyst, Level 2 |   |            |   |       |                   |
|--|---|------------|---|-------|-------------------|
| Rated  | Description   | Max Points | Experience / Knowledge Factor   | Score | Proposal Page No. |
| R-42   | <p>The proposed Resource should demonstrate a minimum of three (3) months of experience within the last thirty-six (60) months, in any of the following systems:</p> <ul style="list-style-type: none"> <li>i. GCCS-J/M/N/I3;</li> <li>vii. NAPPIC;</li> <li>viii. Joint Mission Planning System (JMPS);</li> <li>ix. Portable Flight Planning Software (PFPS);</li> <li>x. M2S;</li> <li>xi. Aviation Requisition/Acquisition; or</li> <li>iv. SAFTE-FAST;</li> <li>xii. Tactical Assault Kit (TAK)</li> </ul> | 5          | <p>&lt;2 Systems = 0pts<br/>           ≥2 Systems = 1pt<br/>           ≥3 Systems = 2pts<br/>           ≥4 Systems = 3pts<br/>           ≥5 Systems = 4pts<br/>           ≥6 Systems = 5pts</p> |       |                   |
| R-43   | <p>The proposed Resource should demonstrate thirty-six (36) months of combined experience within the past seventy-two (80) months, using popular testing tools to generate test automation, such as Team Foundation Server UI Coded Test</p>  | 5          | <p>&lt;36 months = 0pts<br/>           ≥36 months = 1pt<br/>           ≥48 months = 3pts<br/>           ≥60 months = 5pts</p>   |       |                   |
|  |   |            |   |       |                   |
| Minimum Points =                                   |   | 12         | Total points =  |       |                   |
| Maximum Points =                                   |   | 28         |   |       |                   |



## APPENDIX C TO ANNEX A

### RESOURCE ASSESSMENT CRITERIA AND RESPONSE TABLE

#### WORKSTREAM 2

##### 1 MANDATORY CRITERIA

| TERM   | DEFINITION  |
|--|---|
| Similar Environment                          | <ul style="list-style-type: none"><li>i. Minimum of 5000 Windows workstations supported nationally and internationally if in a Protected network or a minimum of 300 Windows workstations if in a Classified network;</li><li>ii. Minimum of 50 Microsoft Windows servers (Windows 2008 or more recent) supported and located in a minimum of five (5) different cities;</li><li>iii. Microsoft Windows workstation operating system (Windows XP, Windows 7, Windows 10); and</li><li>iv. VMWare vSphere 5.x and above hypervisor.</li></ul> <p><b>Note: For mandatory criteria, actual numbers must be provided with the résumé.</b></p> |
| Protected Network                            | Applies to information or assets that, if compromised, could reasonably be expected to cause injury to a non-national interest—that is, an individual interest such as a person or an organization.   |
| Classified Network                           | Applies to information or assets that, if compromised, could reasonably be expected to cause injury to the national interest, defence and maintenance of the social, political and economic stability of Canada.  |
| Certification and accreditation (C&A)        | Certification: the process of evaluating, testing, and examining security controls that have been pre-determined based on the data type in an information system. Accreditation is an official, written approval for the operation of a specific system in a specific environment, as documented in the certification report.   |
| Security assessment and authorization (SA&A) | Process for National Security Systems: the mechanism by which risk to an IT system is understood, mitigated and consistently and measurably managed throughout its lifecycle  |

|                         |   |
|-------------------------|---|
| Operational environment | <p>A composite of the conditions, circumstances, and influences that affect the employment of military forces and bear on the decisions of the unit commander. Some examples are as follows.</p> <ul style="list-style-type: none"> <li>a. permissive environment--Operational environment in which host country military and law enforcement agencies have control as well as the intent and capability to assist operations that a unit intends to conduct.</li> <li>b. uncertain environment--Operational environment in which host government forces, whether opposed to or receptive to operations that a unit intends to conduct, do not have totally effective control of the territory and population in the intended operational area.</li> <li>c. hostile environment--Operational environment in which hostile forces have control as well as the intent and capability to effectively oppose or react to the operations a unit intends to conduct.</li> </ul> |
|-------------------------|---|

## STREAM 2 - Systems Engineering and Integration Support

| A.1 Application/Software Architect, Level 2 |   |               |
|---|---|---------------|
| Number                                      | Description of Requirement  | Page # if Met |
| M-1   | <p>The proposed resource must hold an undergraduate degree from a recognized university in computer science or engineering and a minimum of two (2) years' combined experience working as a Software Architect or Developer in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR a two (2) year college certificate in computer science combined with a minimum of four (4) years' combined experience as a Software Architect or Developer in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR two (2) years demonstrated combined experience within the last five (5) years as a Software Architect or Developer in software development or software maintenance in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria.</p> |               |
| M-2   | <p>The proposed resource demonstrates having worked on a minimum of one (1) project* in the last five (5) years where the resource designed n-tier .Net solutions performing all the following on each project:</p> <ul style="list-style-type: none"> <li>i. Analysis;</li> <li>v. Design;</li> <li>vi. Planning; and</li> <li>vii. Implementation.</li> </ul> <p>*For the project to qualify, the resource must have worked on the project for a minimum of one (1) year.</p>   |               |
| M-3   | <p>The proposed resource demonstrates having worked on a minimum of one (1) project* in the last five (5) years where the resource has architecting, designing and/or developing applications experience using MS SQL Server Databases on each project*.</p> <p>*For the project to qualify, the resource must have worked on the project for a minimum of one (1) year.</p>  |               |
| M-4   | <p>The proposed resource demonstrates having a minimum of six (6) months combined experience within the last five (5) years architecting, designing and/or developing distributed systems working across different locations inside and outside the same network.</p>   |               |

| A.6 Programmer/Software Developer, Level 2 |   |               |
|--|---|---------------|
| Number                                     | Description of Requirement  | Page # if Met |
| M-5  | <p>The proposed resource must hold an undergraduate degree from a recognized university in computer science or engineering and a minimum of two (2) years' combined experience working as a Programmer/Software Developer in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR a two (2) year college certificate in computer science combined with a minimum of four (4) years' combined experience as a Programmer/Software Developer in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR six (6) years demonstrated combined experience within the last ten (10) years as a Programmer/Software Developer in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria.</p> |               |
| M-6  | <p>The proposed resource has a minimum of two (2) years of combined experience on a minimum of three (3) projects* working with each of the following Programming Languages:</p> <ul style="list-style-type: none"> <li>i. C# .net;</li> <li>i. SQL on MS SQL or Oracle or DB2;</li> <li>ii. XML or JSON;</li> <li>iii. HTML and CSS; and</li> <li>iv. Javascript or JQuery.</li> </ul> <p>*For the project to qualify against the experience, the resource must have worked on the project for a minimum of three (3) months.</p>  |               |
| M-7  | <p>The proposed resource has worked on a minimum of one (1) project* in last five (5) years where the resource developed applications using the Model-view-controller framework.</p> <p>*For the project to qualify the resource must have worked on the project for a minimum of six (6) months.</p>   |               |

| A.6 Programmer/Software Developer, Level 3 |  |               |
|--|--|---------------|
| Number                                     | Description of Requirement   | Page # if Met |
| M-8  | <p>The proposed resource must hold an undergraduate degree from a recognized university in computer science or engineering and a minimum of five (5) years' combined experience working as a Programmer/Software Developer in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR a two (2) year college certificate in computer science combined with a minimum of eight (8) years' combined experience as a Programmer/Software Developer in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR ten (10) years demonstrated combined experience within the last fifteen (15) years as a Programmer/Software Developer in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria.</p> |               |
| M-9  | <p>The proposed resource has a minimum of five (5) years of combined experience on a minimum of four (4) projects* working with each of the following Programming Languages:</p> <ul style="list-style-type: none"> <li>i. C# .net;</li> <li>v. SQL on MS SQL or Oracle or DB2;</li> <li>vi. XML or JSON;</li> <li>vii. HTML and CSS; and</li> <li>viii. Javascript or JQuery.</li> </ul> <p>*For the project to qualify against the experience, the resource must have worked on the project for a minimum of three (3) months.</p>   |               |
| M-10                                       | <p>The proposed resource has worked on a minimum of two (2) projects* in last five (5) years where the resource developed applications using the Model-view-controller framework.</p> <p>*For the project to qualify the resource must have worked on the project for a minimum of six (6) months.</p>   |               |



A.8 System Analyst, Level 2

| Number | Description of Requirement  | Page # if Met |
|--------|---|---------------|
| M-11   | The proposed resource must hold an undergraduate degree from a recognized university in computer science or engineering and a minimum of two (2) years' combined experience working as a System Analyst in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR a two (2) year college certificate in computer science combined with a minimum of four (4) years' combined experience as a System Analyst in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR six (6) years demonstrated combined experience within the last ten (10) years as System Analyst in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria. |               |
| M-12   | The proposed resource must have a minimum of two (2) years of demonstrated combined experience within the last six (6) years supporting the implementation of IM/IT software projects involving Protected Network or Classified Network services.   |               |
| M-13   | The proposed resource must have a minimum of one (1) year combined experience within the last five (5) years of designing interfaces for integration of multiple applications both into software and hypervisor platforms.  |               |

| A.8 System Analyst, Level 3 |  |               |
|-----------------------------|--|---------------|
| Number                      | Description of Requirement   | Page # if Met |
| M-14                        | The proposed resource must hold an undergraduate degree from a recognized university in computer science or engineering and a minimum of five (5) years' combined experience working as a System Analyst in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR a two (2) year college certificate in computer science combined with a minimum of eight (8) years' combined experience as a System Analyst in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR ten (10) years demonstrated combined experience within the last fifteen (15) years as a System Analyst in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria. |               |
| M-15                        | The proposed resource must have a minimum of four (4) years of demonstrated combined experience within the last eight (8) years supporting the implementation of IM/IT software projects involving a Protected Network or Classified Network services.   |               |
| M-16                        | The proposed resource must have a minimum of three (3) years' combined experience within the last ten (10) years of designing interfaces for integration of multiple applications both into software and hypervisor platforms.   |               |

A.11 Tester, Level 2

| Number | Description of Requirement   | Page # if Met |
|--------|--|---------------|
| M-17   | <p>The proposed resource must hold an undergraduate degree from a recognized university in computer science or engineering and a minimum of two (2) years' combined experience working as a Tester in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR a two (2) year college certificate in computer science combined with a minimum of four (4) years' combined experience as a Tester in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR six (6) years demonstrated combined experience within the last ten (10) years as Tester in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria.</p> |               |
| M-18   | <p>The proposed resource must demonstrate having a minimum of two (2) years of combined work experience in the last five (5) years establishing software testing procedures for unit test*, integration testing and regression testing with emphasis on automating the testing procedures.</p> <p>*Unit tests are short code fragments used by testers during the development process to ensure that code meets its design and behaves as intended.</p>  |               |
| M-19   | <p>The proposed resource must demonstrate having a minimum of two (2) years of combined work experience in the last five (5) years executing system test scripts and test plans, as well as providing documented test results.</p>   |               |

| B.6 Business System Analyst, Level 3 |   |               |
|--------------------------------------|---|---------------|
| Number                               | Description of Requirement  | Page # if Met |
| M-20                                 | The proposed resource must hold an undergraduate degree from a recognized university in relevant business or computer science/engineering and a minimum of five (5) years' combined experience working as a Business System Analyst in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria.                       |               |
| M-21                                 | The Bidder's proposed resource must possess a minimum of five (5) years of combined experience within the last ten (10) years analyzing business functional requirements to identify information, procedures and decision flows on IM/IT business transformation initiatives.   |               |
| M-22                                 | <p>The proposed resource must have a minimum of three (3) years of demonstrated combined experience in the analysis of requirements, complex document writing, conduct of briefings to senior leadership/management* or dealing with stakeholders.</p> <p>*Senior Leadership refers to a level of Director/Colonel and above.</p> |               |

B.14 Technical Writer, Level 3

| Number | Description of Requirement   | Page # if Met |
|--------|--|---------------|
| M-23   | The proposed resource must hold an undergraduate degree from a recognized university in computer science or engineering and a minimum of five (5) years' combined experience working as a Technical Writer in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR a two (2) year college certificate in computer science combined with a minimum of eight (8) years' combined experience as a Technical Writer in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR ten (10) years demonstrated combined experience within the last fifteen (15) years as Technical Writer in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria. |               |
| M-24   | The proposed resource must possess a minimum of four (4) years of combined experience within the last eight (8) years as a Technical Writer translating English technical documentation to French and vice-versa.  |               |
| M-25   | The proposed resource must possess a minimum of three (3) years of combined experience within the last five (5) years drafting or reviewing project management and engineering documents such as: project deliverable templates, project charters, lessons learned, concept of operations, system requirement specifications, and system design specifications.  |               |

I.11 Technology Architect, Level 2

| Number | Description of Requirement  | Page # if Met |
|--------|---|---------------|
| M-26   | The proposed resource must hold an undergraduate degree from a recognized university in computer science or engineering and a minimum of two (2) years' combined experience working as a Technology Architect in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR a two (2) year college certificate in computer science combined with a minimum of four (4) years' combined experience as a Technology Architect in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR six (6) years demonstrated combined experience within the last ten (10) years as a Technology Architect in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria. |               |
| M-27   | The proposed resource must hold a certification in VMware Certified Professional - Data Center Virtualization or Cloud Management and Automation (VCP-DCV or VCP-CMA) / or Must have successfully completed a Cisco Professional certification (CCNP Cloud or CCNP Data Center or CCNP Routing and Switching) or equivalent certification.  |               |
| M-28   | The proposed resource must have two (2) years of demonstrated combined experience within the last five (5) years working as a Technology Architect in a Protected Network or Classified Network.  |               |

| I.11 Technology Architect, Level 3 |  |               |
|------------------------------------|--|---------------|
| Number                             | Description of Requirement   | Page # if Met |
| M-29                               | The proposed resource must hold an undergraduate degree from a recognized university in computer science or engineering and a minimum of five (5) years' combined experience working as a Technology Architect in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR a two (2) year college certificate in computer science combined with a minimum of eight (8) years' combined experience as a Technology Architect in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR ten (10) years demonstrated combined experience within the last fifteen (15) years as a Technology Architect in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria. |               |
| M-30                               | The proposed resource must hold a certification in VMware Certified Professional - Data Center Virtualization or Cloud Management and Automation (VCP-DCV or VCP-CMA) / or Must have successfully completed a Cisco Professional certification (CCNP Cloud, CCNP Data Center or CCNP Routing and Switching).   |               |
| M-31                               | The proposed resource must have four (4) years of demonstrated combined experience within the last ten (10) years working as a Technology Architect in a Protected Network or Classified Network.  |               |

## 2 RATED CRITERIA

### STREAM 2 - Systems Engineering and Integration Support

| A.1 Application/Software Architect, Level 2 |  |            |                               |       |                   |
|---|--|------------|-------------------------------|-------|-------------------|
| Rated                                       | Description  | Max Points | Experience / Knowledge Factor | Score | Proposal Page No. |
| R-1   | <p>The proposed resource demonstrates experience working in a project* with a system design using the following architectural patterns:</p> <ul style="list-style-type: none"><li>i. Client-Server;</li><li>ii. Data-centric;</li><li>iii. Event-driven;</li><li>i. Layered;</li><li>iv. Peer-to-peer (P2P);</li><li>ii. Representational State Transfer (REST);</li><li>iii. Rule-based; or</li><li>iv. Service-oriented.</li></ul> <p>*For the project to qualify, the resource must have worked on the project for a minimum of three (3) months.</p> | 4          | 1 point per pattern           |       |                   |



|     |  |   |   |  |  |
|-----|--|---|---|--|--|
| R-2 | <p>The proposed resource has demonstrated combined experience within a *similar environment as defined in 1.0 Evaluation Criteria with the design and development of enterprise class relational databases using SQL Server and developing software in <a href="#">ASP.Net</a> and C#.</p> | 5 | <p>≥1 year = 1 pt.<br/> ≥3 years= 3 pts.<br/> ≥6 years = 5 pts.</p> |  |  |
|-----|--|---|---|--|--|

| A.1 Application/Software Architect, Level 2 |  |            |   |       |                   |
|---|--|------------|---|-------|-------------------|
| Rated                                       | Description  | Max Points | Experience / Knowledge Factor                                       | Score | Proposal Page No. |
| R-3   | <p>The proposed resource has combined experience within the last five (5) years in developing architectures supporting Air Force Specialized Software:</p> <ul style="list-style-type: none"> <li>i. NAPPIC;</li> <li>ii. GCCS-J;</li> <li>iii. C2PC;</li> <li>iv. Joint Mission Planning System (JMPS);</li> <li>v. Portable Flight Planning System (PFPS);</li> <li>vi. FalconView;</li> <li>vii. Coalition Shared Database (CSD);</li> <li>viii. Ocean FlightPro.</li> <li>ix. Aerospace Planning Tool (APT);</li> <li>x. Request for Effect (RFE)</li> <li>xi. Air Force Master Interface System (AFMIS)</li> <li>xii. Tactical Assault Kit (TAK)</li> </ul> | 3          | <p>≥1 year = 1 pt.<br/> ≥2 years= 2 pts.<br/> ≥5 years = 3 pts.</p> |       |                   |
|   |  |            |   |       |                   |
| Minimum Points =                            |  | 6          | Total points =  |       |                   |
| Maximum Points =                            |  | 12         |   |       |                   |

| A.6 Programmer/Software Developer, Level 2 |   |            |  |       |                   |
|--|---|------------|--|-------|-------------------|
| Rated                                      | Description   | Max Points | Experience / Knowledge Factor                            | Score | Proposal Page No. |
| R-4  | The proposed resource demonstrates combined experience in the development of Transact-SQL queries, stored procedures, and functions, as well in optimizing databases performance using SQL Server environment for a *similar environment as defined in 1.0 Evaluation Criteria.   | 3          | ≥1 year = 1 pt.<br>≥2 years= 2 pts.<br>≥5 years = 3 pts. |       |                   |
| R-5  | The proposed resource demonstrates combined experience developing web application using HTML 5 and JavaScript.  | 3          | ≥1 year = 1 pt.<br>≥2 years= 2 pts.<br>≥5 years = 3 pts. |       |                   |
| R-6  | The proposed resource demonstrates combined experience in the last eight (8) years developing or integrating Services* within application design of a .Net solution and developing software in .Net and C# for a *similar environment as defined in 1.0 Evaluation Criteria.<br><br>*Services is defined as services including a combination of programming and data that are made available from a business server for users or other -connected programs. | 4          | 1 point per year   |       |                   |
|  |   |            |  |       |                   |
| Minimum Points =                           |   | 5          | Total points =   |       |                   |
| Maximum Points =                           |   | 10         |  |       |                   |

| A.6 Programmer/Software Developer, Level 3 |  |            |  |       |                   |
|--|--|------------|--|-------|-------------------|
| Rated                                      | Description  | Max Points | Experience / Knowledge Factor                            | Score | Proposal Page No. |
| R-7  | The proposed resource demonstrates combined experience in the development of Transact-SQL queries, stored procedures, and functions, as well in optimizing databases performance using SQL Server environment for a *similar environment as defined in 1.0 Evaluation Criteria.  | 3          | ≥1 year = 1 pt.<br>≥3 years= 2 pts.<br>≥6 years = 3 pts. |       |                   |
| R-8  | The proposed resource demonstrates combined experience developing web application using HTML 5 and JavaScript.   | 3          | ≥1 year = 1 pt.<br>≥3 years= 2 pts.<br>≥6 years = 3 pts. |       |                   |
| R-9  | The proposed resource demonstrates combined experience in the last ten (10) years developing or integrating Services* within application design of a .Net solution and developing software in .Net and C# for a *similar environment as defined in 1.0 Evaluation Criteria.<br><br>*Services is defined as services including a combination of programming and data that are made available from a business server for users or other -connected programs. | 3          | ≥1 year = 1 pt.<br>≥2 years= 2 pts.<br>≥5 years = 3 pts. |       |                   |

| A.6 Programmer/Software Developer, Level 3 |  |            |   |       |                   |
|--|--|------------|---|-------|-------------------|
| Rated                                      | Description  | Max Points | Experience / Knowledge Factor                                       | Score | Proposal Page No. |
| R-10                                       | <p>The proposed resource has combined experience within the last ten (10) years in developing or integrating Air Force Specialized software:</p> <ul style="list-style-type: none"> <li>i. NAPPIC;</li> <li>ii. GCCS-J;</li> <li>iii. C2PC;</li> <li>iv. Joint Mission Planning System (JMPS);</li> <li>v. Portable Flight Planning System (PFPS);</li> <li>vi. FalconView;</li> <li>vii. Coalition Shared Database (CSD);</li> <li>viii. Ocean FlightPro.</li> <li>ix. Aerospace Planning Tool (APT);</li> <li>x. Request for Effect (RFE)</li> <li>xi. Air Force Master Interface System (AFMIS)</li> <li>xii. Tactical Assault Kit (TAK)</li> </ul> | 3          | <p>≥1 year = 1 pt.<br/> ≥2 years= 2 pts.<br/> ≥5 years = 3 pts.</p> |       |                   |
|  |  |            |   |       |                   |
| Minimum Points =                           |  | 6          | Total points =  |       |                   |
| Maximum Points =                           |  | 12         |   |       |                   |

| A.8 System Analyst – Level 2 |   |            |   |       |                   |
|------------------------------|---|------------|---|-------|-------------------|
| Rated                        | Description   | Max Points | Experience / Knowledge Factor   | Score | Proposal Page No. |
| R-11                         | <p>The proposed resource has demonstrated combined experience in developing and implementing application and software platforms using at least 3 of the following technologies within a *similar environment as defined in 1.0 Evaluation Criteria:</p> <ul style="list-style-type: none"> <li>i. Virtual Desktop Infrastructure (VDI) and software and operating system deployment (e.g. Windows Desktop OS, Microsoft Deployment Toolkit, VMWare products supporting VDI, application virtualization)</li> <li>ii. Directory Services</li> <li>iii. Workgroup Collaborative Services</li> <li>iv. Data centre Load-balancing and regional data availability zoning</li> <li>v. Cloud management platforms</li> <li>vi. Cloud-native applications orchestration tools</li> </ul> | 5          | <p>≥1 year = 1 pt.<br/>           ≥2 years= 3 pts.<br/>           ≥5 years = 5 pts.</p> |       |                   |
| R-12                         | <p>The proposed resource has demonstrated combined experience in writing technical documentation and systems engineering documentation (e.g. design, test plans, implementation, documents) for a *similar environment as defined in 1.0 Evaluation Criteria</p>  | 3          | <p>≥1 year = 1 pt.<br/>           ≥2 years= 2 pts.<br/>           ≥5 years = 3 pts.</p> |       |                   |
| R-13                         | <p>The proposed resource has demonstrated combined experience in testing, analyzing, investigating or planning a migration or integration of a new or existing product within a *similar environment as defined in 1.0 Evaluation Criteria</p>  | 3          | <p>≥1 year = 1 pt.<br/>           ≥2 years= 2 pts.<br/>           ≥5 years = 3 pts.</p> |       |                   |
|                              |   |            |   |       |                   |
| Minimum Points =             |   | 6          | Total points =  |       |                   |

| A.8 System Analyst – Level 2 |             |            |                               |       |                   |
|------------------------------|-------------|------------|-------------------------------|-------|-------------------|
| Rated                        | Description | Max Points | Experience / Knowledge Factor | Score | Proposal Page No. |
| Maximum Points =             |             | 11         |                               |       |                   |

### A.8 System Analyst – Level 3

| Rated | Description   | Max Points | Experience / Knowledge Factor   | Score | Proposal Page No. |
|-------|---|------------|---|-------|-------------------|
| R-14  | <p>The proposed resource has demonstrated combined experience in developing and implementing application and software platforms using at least 5 of the following technologies within a *similar environment as defined in 1.0 Evaluation Criteria:</p> <ul style="list-style-type: none"> <li>i. 1) Virtual Desktop Infrastructure (VDI) and software and operating system deployment (e.g. Windows Desktop OS, Microsoft Deployment Toolkit, VMWare products supporting VDI, application virtualization)</li> <li>ii. 2) Directory Services</li> <li>iii. 3) Workgroup Collaborative Services</li> <li>iv. 4) Data centre Load-balancing and regional data availability zoning</li> <li>v. 5) Cloud management platforms</li> <li>vi. 6) Cloud-native applications orchestration tools</li> </ul> | 5          | <p>≥1 year = 1 pt.<br/>           ≥3 years= 3 pts.<br/>           ≥6 years = 5 pts.</p> |       |                   |
| R-15  | <p>The proposed resource has demonstrated combined experience in writing technical documentation and systems engineering documentation (e.g. design, test plans, implementation, documents) for a *similar environment as defined in 1.0 Evaluation Criteria</p>  | 3          | <p>≥1 year = 1 pt.<br/>           ≥3 years= 2 pts.<br/>           ≥6 years = 3 pts.</p> |       |                   |
| R-16  | <p>The proposed resource has demonstrated combined experience in testing, analyzing, investigating or planning a migration or integration of a new or existing product within a *similar environment as defined in 1.0 Evaluation Criteria</p>  | 3          | <p>≥1 year = 1 pt.<br/>           ≥3 years= 2 pts.<br/>           ≥6 years = 3 pts.</p> |       |                   |



| A.8 System Analyst – Level 3 |   |            |   |       |                   |
|------------------------------|---|------------|---|-------|-------------------|
| Rated                        | Description   | Max Points | Experience / Knowledge Factor                                       | Score | Proposal Page No. |
| R-17                         | <p>The proposed resource has combined experience within the last 10 years in developing/integrating Air Force Specialized software:</p> <ul style="list-style-type: none"> <li>i. NAPPIC;</li> <li>vii. GCCS-J;</li> <li>viii. C2PC;</li> <li>ix. Joint Mission Planning System (JMPS);</li> <li>x. Portable Flight Planning System (PFPS);</li> <li>xi. FalconView;</li> <li>xii. Coalition Shared Database (CSD);</li> <li>xiii. Ocean FlightPro.</li> <li>xiv. Aerospace Planning Tool (APT);</li> <li>xv. Request for Effect (RFE)</li> <li>xvi. Air Force Master Interface System (AFMIS)</li> <li>xvii. Tactical Assault Kit (TAK)</li> </ul> | 3          | <p>≥1 year = 1 pt.<br/> ≥2 years= 2 pts.<br/> ≥5 years = 3 pts.</p> |       |                   |
|                              |   |            |   |       |                   |
| Minimum Points =             |   | 7          | Total points =  |       |                   |
| Maximum Points =             |   | 14         |   |       |                   |

| A.11 Tester, Level 2 |  |            |  |       |                   |
|----------------------|--|------------|--|-------|-------------------|
| Rated                | Description  | Max Points | Experience / Knowledge Factor                                      | Score | Proposal Page No. |
| R-18                 | The proposed resource demonstrates combined experience, within the past seven (7) years, translating business requirements into system test plans.   | 3          | ≥1 year = 1 pt.<br>≥2 years= 2 pts.<br>≥5 years = 3 pts.           |       |                   |
| R-19                 | The proposed resource demonstrates combined experience, within the past eight (8) years, using popular automated Testing Tools to generate automated test procedures, such as TFS (Microsoft Team Foundation Server and its related software).                     | 3          | ≥1 year = 1 pt.<br>≥2 years= 2 pts.<br>≥5 years = 3 pts.           |       |                   |
| R-20                 | The proposed resource demonstrates combined experience, within the past seven (7) years, testing web-based and Client/Server applications on projects that were at least 6 months in duration within a *similar environment as defined in 1.0 Evaluation Criteria. | 3          | ≥1 projects = 1 pt.<br>≥2 projects= 2 pts.<br>≥5 projects = 3 pts. |       |                   |
|                      |  |            |  |       |                   |
| Minimum Points =     |  | 5          | Total points =   |       |                   |
| Maximum Points =     |  | 9          |  |       |                   |

| B.6 Business System Analyst, Level 3 |  |            |  |       |                   |
|--------------------------------------|--|------------|--|-------|-------------------|
| Rated                                | Description  | Max Points | Experience / Knowledge Factor                            | Score | Proposal Page No. |
| R-21                                 | The proposed resource possesses a recognized Business Analyst certification such as, but not limited to, the Certification of Capability in Business Analysis (CCBA), Certified Business Analysis Professional (CBAP), or PMI Professional in Business Analysis (PMI-PBA) <b>and</b> corresponding information systems business analysis experience. | 5          | ≥1 year = 1 pt.<br>≥3 years= 3 pts.<br>≥6 years = 5 pts. |       |                   |
| R-22                                 | The proposed resource demonstrates combined experience related to mapping Royal Canadian Air Force business requirements into systems requirements.  | 3          | ≥1 year = 1 pt.<br>≥3 years= 2 pts.<br>≥6 years = 3 pts. |       |                   |
| R-23                                 | The proposed resource demonstrates combined experience in leading the identification of requirements for business processes re-design, modifications to automated processes, documenting interfaces of manual to automated processes, developing acceptance testing criteria with clients and making recommendations for risk mitigation.            | 3          | ≥1 year = 1 pt.<br>≥3 years= 2 pts.<br>≥6 years = 3 pts. |       |                   |
|                                      |  |            |  |       |                   |
| Minimum Points =                     |  | 6          | Total points =   |       |                   |
| Maximum Points =                     |  | 11         |  |       |                   |

| B.14 Technical Writer, Level 3 |   |            |  |       |                   |
|--------------------------------|---|------------|--|-------|-------------------|
| Rated                          | Description   | Max Points | Experience / Knowledge Factor                            | Score | Proposal Page No. |
| R-24                           | The proposed resource demonstrates significant combined experience in designing the layout of technical documents and manuals using MS Office, including creating diagrams with MS Visio.                                 | 3          | ≥1 year = 1 pt.<br>≥2 years= 2 pts.<br>≥5 years = 3 pts. |       |                   |
| R-25                           | The proposed resource demonstrates combined experience in reviewing and making recommendations to improve technical documentation in both English and French.   | 3          | ≥1 year = 1 pt.<br>≥3 years= 2 pts.<br>≥6 years = 3 pts. |       |                   |
| R-26                           | The proposed resource demonstrates combined experience in developing IT security documentation in support of security accreditations for a system hosted in a *similar environment as defined in 1.0 Evaluation Criteria. | 3          | ≥1 year = 1 pt.<br>≥3 years= 2 pts.<br>≥6 years = 3 pts. |       |                   |
|                                |   |            |  |       |                   |
| Minimum Points =               |   | 5          | Total points =   |       |                   |
| Maximum Points =               |   | 9          |  |       |                   |

| I.11 Technology Architect, Level 2 |  |            |   |       |                   |
|------------------------------------|--|------------|---|-------|-------------------|
| Rated                              | Description  | Max Points | Experience / Knowledge Factor                                       | Score | Proposal Page No. |
| R-27                               | The proposed resource has demonstrated experience as a Technology Architect in a classified environment  | 3          | 1 point per year  |       |                   |
| R-28                               | <p>The proposed resource has demonstrated combined experience in designing and implementing systems with <b>at least 5</b> of the following technologies within a *similar environment as defined in 1.0 Evaluation Criteria:</p> <ul style="list-style-type: none"> <li>i. Systems Management and Monitoring</li> <li>ii. Virtual Desktop Infrastructure (VDI) and software and operating system deployment (e.g. Windows Desktop OS, Microsoft Deployment Toolkit, VMWare products supporting VDI, application virtualization)</li> <li>iii. Directory Services</li> <li>iv. Email and Messaging Services</li> <li>v. File and Print / Print Management Services</li> <li>vi. Workgroup Collaborative Services</li> <li>vii. Data centre Load-balancing and regional data availability zoning</li> <li>viii. Cloud management platforms</li> <li>ix. Cloud-native applications orchestration tools</li> <li>x. Software-defined networking in data centres</li> <li>v. Cisco Nexus architecture</li> <li>vi. Tactical Data Links</li> <li>xi. Full Motion Video</li> <li>xii. HAIPE</li> </ul> | 5          | <p>≥1 year = 1 pt.<br/> ≥2 years= 3 pts.<br/> ≥5 years = 5 pts.</p> |       |                   |

| I.11 Technology Architect, Level 2 |   |            |   |       |                   |
|------------------------------------|---|------------|---|-------|-------------------|
| Rated                              | Description   | Max Points | Experience / Knowledge Factor                                       | Score | Proposal Page No. |
| R-29                               | <p>The proposed resource has demonstrated combined experience with one (1) or more of the following architecture frameworks:</p> <ul style="list-style-type: none"> <li>i. SABSA (Sherwood Applied Business Security Architecture);</li> <li>ii. TOGAF (The Open Group Architecture Framework);</li> <li>iii. DoDAF (Department of National Defence Architecture Framework), DND AF (Department of National Defence Architecture Framework), MODAF (Ministry of Defence Architecture Framework) or NAF (NATO Architecture Framework);</li> <li>iv. ISO 19439</li> </ul> | 3          | <p>≥1 year = 1 pt.<br/> ≥2 years= 2 pts.<br/> ≥5 years = 3 pts.</p> |       |                   |
|                                    |   |            |   |       |                   |
| Minimum Points =                   |   | 6          | Total points =  |       |                   |
| Maximum Points =                   |   | 11         |   |       |                   |

| I.11 Technology Architect, Level 3 |  |            |   |       |                   |
|------------------------------------|--|------------|---|-------|-------------------|
| Rated                              | Description  | Max Points | Experience / Knowledge Factor   | Score | Proposal Page No. |
| R-30                               | The proposed resource has demonstrated combined experience as a Technology Architect in a classified environment   | 3          | 1 point per year  |       |                   |
| R-31                               | <p>The proposed resource has demonstrated combined experience in designing and implementing systems with <b>at least 5</b> of the following technologies within a *similar environment as defined in 1.0 Evaluation Criteria:</p> <ul style="list-style-type: none"> <li>i. Systems Management and Monitoring</li> <li>ii. Virtual Desktop Infrastructure (VDI) and software and operating system deployment (e.g. Windows Desktop OS, Microsoft Deployment Toolkit, VMWare products supporting VDI, application virtualization)</li> <li>iii. Directory Services</li> <li>iv. Email and Messaging Services</li> <li>v. File and Print / Print Management Services</li> <li>vi. Workgroup Collaborative Services</li> <li>vii. Data centre Load-balancing and regional data availability zoning</li> <li>viii. Cloud management platforms</li> <li>ix. Cloud-native applications orchestration tools</li> <li>x. Software-defined networking in data centres</li> <li>vii. Cisco Nexus architecture</li> <li>viii. Tactical Data Links</li> <li>xi. Full Motion Video</li> <li>xii. HAIPE</li> </ul> | 5          | <p>≥1 year = 1 pt.<br/>           ≥3 years= 3 pts.<br/>           ≥6 years = 5 pts.</p> |       |                   |

| I.11 Technology Architect, Level 3 |   |            |   |       |                   |
|------------------------------------|---|------------|---|-------|-------------------|
| Rated                              | Description   | Max Points | Experience / Knowledge Factor                                       | Score | Proposal Page No. |
| R-32                               | <p>The proposed resource has demonstrated combined experience as a technology architect with one (1) or more of the following architecture frameworks:</p> <ul style="list-style-type: none"> <li>i. SABSA (Sherwood Applied Business Security Architecture); 2) TOGAF (The Open Group Architecture Framework);</li> <li>ii. DoDAF (Department of National Defence Architecture Framework), DNDAF (Department of National Defence Architecture Framework), MODAF (Ministry of Defence Architecture Framework) or NAF (NATO Architecture Framework);</li> <li>iii. ISO 19439</li> </ul>  | 3          | <p>≥1 year = 1 pt.<br/> ≥3 years= 3 pts.<br/> ≥6 years = 5 pts.</p> |       |                   |
| R-33                               | <p>The proposed resource has combined experience within the last 10 years in developing system architectures supporting Air Force Specialized Software:</p> <ul style="list-style-type: none"> <li>i. NAPPIC;</li> <li>iv. GCCS-J;</li> <li>v. C2PC;</li> <li>ii. Joint Mission Planning System (JMPS);</li> <li>iii. Portable Flight Planning System (PFPS);</li> <li>vi. FalconView;</li> <li>iv. Coalition Shared Database (CSD);</li> <li>v. Ocean FlightPro.</li> <li>vi. Aerospace Planning Tool (APT);</li> <li>vii. Request for Effect (RFE)</li> <li>vii. Air Force Master Interface System (AFMIS)</li> <li>viii. Tactical Assault Kit (TAK)</li> </ul> | 3          | <p>≥1 year = 1 pt.<br/> ≥2 years= 2 pts.<br/> ≥5 years = 3 pts.</p> |       |                   |
|                                    |   |            |   |       |                   |
| Minimum Points =                   |   | 7          | Total points =  |       |                   |



| I.11 Technology Architect, Level 3 |             |            |                               |       |                   |
|------------------------------------|-------------|------------|-------------------------------|-------|-------------------|
| Rated                              | Description | Max Points | Experience / Knowledge Factor | Score | Proposal Page No. |
| Maximum Points =                   |             | 14         |                               |       |                   |

## ANNEX A: SECURITY REQUIREMENTS CHECKLIST (SRCL)



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W8485-205588

Security Classification / Classification de sécurité  
UNCLASSIFIED

## SECURITY REQUIREMENTS CHECK LIST (SRCL)

## LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

| PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE  |   |  |
|---|---|--|
| 1. Originating Government Department or Organization /<br>Ministère ou organisme gouvernemental d'origine   |   | 2. Branch or Directorate / Direction générale ou Direction                                     |
| DND / ADM(MAT)  |   | DAEPM/R&CS   |
| 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   |   |  |
| To provide professional services for the support, development and integration of the Air Force Command and Control Information Systems (AFCCIS), as required, across Canada, on an "as and when requested" basis. Contractors will require access to protected and classified networks (DWAN, AFCCIS test and CSNI networks) for configuration and testing. Active Level II clearance (no restrictions)/ Canadian citizen, or citizen of United States. |   |  |
| 5. a) Will the supplier require access to Controlled Goods?<br>Le fournisseur aura-t-il accès à des marchandises contrôlées?  |   | <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui                |
| 5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?<br>Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?  |   | <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui                |
| 6. Indicate the type of access required / Indiquer le type d'accès requis   |   |  |
| 6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?<br>Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?<br>(Specify the level of access using the chart in Question 7. c)<br>(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.<br>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?<br>S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?   |   | <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui                |
| 7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès  |   |  |
| Canada <input checked="" type="checkbox"/>  | NATO / OTAN <input type="checkbox"/>                                      | Foreign / Étranger <input type="checkbox"/>  |
| 7. b) Release restrictions / Restrictions relatives à la diffusion  |   |  |
| No release restrictions<br>Aucune restriction relative à la diffusion <input type="checkbox"/>  | All NATO countries<br>Tous les pays de l'OTAN <input type="checkbox"/>    | No release restrictions<br>Aucune restriction relative à la diffusion <input type="checkbox"/> |
| Not releasable<br>À ne pas diffuser <input type="checkbox"/>  |   |  |
| Restricted to: / Limité à: <input checked="" type="checkbox"/>  | Restricted to: / Limité à: <input type="checkbox"/>                       | Restricted to: / Limité à: <input type="checkbox"/>  |
| Specify country(ies): / Préciser le(s) pays   | Specify country(ies): / Préciser le(s) pays                               | Specify country(ies): / Préciser le(s) pays  |
| CANUS   |   |  |
| 7. c) Level of information / Niveau d'information   |   |  |
| PROTECTED A<br>PROTÉGÉ A <input checked="" type="checkbox"/>  | NATO UNCLASSIFIED<br>NATO NON CLASSIFIÉ <input type="checkbox"/>          | PROTECTED A<br>PROTÉGÉ A <input type="checkbox"/>  |
| PROTECTED B<br>PROTÉGÉ B <input checked="" type="checkbox"/>  | NATO RESTRICTED<br>NATO DIFFUSION RESTREINTE <input type="checkbox"/>     | PROTECTED B<br>PROTÉGÉ B <input type="checkbox"/>  |
| PROTECTED C<br>PROTÉGÉ C <input type="checkbox"/>   | NATO CONFIDENTIAL<br>NATO CONFIDENTIEL <input type="checkbox"/>           | PROTECTED C<br>PROTÉGÉ C <input type="checkbox"/>  |
| CONFIDENTIAL<br>CONFIDENTIEL <input checked="" type="checkbox"/>  | NATO SECRET<br>NATO SECRET <input type="checkbox"/>                       | CONFIDENTIAL<br>CONFIDENTIEL <input type="checkbox"/>  |
| SECRET<br>SECRET <input checked="" type="checkbox"/>  | COSMIC TOP SECRET<br>COSMIC TRÈS SECRET <input type="checkbox"/>          | SECRET<br>SECRET <input type="checkbox"/>  |
| TOP SECRET<br>TRÈS SECRET <input type="checkbox"/>  |   | TOP SECRET<br>TRÈS SECRET <input type="checkbox"/>   |
| TOP SECRET (SIGINT)<br>TRÈS SECRET (SIGINT) <input type="checkbox"/>  |   | TOP SECRET (SIGINT)<br>TRÈS SECRET (SIGINT) <input type="checkbox"/>                           |

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

☐ RELIABILITY STATUS  
COTE DE FIABILITÉ

☐ CONFIDENTIAL  
CONFIDENTIEL

☒ SECRET  
SECRET

☐ TOP SECRET  
TRÈS SECRET

☐ TOP SECRET- SIGINT  
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL  
NATO CONFIDENTIEL

☐ NATO SECRET  
NATO SECRET

☐ COSMIC TOP SECRET  
COSMIC TRÈS SECRET

☐ 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 ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non Oui



PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

| Category<br>Catégorie  | PROTECTED<br>PROTÉGÉ |   |   | CLASSIFIED<br>CLASSIFIÉ |        |             | NATO                      |                   |             |                    | COMSEC               |   |   |              |        |             |
|--|----------------------|---|---|-------------------------|--------|-------------|---------------------------|-------------------|-------------|--------------------|----------------------|---|---|--------------|--------|-------------|
|  | A                    | B | C | CONFIDENTIAL            | SECRET | TOP SECRET  | NATO RESTRICTED           | NATO CONFIDENTIAL | NATO SECRET | COSMIC TOP SECRET  | PROTECTED<br>PROTÉGÉ |   |   | CONFIDENTIAL | SECRET | TOP SECRET  |
|  |                      |   |   | CONFIDENTIEL            |        | TRÈS SECRET | NATO DIFFUSION RESTREINTE | NATO CONFIDENTIEL |             | COSMIC TRÈS SECRET | A                    | B | C | CONFIDENTIEL |        | TRÈS SECRET |
| Information / Assets<br>Renseignements / Biens<br>Production |                      |   |   |                         |        |             |                           |                   |             |                    |                      |   |   |              |        |             |
| IT Media /<br>Support TI                                     |                      |   |   |                         |        |             |                           |                   |             |                    |                      |   |   |              |        |             |
| IT Link /<br>Lien électronique                               |                      |   |   |                         |        |             |                           |                   |             |                    |                      |   |   |              |        |             |

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

## ATTACHMENT 4.1

### MANDATORY TECHNICAL CRITERIA – WORKSTREAM 1

1. The evaluation criteria contained in this attachment will be used to evaluate bids during the solicitation and to facilitate resource assessment after contract award.
2. The Bidder must provide a qualifying résumé for each of the Resource Categories requested for evaluation (the Bidder must not propose the same resource more than once in response to this solicitation).
3. The Bidder must complete an evaluation grid for each of the résumés being provided as described in Table 1 below. For each criterion the Bidder must indicate the section in the résumé where compliance with the criteria is described. Failure to provide a qualifying résumé for each Resource Category results in a non-responsive bid.

**Table 1:** Bidders must submit the following number of résumés per resource category in response to this evaluation. The actual numbers of resources required are listed in Part 1, 1.2 Summary, of the bid solicitation;

| Occupational Category  | Level of Expertise | Number of Resumes |
|--|--------------------|-------------------|
| <b>A.1 Application/Software Architect</b>                          | Level 3            | 1                 |
| <b>B.3 Business Consultant</b>                                     | Level 2            | 0                 |
| <b>B.9 Courseware Developer</b>                                    | Level 3            | 1                 |
| <b>B.12 Network Support Specialist</b>                             | Level 2            | 3                 |
| <b>B.12 Network Support Specialist</b>                             | Level 3            | 0                 |
| <b>C.3 Information Technology Security TRA and C&amp;A Analyst</b> | Level 3            | 1                 |
| <b>I.9 System Administrator</b>                                    | Level 2            | 2                 |
| <b>I.9 System Administrator</b>                                    | Level 3            | 1                 |
| <b>I.11 Technology Architect</b>                                   | Level 2            | 1                 |
| <b>P.1 Change Management Consultant</b>                            | Level 3            | 1                 |
| <b>P.6 Project Administrator</b>                                   | Level 3            | 2                 |
| <b>P.7 Project Coordinator</b>                                     | Level 3            | 3                 |
| <b>P.11 Quality Assurance Specialist/Analyst</b>                   | Level 2            | 1                 |

## 1 MANDATORY CRITERIA

| TERM   | DEFINITION  |
|--|---|
| Similar Environment                          | <ul style="list-style-type: none"> <li>i. Minimum of 5000 Windows workstations supported nationally and internationally if in a Protected network or a minimum of 300 Windows workstations if in a Classified network;</li> <li>ii. Minimum of 50 Microsoft Windows servers (Windows 2008 or more recent) supported and located in a minimum of five (5) different cities;</li> <li>iii. Microsoft Windows workstation operating system (Windows XP, Windows 7, Windows 10); and</li> <li>iv. VMWare vSphere 5.x and above hypervisor.</li> </ul> <p><b>Note: For mandatory criteria, actual numbers must be provided with the résumé.</b></p>  |
| Protected Network                            | Applies to information or assets that, if compromised, could reasonably be expected to cause injury to a non-national interest—that is, an individual interest such as a person or an organization.   |
| Classified Network                           | Applies to information or assets that, if compromised, could reasonably be expected to cause injury to the national interest, defence and maintenance of the social, political and economic stability of Canada.  |
| Certification and accreditation (C&A)        | Certification: the process of evaluating, testing, and examining security controls that have been pre-determined based on the data type in an information system. Accreditation is an official, written approval for the operation of a specific system in a specific environment, as documented in the certification report.   |
| Security assessment and authorization (SA&A) | Process for National Security Systems: the mechanism by which risk to an IT system is understood, mitigated and consistently and measurably managed throughout its lifecycle  |
| Operational environment                      | <p>A composite of the conditions, circumstances, and influences that affect the employment of military forces and bear on the decisions of the unit commander. Some examples are as follows.</p> <ul style="list-style-type: none"> <li>a. permissive environment--Operational environment in which host country military and law enforcement agencies have control as well as the intent and capability to assist operations that a unit intends to conduct.</li> <li>b. uncertain environment--Operational environment in which host government forces, whether opposed to or receptive to operations that a unit intends to conduct, do not have totally effective control of the territory and population in the intended operational area.</li> <li>c. hostile environment--Operational environment in which hostile forces have control as well as the intent and capability to effectively oppose or react to the operations a unit intends to conduct.</li> </ul> |

## 1.1 STREAM 1 - Systems Sustainment Support

| A.1 Application/Software Architect, Level 3 |  |               |
|---|--|---------------|
| Number                                      | Description of Requirement   | Page # if Met |
| M-1   | <p>The proposed resource must hold an undergraduate degree from a recognized university in computer science or engineering and a minimum of five (5) years' combined experience working as a Software Architect or Developer in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR a two (2) year college certificate in computer science combined with a minimum of eight (8) years' combined experience as a Software Architect or Developer in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR ten (10) years demonstrated combined experience within the last fifteen (15) years as a Software Architect or Developer in software development or software maintenance in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria.</p> |               |
| M-2   | <p>The proposed resource demonstrates having worked on a minimum of five (5) projects* in the last ten (10) years where the resource designed n-tier .Net solutions performing all the following on each project:</p> <ul style="list-style-type: none"> <li>i. Analysis;</li> <li>. Design;</li> <li>i. Planning; and</li> <li>ii. Implementation.</li> </ul> <p>*For the project to qualify, the resource must have worked on the project for a minimum of one (1) year.</p>   |               |
| M-3   | <p>The proposed resource demonstrates having worked on a minimum of two (2) projects* in the last five (5) years where the resource architected** applications using MS SQL Server Databases on each project*.</p> <p>*For the project to qualify, the resource must have worked on the project for a minimum of one (1) year.</p> <p>**Architecting is defined as conducting analysis, design, planning, and implementation for the successful development and execution of strategy.</p>   |               |
| M-4   | <p>The proposed resource demonstrates having a minimum of one (1) year combined experience within the last five (5) years architecting, designing and/or developing distributed systems working across different locations inside and outside the same network.</p>  |               |





| B.9 Courseware Developer, Level 3 |  |               |
|-----------------------------------|--|---------------|
| Number                            | Description of Requirement   | Page # if Met |
| M-5                               | The proposed resource must hold an undergraduate degree from a recognized university in computer science or engineering and a minimum of five (5) years' combined experience working as a Courseware Developer for an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR a two (2) year college certificate in computer science combined with a minimum of eight (8) years' experience as a Courseware Developer for an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR ten (10) years demonstrated combined experience within the last fifteen (15) years as a Courseware Developer for an IM/IT *similar environment as defined in 1.0 Evaluation Criteria. |               |
| M-6                               | The proposed resource must have a minimum of five (5) years' combined experience within the last ten (10) years developing IM/IT training materials from technical and engineering documentation and delivering training.  |               |
| M-7                               | The proposed resource must have a minimum of two (2) years' combined experience within the last five (5) years directly supporting a Protected Network or Classified Network user community in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria.  |               |

B.12 Network Support Specialist, Level 2

| Number | Description of Requirement  | Page # if Met |
|--------|---|---------------|
| M-8    | The proposed resource must hold an undergraduate degree from a recognized university in computer science or engineering and a minimum of two (2) years' combined experience working as a Network Support Specialist in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR a two (2) year college certificate in computer science combined with a minimum of four (4) years' combined experience as a Network Support Specialist in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR six (6) years demonstrated combined experience within the last ten (10) years as a Network Support Specialist in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria. |               |
| M-9    | The proposed resource must have a minimum of two (2) years' combined experience within the last five (5) years in the coordination, installation, operation and maintenance resolution of hardware and software installation problems.  |               |
| M-10   | The proposed resource must have a minimum of two (2) years' combined experience within the last five (5) years directly maintaining accurate records within Axios Assyst CMDB and/or DRMS of equipment serial numbers, locations, service records, maintenance agreements, and warranties, wiring schemes, disposal procedures.   |               |

| C.3 Information Technology Security TRA and C&A Analyst, Level 3 |  |               |
|--|--|---------------|
| Number   | Description of Requirement   | Page # if Met |
| M-11   | The proposed resource must hold an undergraduate degree from a recognized university in computer science or engineering and a minimum of five (5) years' combined experience working as an IT Security Analyst in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR a two (2) year college certificate in computer science combined with a minimum of eight (8) years' combined experience as a IT Security Analyst in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR ten (10) years demonstrated combined experience within the last fifteen (15) years as a IT Security Analyst in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria. |               |
| M-12   | The proposed resource must have a minimum of five (5) years demonstrated combined experience within the last ten (10) years in the development C&A or SA&A documents, including producing Threat, Risk, and Vulnerability (TRA) assessments in accordance with GoC security policies, including DND/RCMP/CSE approved methodologies.   |               |
| M-13   | The proposed resource must have a minimum of two (2) years demonstrated combined experience within the last ten (10) years documenting IT security orders and emergency measures policies, procedures, and tests.  |               |
| M-14   | The proposed resource must have a minimum of two (2) years demonstrated combined experience within the last ten (10) years performing risk assessments and executing tests of data processing system to ensure functioning of data processing activities and security measures.  |               |

I.9 System Administrator, Level 2

| Number | Description of Requirement  | Page # if Met |
|--------|---|---------------|
| M-15   | The proposed resource must hold an undergraduate degree from a recognized university in computer science or engineering and a minimum of two (2) years' combined experience working as a System Administrator in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR a two (2) year college certificate in computer science combined with a minimum of four (4) years' combined experience as a System Administrator in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR six (6) years demonstrated combined experience within the last ten (10) years as a System Administrator with OEM certified training in VMWare and/or Cisco Nexus management/support in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria. |               |
| M-16   | The proposed resource must have a minimum of two (2) years' combined experience within the last five (5) years working as a System/Network Administrator of a Protected Network or Classified Network.  |               |
| M-17   | The proposed resource must have a minimum of three (3) years demonstrated combined experience as a System Administrator within the last ten (10) years, planning, managing and rolling out major IM/IT applications, updates and upgrades such as service packs, security patches, and anti-virus products.   |               |

I.9 System Administrator, Level 3

| Number | Description of Requirement   | Page # if Met |
|--------|--|---------------|
| M-18   | The proposed resource must hold an undergraduate degree from a recognized university in computer science or engineering and a minimum of five (5) years' combined experience working as a System Administrator in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR a two (2) year college certificate in computer science combined with a minimum of eight (8) years' combined experience as a System Administrator in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR ten (10) years demonstrated combined experience within the last fifteen (15) years as a System Administrator with OEM certified training in VMWare and/or Cisco Nexus management/support in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria. |               |
| M-19   | The proposed resource must have a minimum of four (4) years' combined experience within the last ten (10) years working as a System/Network Administrator of a Protected Network or Classified Network.  |               |
| M-20   | The proposed resource must have a minimum of five (5) years demonstrated combined experience as a System Administrator within the last ten (10) years, planning, managing and rolling out major IM/IT applications, updates and upgrades such as service packs, security patches, and anti-virus products in a *similar environment as defined in 1.0 Evaluation Criteria.   |               |

I.11 Technology Architect, Level 2

| Number | Description of Requirement  | Page # if Met |
|--------|---|---------------|
| M-21   | The proposed resource must hold an undergraduate degree from a recognized university in computer science or engineering and a minimum of two (2) years' combined experience working as a Technology Architect in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR a two (2) year college certificate in computer science combined with a minimum of four (4) years' combined experience as a Technology Architect in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR six (6) years demonstrated combined experience within the last ten (10) years as a Technology Architect in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria. |               |
| M-22   | The proposed resource must hold a certification in VMware Certified Professional - Data Center Virtualization or Cloud Management and Automation (VCP-DCV or VCP-CMA) or Must have successfully completed a Cisco Professional certification (CCNP Cloud or CCNP Data Center or CCNP Routing and Switching) or equivalent certification.  |               |
| M-23   | The proposed resource must have two (2) years of demonstrated combined experience within the last five (5) years working as a Technology Architect in a Protected Network or Classified Network environment requiring time-critical responses to users and decision makers.   |               |

P.1 Change Management Consultant, Level 3

| Number | Description of Requirement  | Page # if Met |
|--------|---|---------------|
| M-24   | The proposed resource must hold an undergraduate degree from a recognized university in computer science or engineering and a minimum of two (2) years' combined experience working as a Change Management Consultant in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR a two (2) year college certificate in computer science combined with a minimum of five (5) years' combined experience as a Change Management Consultant in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR eight (8) years demonstrated combined experience within the last fifteen (15) years as a Change Management Consultant in software development or software maintenance in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria. |               |
| M-25   | The proposed resource must have a minimum of two (2) years demonstrated combined experience within the last five (5) years providing Change and Configuration Management support using an ITIL-compliant toolset based upon a relational Configuration Management Database (CMDB).  |               |
| M-26   | The proposed resource must have a minimum of two (2) years demonstrated combined experience within the last five (5) years producing software release documentation and managing the software release rollout.  |               |

| P.6 Project Administrator, Level 3 |  |               |
|------------------------------------|--|---------------|
| Number                             | Description of Requirement   | Page # if Met |
| M-27                               | The proposed resource must have a minimum of ten (10) years' combined experience in supporting project teams' administration and in coordinating project activities. |               |
| M-28                               | The proposed resource must have a minimum of five (5) years' combined experience in tracking funding envelopes and expenditures.                                     |               |
| M-29                               | The proposed resource must have a minimum of ten (10) years' experience in preparing internal and external correspondence using templates.                           |               |



| P.7 Project Coordinator, Level 3 |   |               |
|----------------------------------|---|---------------|
| Number                           | Description of Requirement  | Page # if Met |
| M-30                             | The proposed resource must hold an undergraduate degree from a recognized university in computer science or engineering and a minimum of five (5) years' combined experience working as a Project Coordinator or In-Service Support Manager in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR must be in possession of a PMP certification and have a minimum of ten (10) years combined management experience on projects in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria |               |
| M-31                             | The proposed resource must have a minimum of five (5) years demonstrated combined experience managing the implementation of an In-Service-Support (ISS) capability in a Protected Network or Classified Network.  |               |
| M-32                             | The proposed resource must have a minimum of two (2) years' combined experience in tracking and coordinating contract change requests as well as task authorizations.   |               |

| P.11 Quality Assurance Specialist/Analyst – Level 2 (QA2) |   |               |
|---|---|---------------|
| Number  | Description of Requirement  | Page # if Met |
| M-33  | The proposed resource must hold an undergraduate degree from a recognized university in engineering or computer science and a minimum of thirty <b>(30)</b> months of demonstrated quality assurance experience OR a college level certificate in computer science combined with a minimum of forty-two <b>(42)</b> months of demonstrated quality assurance experience OR a secondary school diploma combined with a minimum of <b>60</b> months of demonstrated quality assurance experience.   |               |
| M-34  | The proposed resource must demonstrate having a minimum of eighty <b>(80)</b> months of combined work experience developing and executing scripts and test plans based on system requirements, reviewing system design documents in order to identify test requirements. Identifying, recording and tracking software issues (Bugs).  |               |
| M-35  | The proposed resource must demonstrate a minimum of thirty-six <b>(36)</b> months of combined experience within the last sixty (60) months, within at least 3 of the following 6 categories: <ul style="list-style-type: none"> <li>i. SQL server 2008/2012/2014/2016/2017, or Oracle;</li> <li>ii. Visual Studio 2008/2012/2013/2015/2017;</li> <li>iii. .net Framework 3.5 and above, or .net Core 2.0 above;</li> <li>iv. Testing tools like SoapUI, Postman or JMeter;</li> <li>v. HTML, or AJAX, or Telerik Control Toolkit, or KENDO UI;</li> <li>vi. Team Foundation Server (TFS) / DevOps, or Git, or SVN.</li> </ul> |               |
| M-36  | The proposed resource must clearly demonstrate having a minimum of thirty-six <b>(36)</b> months of combined work experience establishing software testing procedures, integration testing and regression testing with emphasis on automating the testing procedures.   |               |
| M-37  | The proposed resource must demonstrate thirty-six <b>(36)</b> months of combined experience within the past seventy-two <b>(72)</b> months, using popular testing tools to generate test automation, such as Team Foundation Server UI Coded Test.  |               |



## ATTACHMENT 4.1

### MANDATORY TECHNICAL CRITERIA – WORKSTREAM 2

1. The evaluation criteria contained in this attachment will be used to evaluate bids during the solicitation and to facilitate resource assessment after contract award.
2. The Bidder must provide a qualifying résumé for each of the Resource Categories requested for evaluation (the Bidder must not propose the same resource more than once in response to this solicitation).
3. The Bidder must complete an evaluation grid for each of the résumés being provided as described in Table 1 below. For each criterion the Bidder must indicate the section in the résumé where compliance with the criteria is described. Failure to provide a qualifying résumé for each Resource Category results in a non-responsive bid.

**Table 1:** Bidders must submit the following number of résumés per resource category in response to this evaluation. The actual numbers of resources required are listed in Part 1, 1.2 Summary, of the bid solicitation;

| Occupational Category              | Level of Expertise | Number of Resumes |
|------------------------------------|--------------------|-------------------|
| A.1 Application/Software Architect | Level 2            | 1                 |
| A.6 Programmer/Software Developer  | Level 2            | 1                 |
| A.6 Programmer/Software Developer  | Level 3            | 2                 |
| A.8 System Analyst                 | Level 2            | 1                 |
| A.8 System Analyst                 | Level 3            | 2                 |
| A.11 Tester                        | Level 2            | 0                 |
| B.6 Business System Analyst        | Level 3            | 0                 |
| B.14 Technical Writer              | Level 3            | 0                 |
| I.11 Technology Architect          | Level 2            | 1                 |
| I.11 Technology Architect          | Level 3            | 5                 |

#### 1 MANDATORY CRITERIA

| TERM                | DEFINITION   |
|---------------------|--|
| Similar Environment | <ol style="list-style-type: none"> <li>i. Minimum of 5000 Windows workstations supported nationally and internationally if in a Protected network or a minimum of 300 Windows workstations if in a Classified network;</li> <li>ii. Minimum of 50 Microsoft Windows servers (Windows 2008 or more recent) supported and located in a minimum of five (5) different cities;</li> <li>iii. Microsoft Windows workstation operating system (Windows XP, Windows 7, Windows 10); and</li> <li>iv. VMWare vSphere 5.x and above hypervisor.</li> </ol> <p><b>Note: For mandatory criteria, actual numbers must be provided with the résumé.</b></p> |

|  |   |
|--|---|
| Protected Network                            | Applies to information or assets that, if compromised, could reasonably be expected to cause injury to a non-national interest—that is, an individual interest such as a person or an organization.   |
| Classified Network                           | Applies to information or assets that, if compromised, could reasonably be expected to cause injury to the national interest, defence and maintenance of the social, political and economic stability of Canada.  |
| Certification and accreditation (C&A)        | Certification: the process of evaluating, testing, and examining security controls that have been pre-determined based on the data type in an information system. Accreditation is an official, written approval for the operation of a specific system in a specific environment, as documented in the certification report.   |
| Security assessment and authorization (SA&A) | Process for National Security Systems: the mechanism by which risk to an IT system is understood, mitigated and consistently and measurably managed throughout its lifecycle  |
| Operational environment                      | <p>A composite of the conditions, circumstances, and influences that affect the employment of military forces and bear on the decisions of the unit commander. Some examples are as follows.</p> <ul style="list-style-type: none"> <li>a. permissive environment--Operational environment in which host country military and law enforcement agencies have control as well as the intent and capability to assist operations that a unit intends to conduct.</li> <li>b. uncertain environment--Operational environment in which host government forces, whether opposed to or receptive to operations that a unit intends to conduct, do not have totally effective control of the territory and population in the intended operational area.</li> <li>c. hostile environment--Operational environment in which hostile forces have control as well as the intent and capability to effectively oppose or react to the operations a unit intends to conduct.</li> </ul> |



## STREAM 2 - Systems Engineering and Integration Support

| A.1 Application/Software Architect, Level 2 |   |               |
|---|---|---------------|
| Number                                      | Description of Requirement  | Page # if Met |
| M-1   | <p>The proposed resource must hold an undergraduate degree from a recognized university in computer science or engineering and a minimum of two (2) years' combined experience working as a Software Architect or Developer in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR a two (2) year college certificate in computer science combined with a minimum of four (4) years' combined experience as a Software Architect or Developer in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR two (2) years demonstrated combined experience within the last five (5) years as a Software Architect or Developer in software development or software maintenance in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria.</p> |               |
| M-2   | <p>The proposed resource demonstrates having worked on a minimum of one (1) project* in the last five (5) years where the resource designed n-tier .Net solutions performing all the following on each project:</p> <ul style="list-style-type: none"> <li>i. Analysis;</li> <li>v. Design;</li> <li>vi. Planning; and</li> <li>vii. Implementation.</li> </ul> <p>*For the project to qualify, the resource must have worked on the project for a minimum of one (1) year.</p>   |               |
| M-3   | <p>The proposed resource demonstrates having worked on a minimum of one (1) project* in the last five (5) years where the resource has architecting, designing and/or developing applications experience using MS SQL Server Databases on each project*.</p> <p>*For the project to qualify, the resource must have worked on the project for a minimum of one (1) year.</p>  |               |
| M-4   | <p>The proposed resource demonstrates having a minimum of six (6) months combined experience within the last five (5) years architecting, designing and/or developing distributed systems working across different locations inside and outside the same network.</p>   |               |

| A.6 Programmer/Software Developer, Level 2 |   |               |
|--|---|---------------|
| Number                                     | Description of Requirement  | Page # if Met |
| M-5  | <p>The proposed resource must hold an undergraduate degree from a recognized university in computer science or engineering and a minimum of two (2) years' combined experience working as a Programmer/Software Developer in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR a two (2) year college certificate in computer science combined with a minimum of four (4) years' combined experience as a Programmer/Software Developer in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR six (6) years demonstrated combined experience within the last ten (10) years as a Programmer/Software Developer in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria.</p> |               |
| M-6  | <p>The proposed resource has a minimum of two (2) years of combined experience on a minimum of three (3) projects* working with each of the following Programming Languages:</p> <ul style="list-style-type: none"> <li>i. C# .net;</li> <li>i. SQL on MS SQL or Oracle or DB2;</li> <li>ii. XML or JSON;</li> <li>iii. HTML and CSS; and</li> <li>iv. Javascript or JQuery.</li> </ul> <p>*For the project to qualify against the experience, the resource must have worked on the project for a minimum of three (3) months.</p>  |               |
| M-7  | <p>The proposed resource has worked on a minimum of one (1) project* in last five (5) years where the resource developed applications using the Model-view-controller framework.</p> <p>*For the project to qualify the resource must have worked on the project for a minimum of six (6) months.</p>   |               |



| A.6 Programmer/Software Developer, Level 3 |  |               |
|--|--|---------------|
| Number                                     | Description of Requirement   | Page # if Met |
| M-8  | <p>The proposed resource must hold an undergraduate degree from a recognized university in computer science or engineering and a minimum of five (5) years' combined experience working as a Programmer/Software Developer in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR a two (2) year college certificate in computer science combined with a minimum of eight (8) years' combined experience as a Programmer/Software Developer in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR ten (10) years demonstrated combined experience within the last fifteen (15) years as a Programmer/Software Developer in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria.</p> |               |
| M-9  | <p>The proposed resource has a minimum of five (5) years of combined experience on a minimum of four (4) projects* working with each of the following Programming Languages:</p> <ul style="list-style-type: none"> <li>i. C# .net;</li> <li>v. SQL on MS SQL or Oracle or DB2;</li> <li>vi. XML or JSON;</li> <li>vii. HTML and CSS; and</li> <li>viii. Javascript or JQuery.</li> </ul> <p>*For the project to qualify against the experience, the resource must have worked on the project for a minimum of three (3) months.</p>   |               |
| M-10                                       | <p>The proposed resource has worked on a minimum of two (2) projects* in last five (5) years where the resource developed applications using the Model-view-controller framework.</p> <p>*For the project to qualify the resource must have worked on the project for a minimum of six (6) months.</p>   |               |

A.8 System Analyst, Level 2

| Number | Description of Requirement  | Page # if Met |
|--------|---|---------------|
| M-11   | The proposed resource must hold an undergraduate degree from a recognized university in computer science or engineering and a minimum of two (2) years' combined experience working as a System Analyst in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR a two (2) year college certificate in computer science combined with a minimum of four (4) years' combined experience as a System Analyst in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR six (6) years demonstrated combined experience within the last ten (10) years as System Analyst in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria. |               |
| M-12   | The proposed resource must have a minimum of two (2) years of demonstrated combined experience within the last six (6) years supporting the implementation of IM/IT software projects involving Protected Network or Classified Network services.   |               |
| M-13   | The proposed resource must have a minimum of one (1) year combined experience within the last five (5) years of designing interfaces for integration of multiple applications both into software and hypervisor platforms.  |               |

A.8 System Analyst, Level 3

| Number | Description of Requirement   | Page # if Met |
|--------|--|---------------|
| M-14   | The proposed resource must hold an undergraduate degree from a recognized university in computer science or engineering and a minimum of five (5) years' combined experience working as a System Analyst in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR a two (2) year college certificate in computer science combined with a minimum of eight (8) years' combined experience as a System Analyst in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR ten (10) years demonstrated combined experience within the last fifteen (15) years as a System Analyst in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria. |               |
| M-15   | The proposed resource must have a minimum of four (4) years of demonstrated combined experience within the last eight (8) years supporting the implementation of IM/IT software projects involving a Protected Network or Classified Network services.   |               |
| M-16   | The proposed resource must have a minimum of three (3) years' combined experience within the last ten (10) years of designing interfaces for integration of multiple applications both into software and hypervisor platforms.   |               |

I.11 Technology Architect, Level 2

| Number | Description of Requirement  | Page # if Met |
|--------|---|---------------|
| M-17   | The proposed resource must hold an undergraduate degree from a recognized university in computer science or engineering and a minimum of two (2) years' combined experience working as a Technology Architect in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR a two (2) year college certificate in computer science combined with a minimum of four (4) years' combined experience as a Technology Architect in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR six (6) years demonstrated combined experience within the last ten (10) years as a Technology Architect in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria. |               |
| M-18   | The proposed resource must hold a certification in VMware Certified Professional - Data Center Virtualization or Cloud Management and Automation (VCP-DCV or VCP-CMA) / or Must have successfully completed a Cisco Professional certification (CCNP Cloud or CCNP Data Center or CCNP Routing and Switching) or equivalent certification.  |               |
| M-19   | The proposed resource must have two (2) years of demonstrated combined experience within the last five (5) years working as a Technology Architect in a Protected Network or Classified Network.  |               |

I.11 Technology Architect, Level 3

| Number | Description of Requirement   | Page # if Met |
|--------|--|---------------|
| M-20   | The proposed resource must hold an undergraduate degree from a recognized university in computer science or engineering and a minimum of five (5) years' combined experience working as a Technology Architect in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR a two (2) year college certificate in computer science combined with a minimum of eight (8) years' combined experience as a Technology Architect in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria OR ten (10) years demonstrated combined experience within the last fifteen (15) years as a Technology Architect in an IM/IT *similar environment as defined in 1.0 Evaluation Criteria. |               |
| M-21   | The proposed resource must hold a certification in VMware Certified Professional - Data Center Virtualization or Cloud Management and Automation (VCP-DCV or VCP-CMA) / or Must have successfully completed a Cisco Professional certification (CCNP Cloud, CCNP Data Center or CCNP Routing and Switching).   |               |
| M-22   | The proposed resource must have four (4) years of demonstrated combined experience within the last ten (10) years working as a Technology Architect in a Protected Network or Classified Network.  |               |

## ATTACHMENT 4.2

### POINT-RATED TECHNICAL CRITERIA – WORKSTREAM 1

1. The evaluation criteria contained in this attachment will be used to evaluate bids during the solicitation and to facilitate resource assessment after contract award.
2. The Bidder must provide a qualifying résumé for each of the Resource Categories requested for evaluation (the Bidder must not propose the same resource more than once in response to this solicitation).
3. The Bidder must complete an evaluation grid for each of the résumés being provided as described in Table 1 below. For each criterion the Bidder must indicate the section in the résumé where compliance with the criteria is described. Failure to provide a qualifying résumé for each Resource Category results in a non-responsive bid.

**Table 1:** Bidders must submit the following number of résumés per resource category in response to this evaluation. The actual numbers of resources required are listed in Part 1, 1.2 Summary, of the bid solicitation;

| Occupational Category  | Level of Expertise | Number of Resumes |
|--|--------------------|-------------------|
| <b>A.1 Application/Software Architect</b>                          | Level 3            | 1                 |
| <b>B.3 Business Consultant</b>                                     | Level 2            | 0                 |
| <b>B.9 Courseware Developer</b>                                    | Level 3            | 1                 |
| <b>B.12 Network Support Specialist</b>                             | Level 2            | 3                 |
| <b>B.12 Network Support Specialist</b>                             | Level 3            | 0                 |
| <b>C.3 Information Technology Security TRA and C&amp;A Analyst</b> | Level 3            | 1                 |
| <b>I.9 System Administrator</b>                                    | Level 2            | 2                 |
| <b>I.9 System Administrator</b>                                    | Level 3            | 1                 |
| <b>I.11 Technology Architect</b>                                   | Level 2            | 1                 |
| <b>P.1 Change Management Consultant</b>                            | Level 3            | 1                 |
| <b>P.6 Project Administrator</b>                                   | Level 3            | 2                 |
| <b>P.7 Project Coordinator</b>                                     | Level 3            | 3                 |
| <b>P.11 Quality Assurance Specialist/Analyst</b>                   | Level 2            | 1                 |

| TERM   | DEFINITION  |
|--|---|
| Similar Environment                          | <ul style="list-style-type: none"> <li>i. Minimum of 5000 Windows workstations supported nationally and internationally if in a Protected network or a minimum of 300 Windows workstations if in a Classified network;</li> <li>ii. Minimum of 50 Microsoft Windows servers (Windows 2008 or more recent) supported and located in a minimum of five (5) different cities;</li> <li>iii. Microsoft Windows workstation operating system (Windows XP, Windows 7, Windows 10); and</li> <li>iv. VMWare vSphere 5.x and above hypervisor.</li> </ul> <p><b>Note: For mandatory criteria, actual numbers must be provided with the résumé.</b></p>  |
| Protected Network                            | Applies to information or assets that, if compromised, could reasonably be expected to cause injury to a non-national interest—that is, an individual interest such as a person or an organization.   |
| Classified Network                           | Applies to information or assets that, if compromised, could reasonably be expected to cause injury to the national interest, defence and maintenance of the social, political and economic stability of Canada.  |
| Certification and accreditation (C&A)        | Certification: the process of evaluating, testing, and examining security controls that have been pre-determined based on the data type in an information system. Accreditation is an official, written approval for the operation of a specific system in a specific environment, as documented in the certification report.   |
| Security assessment and authorization (SA&A) | Process for National Security Systems: the mechanism by which risk to an IT system is understood, mitigated and consistently and measurably managed throughout its lifecycle  |
| Operational environment                      | <p>A composite of the conditions, circumstances, and influences that affect the employment of military forces and bear on the decisions of the unit commander. Some examples are as follows.</p> <ul style="list-style-type: none"> <li>a. permissive environment--Operational environment in which host country military and law enforcement agencies have control as well as the intent and capability to assist operations that a unit intends to conduct.</li> <li>b. uncertain environment--Operational environment in which host government forces, whether opposed to or receptive to operations that a unit intends to conduct, do not have totally effective control of the territory and population in the intended operational area.</li> <li>c. hostile environment--Operational environment in which hostile forces have control as well as the intent and capability to effectively oppose or react to the operations a unit intends to conduct.</li> </ul> |

## 2 RATED CRITERIA

### STREAM 1 - Systems Sustainment Support

| A.1 Application/Software Architect, Level 3 |   |            |   |       |                   |
|---|---|------------|---|-------|-------------------|
| Rated                                       | Description   | Max Points | Experience / Knowledge Factor   | Score | Proposal Page No. |
| R-1   | <p>The proposed resource demonstrates experience working in a project* with a system design using the following architectural patterns:</p> <ul style="list-style-type: none"> <li>i. Client-Server;</li> <li>ii. Data-centric;</li> <li>iii. Event-driven;</li> <li>i. Layered;</li> <li>iv. Peer-to-peer (P2P);</li> <li>ii. Representational State Transfer (REST);</li> <li>iii. Rule-based; or</li> <li>iv. Service-oriented.</li> </ul> <p>*For the project to qualify, the resource must have worked on the project for a minimum of three (3) months.</p> | 4          | 1 point per pattern   |       |                   |
| R-2   | <p>The proposed resource has demonstrated combined experience within a *similar environment as defined in 1.0 Evaluation Criteria with the design and development of enterprise class relational databases using SQL Server and developing software in <a href="#">ASP.Net</a> and C#.</p>  | 5          | <p>≥1 year = 1 pt.<br/>           ≥3 years= 3 pts.<br/>           ≥6 years = 5 pts.</p> |       |                   |



| A.1 Application/Software Architect, Level 3 |  |            |   |       |                   |
|---|--|------------|---|-------|-------------------|
| Rated                                       | Description  | Max Points | Experience / Knowledge Factor                                       | Score | Proposal Page No. |
| R-3   | <p>The proposed resource has combined experience within the last ten (10) years in developing architectures supporting Air Force Specialized Software:</p> <ul style="list-style-type: none"> <li>i. NAPPIC;</li> <li>ii. GCCS-J;</li> <li>iii. Joint Mission Planning System (JMPS);</li> <li>iv. Portable Flight Planning System (PFPS);</li> <li>v. FalconView; (6) Coalition Shared Database (CSD);</li> <li>vi. Aviation Requisition/Acquisition Air Force Master Interface System (AFMIS)</li> </ul> | 3          | <p>≥1 year = 1 pt.<br/> ≥2 years= 2 pts.<br/> ≥4 years = 3 pts.</p> |       |                   |
|   |  |            |   |       |                   |
| Minimum Points =                            |  | 6          | Total points =  |       |                   |
| Maximum Points =                            |  | 12         |   |       |                   |



### B.9 Courseware Developer – Level 3

| Rated            | Description  | Max Points | Experience / Knowledge Factor | Score | Proposal Page No. |
|------------------|--|------------|-------------------------------|-------|-------------------|
| R-4              | <p>The proposed resource has experience within the last 5 years in the training support of Air Force Specialized Software:</p> <ul style="list-style-type: none"> <li>i. NAPPIC;</li> <li>i. GCCS-J;</li> <li>ii. C2PC;</li> <li>ii. Joint Mission Planning System (JMPS);</li> <li>iii. Portable Flight Planning System (PFPS);</li> <li>iii. FalconView;</li> <li>iv. Coalition Shared Database (CSD);</li> <li>iv. Ocean FlightPro.</li> <li>v. Aerospace Planning Tool (APT);</li> <li>v. Request for Effect (RFE)</li> <li>vi. Air Force Master Interface System (AFMIS)</li> </ul> | 6          | 1 point per system            |       |                   |
| R-5              | <p>The proposed resource has demonstrated experience within the last three (5) years in the training support of:</p> <ul style="list-style-type: none"> <li>i. DAFIF;</li> <li>vi. Weather Common Component, or FalconView Weather;</li> <li>ii. Terrain Awareness Warning System;</li> <li>iii. Terrain Awareness Warning System (TAWS);</li> <li>iv. BirdDog; or other mission planning system.</li> </ul>   | 3          | 1 point per system            |       |                   |
|                  |  |            |                               |       |                   |
| Minimum Points = |  | 4          | Total points =                |       |                   |
| Maximum Points = |  | 9          |                               |       |                   |

**B.12 Network Support Specialist, Level 2**

| <b>Rated</b>            | <b>Description</b>  | <b>Max Points</b> | <b>Experience / Knowledge Factor</b>                       | <b>Score</b> | <b>Proposal Page No.</b> |
|-------------------------|---|-------------------|--|--------------|--------------------------|
| R-6                     | The proposed resource has demonstrated combined experience in working in a classified environment, in the handling of COMSEC Material; including TACLANE and EMSEC compliant TEMPEST equipment.   | 3                 | 1 point per year   |              |                          |
| R-7                     | The proposed resource has combined experience within the last five (5) years dealing with the creation and maintenance of a Definitive Software Library (DSL)   | 2                 | ≥1 year = 1 pt.<br>≥2 years = 2 pts.                       |              |                          |
| R-8                     | The proposed resource has combined experience maintaining C2IS equipment, liaising with vendors, OGDs, LCMM, DND IM/IT units, in the resolution of hardware and software failure / faults / distribution / installation and configuration.  | 3                 | ≥1 year = 1 pt.<br>≥2 years = 2 pts.<br>≥3 years = 3 pts.  |              |                          |
| R-9                     | Hold a certification of ITIL <b>and</b> corresponding combined experience in the implementation of an ITSM capability in support of operational systems and services. ITIL is an internationally controlled and registered Trademark, and a 'Registered' Community Trademark of the Office of Government Commerce. It is also registered in the U.S. Patent and Trademark Office. | 4                 | ≥1 year = 2 pts.<br>≥2 years = 3 pts.<br>≥3 years = 4 pts. |              |                          |
|                         |   |                   |  |              |                          |
| <b>Minimum Points =</b> |   | <b>6</b>          | <b>Total points =</b>                                      |              |                          |
| <b>Maximum Points =</b> |   | <b>12</b>         |  |              |                          |



### C.3 Information Technology Security TRA and C&A Analyst, Level 3

| Rated            | Description  | Max Points | Experience / Knowledge Factor  | Score | Proposal Page No. |
|------------------|--|------------|--|-------|-------------------|
| R-10             | The proposed resource has demonstrated combined experience as an Information Technology Security TRA or C&A Analyst in a classified environment  | 3          | 1 point per year   |       |                   |
| R-11             | The proposed resource has a Certified Information Systems Security Professional (CISSP) Certification <b>and</b> corresponding combined information systems security experience  | 4          | $\geq 1$ year = 2 pts.<br>$\geq 2$ years = 3 pts.<br>$\geq 3$ years = 4 pts. |       |                   |
| R-12             | The proposed resource provides proof of completing a minimum of one (1) SA&A (or C&A) within the past three (3) years using GoC approved processes. Each additional full or updated C&A/SA&A, within the past ten (10) years will receive additional points. | 5          | 1 SA&A or C&A<br>3 pts.<br><br>Additional<br>1 pt. each                      |       |                   |
|                  |  |            |  |       |                   |
| Minimum Points = |  | 6          | Total points =   |       |                   |
| Maximum Points = |  | 12         |  |       |                   |

| I.9 System Administrator, Level 2 |   |            |                               |       |                   |
|-----------------------------------|---|------------|-------------------------------|-------|-------------------|
| Rated                             | Description   | Max Points | Experience / Knowledge Factor | Score | Proposal Page No. |
| R-13                              | The proposed resource has demonstrated combined experience as a system administrator in a classified environment.   | 3          | 1 point per year              |       |                   |
| R-14                              | <p>The proposed resource has demonstrated experience within the last three (3) years as a system administrator with:</p> <ul style="list-style-type: none"> <li>i. Windows 7 or newer desktop configuration;</li> <li>ii. VMWare Horizon v.6.x</li> <li>iii. Windows Server 2012 or newer configuration;</li> <li>iv. CISCO routers configuration; VMWare VSphere V5.X and VCentre V5.x or newer;</li> <li>v. Comm Vault;</li> <li>vi. NetApps SAN Storage</li> </ul> | 5          | 1 point per system            |       |                   |
| R-15                              | The proposed resource has combined experience in the set-up and maintenance of Active Directory services.   | 3          | 1 point per year              |       |                   |
|                                   |   |            |                               |       |                   |
| Minimum Points =                  |   | 6          | Total points =                |       |                   |
| Maximum Points =                  |   | 11         |                               |       |                   |

| I.9 System Administrator, Level 3 |  |            |                               |       |                   |
|-----------------------------------|--|------------|-------------------------------|-------|-------------------|
| Rated                             | Description  | Max Points | Experience / Knowledge Factor | Score | Proposal Page No. |
| R-16                              | The proposed resource has demonstrated combined experience as a system administrator in a classified environment.  | 3          | 1 point per year              |       |                   |
| R-17                              | <p>The proposed resource has demonstrated experience within the last three (3) years as a system administrator with:</p> <ul style="list-style-type: none"> <li>i. Windows 7 or newer desktop configuration;</li> <li>ii. VMWare Horizon v.6.x or newer configuration;</li> <li>iii. CISCO routers configuration;</li> <li>iv. VMWare VSphere V5.X and VCentre V5.x or newer;</li> <li>v. Comm Vault;</li> <li>vi. NetApps SAN Storage</li> </ul>  | 5          | 1 point per system            |       |                   |
| R-18                              | The proposed resource has combined experience in the set-up and maintenance of Active Directory services.  | 3          | 1 point per year              |       |                   |
| R-19                              | <p>The proposed resource has experience within the last 5 years in the support of Air Force Specialized Software:</p> <ul style="list-style-type: none"> <li>i. NAPPIC;</li> <li>ii. GCCS-J;</li> <li>iii. C2PC;</li> <li>iv. Joint Mission Planning System (JMPS);</li> <li>v. Portable Flight Planning System (PFPS);</li> <li>vi. FalconView;</li> <li>vii. Coalition Shared Database (CSD);</li> <li>viii. Ocean FlightPro;</li> <li>ix. Aerospace Planning Tool (APT);</li> <li>x. Request for Effect (RFE);</li> <li>xi. Air Force Master Interface System (AFMIS).</li> </ul> | 3          | 1 point per system            |       |                   |



| I.9 System Administrator, Level 3 |                  |            |                               |       |                   |
|-----------------------------------|------------------|------------|-------------------------------|-------|-------------------|
| Rated                             | Description      | Max Points | Experience / Knowledge Factor | Score | Proposal Page No. |
|                                   | Minimum Points = | 7          | Total points =                |       |                   |
|                                   | Maximum Points = | 14         |                               |       |                   |

| I.11 Technology Architect, Level 2 |   |            |   |       |                   |
|------------------------------------|---|------------|---|-------|-------------------|
| Rated                              | Description   | Max Points | Experience / Knowledge Factor                                       | Score | Proposal Page No. |
| R-20                               | The proposed resource has demonstrated combined experience as a technology architect in a classified environment.   | 3          | 1 point per year  |       |                   |
| R-21                               | <p>The proposed resource has demonstrated combined experience in designing and implementing systems related <b>to at least 5</b> of the following technology within a *similar environment as defined in 1.0 Evaluation Criteria:</p> <ul style="list-style-type: none"> <li>i. Systems Management and Monitoring</li> <li>ii. Virtual Desktop Infrastructure (VDI) and software and operating system deployment (e.g. Windows Desktop OS, Microsoft Deployment Toolkit, VMWare products supporting VDI, application virtualization)</li> <li>iii. Directory Services</li> <li>iv. Email and Messaging Services</li> <li>v. File and Print / Print Management Services 6) Workgroup Collaborative Services</li> <li>vi. Data centre Load-balancing and regional data availability zoning</li> <li>vii. Cloud management platforms</li> <li>viii. Cloud-native applications orchestration tools</li> <li>ix. Software-defined networking in data centres</li> <li>x. Cisco Nexus architecture.</li> <li>xi. Tactical Data Links</li> <li>xii. Full Motion Video</li> <li>v. HAIPE</li> </ul> | 5          | <p>≥1 year = 1 pt.<br/> ≥2 years= 3 pts.<br/> ≥5 years = 5 pts.</p> |       |                   |

| I.11 Technology Architect, Level 2 |  |            |   |       |                   |
|------------------------------------|--|------------|---|-------|-------------------|
| Rated                              | Description  | Max Points | Experience / Knowledge Factor                                       | Score | Proposal Page No. |
| R-22                               | <p>Demonstrated combined experience with one (1) or more of the following architecture frameworks:</p> <ul style="list-style-type: none"> <li>i. SABSA (Sherwood Applied Business Security Architecture);</li> <li>ii. TOGAF (The Open Group Architecture Framework);</li> <li>iii. DoDAF (Department of National Defence Architecture Framework), DND AF (Department of National Defence Architecture Framework), MODAF (Ministry of Defence Architecture Framework) or NAF (NATO Architecture Framework);</li> <li>iv. ISO 19439.</li> </ul> | 3          | <p>≥1 year = 1 pt.<br/> ≥2 years= 2 pts.<br/> ≥5 years = 3 pts.</p> |       |                   |
|                                    |  |            |   |       |                   |
| Minimum Points =                   |  | 6          | Total points =  |       |                   |
| Maximum Points =                   |  | 11         |   |       |                   |

**P.1 Change Management Consultant, Level 3**

| Rated | Description  | Max Points | Experience / Knowledge Factor                   | Score | Proposal Page No. |
|-------|--|------------|---|-------|-------------------|
| R-23  | The proposed resource has demonstrated combined experience in developing and monitoring the implementation of a practical and comprehensive Change Management Plans within a *similar environment as defined in 1.0 Evaluation Criteria.   | 2          | <p>≥1 year = 1 pt.</p> <p>≥2 years = 2 pts.</p> |       |                   |
| R-24  | The proposed resource has demonstrated combined experience in the last four (4) years managing or creating requests in the Axios Assyst tool for change management.  | 2          | <p>≥1 year = 1 pt.</p> <p>≥2 years = 2 pts.</p> |       |                   |
| R-25  | <p>The proposed resource has change management experience on projects* related to or supporting one of the following systems:</p> <ul style="list-style-type: none"> <li>v. RCAF Command and Control Information Systems (AFCCIS);</li> <li>vi. Consolidated Secret Network Infrastructure (CSNI);</li> <li>vii. Defence Command &amp; Control Allied Interoperability (DC2AI);</li> <li>viii. Land Command Support System (LCSS);</li> <li>ix. Maritime Command Operational Information (MCOIN).</li> </ul> <p>*For each project to qualify the resource must have worked on the project for a minimum of six (6) months and the project must have affected more than 100 users</p> | 4          | 1 point per project                             |       |                   |

**P.1 Change Management Consultant, Level 3**

| <b>Rated</b>            | <b>Description</b>   | <b>Max Points</b> | <b>Experience / Knowledge Factor</b>                                      | <b>Score</b> | <b>Proposal Page No.</b> |
|-------------------------|--|-------------------|---|--------------|--------------------------|
| R-26                    | The proposed resource holds a certification of ITIL with corresponding combined experience in the implementation of an ITSM capability in support of operational systems and services. ITIL is an internationally controlled and registered Trademark, and a 'Registered' Community Trademark of the Office of Government Commerce. It is also registered in the U.S. Patent and Trademark Office. | 4                 | <p>≥1 year = 2 pts.</p> <p>≥2 years = 3 pts.</p> <p>≥3 years = 4 pts.</p> |              |                          |
|                         |  |                   |   |              |                          |
| <b>Minimum Points =</b> |  | <b>6</b>          | Total points =  |              |                          |
| <b>Maximum Points =</b> |  | <b>12</b>         |   |              |                          |

| P.6 Project Administrator, Level 3 |  |            |                                      |       |                   |
|------------------------------------|--|------------|--------------------------------------|-------|-------------------|
| Rated                              | Description  | Max Points | Experience / Knowledge Factor        | Score | Proposal Page No. |
| R-27                               | The proposed resource has s demonstrated combined experience with SharePoint admin task and Microsoft Excel advanced formula and functions.  | 2          | ≥1 year = 1 pt.<br>≥2 years = 2 pts. |       |                   |
| R-28                               | The proposed resource has demonstrated combined experience entering data, retrieving reports or navigating through with the Defence Resource Management Information System (DRMIS), ClaimsX, CCM Mercury, HRG Travel | 2          | ≥1 year = 1 pt.<br>≥2 years = 2 pts. |       |                   |
|                                    |  |            |                                      |       |                   |
| Minimum Points =                   |  | 2          | Total points =                       |       |                   |
| Maximum Points =                   |  | 4          |                                      |       |                   |

| P.7 Project Coordinator, Level 3 |   |            |  |       |                   |
|----------------------------------|---|------------|--|-------|-------------------|
| Rated                            | Description   | Max Points | Experience / Knowledge Factor                              | Score | Proposal Page No. |
| R-29                             | The proposed resource has demonstrated combined experience in working in a classified environment.  | 3          | 1 point per year   |       |                   |
| R-30                             | The proposed resource has a formal Project Management Certification (PMP or master's degree) <b>and</b> corresponding combined information systems project management experience.   | 4          | ≥1 year = 2 pts.<br>≥2 years = 3 pts.<br>≥3 years = 4 pts. |       |                   |
| R-31                             | The proposed resource has a minimum of five (5) years of combined experience working as a project coordinator and implementation specialist in an operational military environment. | 5          | ≥5 years= 3 pts.<br>≥7 years = 5 pts.                      |       |                   |
|                                  |   |            |  |       |                   |
| Minimum Points =                 |   | 6          | Total points =   |       |                   |
| Maximum Points =                 |   | 12         |  |       |                   |

| P.11 Quality Assurance Specialist/Analyst, Level 2 |  |            |   |       |                   |
|--|--|------------|---|-------|-------------------|
| Rated  | Description  | Max Points | Experience / Knowledge Factor   | Score | Proposal Page No. |
| R-32   | The proposed Resource possess an undergraduate, or master's degree in engineering or computer science or other related field from a recognized post-secondary institution.   | 3          | Undergraduate = 2pts<br>Master = 3pts   |       |                   |
| R-33   | The proposed Resource should demonstrate having a combined minimum of eighty (80) months experience within the last one-hundred and sixty (160) months testing, identifying, recording and tracking software issues (Bugs) based on system requirements, use cases, and system design documentation, according to a system development methodology.  | 5          | <80 months = 0pts<br>≥80 months = 1pt<br>≥96 months = 2pts<br>≥108 months = 3pts<br>≥120 months = 5pts                      |       |                   |
| R-34   | <p>The proposed Resource should demonstrate a combined minimum of thirty-six (36) months of experience within the last sixty (120) months, in each of the following 6 categories:</p> <ul style="list-style-type: none"> <li>i. SQL server 2008/2012/2014/2016/2017, or Oracle; and</li> <li>ii. Visual Studio 2008/2012/2013/2015/2017; and</li> <li>iii. .net Framework 3.5 and above, or .net Core 2.0 above;</li> <li>iv. Testing tools like SoapUI, Postman or JMeter;</li> <li>v. HTML, or AJAX, or Telerik Control Toolkit, or KENDO UI; and SQL server 2008/2012/2014/2016/2017, or Oracle; and</li> <li>vi. Team Foundation Server (TFS) / DevOps, or Git, or SVN.</li> </ul> | 10         | <36 months = 0pts<br>≥36 months = 2pts<br>≥48 months = 3pts<br>≥60 months = 5pts<br>≥72 months = 7pts<br>≥84 months = 10pts |       |                   |



| P.11 Quality Assurance Specialist/Analyst, Level 2 |  |            |   |       |                   |
|--|--|------------|---|-------|-------------------|
| Rated  | Description  | Max Points | Experience / Knowledge Factor   | Score | Proposal Page No. |
| R-35   | <p>The proposed Resource should demonstrate a minimum of three (3) months of experience within the last thirty-six (60) months, in any of the following systems:</p> <ul style="list-style-type: none"> <li>i. GCCS-J/M/N/I3;</li> <li>vii. NAPPIC;</li> <li>viii. Joint Mission Planning System (JMPS);</li> <li>ix. Portable Flight Planning Software (PFPS);</li> <li>x. M2S;</li> <li>xi. Aviation Requisition/Acquisition; or</li> <li>i. SAFTE-FAST;</li> <li>xii. Tactical Assault Kit (TAK)</li> </ul> | 5          | <p>&lt;2 Systems = 0pts<br/>           ≥2 Systems = 1pt<br/>           ≥3 Systems = 2pts<br/>           ≥4 Systems = 3pts<br/>           ≥5 Systems = 4pts<br/>           ≥6 Systems = 5pts</p> |       |                   |
| R-36   | <p>The proposed Resource should demonstrate thirty-six (36) months of combined experience within the past seventy-two (80) months, using popular testing tools to generate test automation, such as Team Foundation Server UI Coded Test</p>   | 5          | <p>&lt;36 months = 0pts<br/>           ≥36 months = 1pt<br/>           ≥48 months = 3pts<br/>           ≥60 months = 5pts</p>   |       |                   |
|  |  |            |   |       |                   |
| Minimum Points =                                   |  | 12         | Total points =  |       |                   |
| Maximum Points =                                   |  | 28         |   |       |                   |



## ATTACHMENT 4.2

### POINT RATED TECHNICAL CRITERIA – WORKSTREAM 2

1. The evaluation criteria contained in this attachment will be used to evaluate bids during the solicitation and to facilitate resource assessment after contract award.
2. The Bidder must provide a qualifying résumé for each of the Resource Categories requested for evaluation (the Bidder must not propose the same resource more than once in response to this solicitation).
3. The Bidder must complete an evaluation grid for each of the résumés being provided as described in Table 1 below. For each criterion the Bidder must indicate the section in the résumé where compliance with the criteria is described. Failure to provide a qualifying résumé for each Resource Category results in a non-responsive bid.

**Table 1:** Bidders must submit the following number of résumés per resource category in response to this evaluation. The actual numbers of resources required are listed in Part 1, 1.2 Summary, of the bid solicitation;

| Occupational Category              | Level of Expertise | Number of Resumes |
|------------------------------------|--------------------|-------------------|
| A.1 Application/Software Architect | Level 2            | 1                 |
| A.6 Programmer/Software Developer  | Level 2            | 1                 |
| A.6 Programmer/Software Developer  | Level 3            | 2                 |
| A.8 System Analyst                 | Level 2            | 1                 |
| A.8 System Analyst                 | Level 3            | 2                 |
| A.11 Tester                        | Level 2            | 0                 |
| B.6 Business System Analyst        | Level 3            | 0                 |
| B.14 Technical Writer              | Level 3            | 0                 |
| I.11 Technology Architect          | Level 2            | 1                 |
| I.11 Technology Architect          | Level 3            | 5                 |

| TERM                | DEFINITION   |
|---------------------|--|
| Similar Environment | <ol style="list-style-type: none"> <li>i. Minimum of 5000 Windows workstations supported nationally and internationally if in a Protected network or a minimum of 300 Windows workstations if in a Classified network;</li> <li>ii. Minimum of 50 Microsoft Windows servers (Windows 2008 or more recent) supported and located in a minimum of five (5) different cities;</li> <li>iii. Microsoft Windows workstation operating system (Windows XP, Windows 7, Windows 10); and</li> <li>iv. VMWare vSphere 5.x and above hypervisor.</li> </ol> <p><b>Note: For mandatory criteria, actual numbers must be provided with the résumé.</b></p> |

|  |   |
|--|---|
| Protected Network                            | Applies to information or assets that, if compromised, could reasonably be expected to cause injury to a non-national interest—that is, an individual interest such as a person or an organization.   |
| Classified Network                           | Applies to information or assets that, if compromised, could reasonably be expected to cause injury to the national interest, defence and maintenance of the social, political and economic stability of Canada.  |
| Certification and accreditation (C&A)        | Certification: the process of evaluating, testing, and examining security controls that have been pre-determined based on the data type in an information system. Accreditation is an official, written approval for the operation of a specific system in a specific environment, as documented in the certification report.   |
| Security assessment and authorization (SA&A) | Process for National Security Systems: the mechanism by which risk to an IT system is understood, mitigated and consistently and measurably managed throughout its lifecycle  |
| Operational environment                      | <p>A composite of the conditions, circumstances, and influences that affect the employment of military forces and bear on the decisions of the unit commander. Some examples are as follows.</p> <ul style="list-style-type: none"> <li>a. permissive environment--Operational environment in which host country military and law enforcement agencies have control as well as the intent and capability to assist operations that a unit intends to conduct.</li> <li>b. uncertain environment--Operational environment in which host government forces, whether opposed to or receptive to operations that a unit intends to conduct, do not have totally effective control of the territory and population in the intended operational area.</li> <li>c. hostile environment--Operational environment in which hostile forces have control as well as the intent and capability to effectively oppose or react to the operations a unit intends to conduct.</li> </ul> |

## STREAM 2 - Systems Engineering and Integration Support

| A.1 Application/Software Architect, Level 2 |   |            |   |       |                   |
|---|---|------------|---|-------|-------------------|
| Rated                                       | Description   | Max Points | Experience / Knowledge Factor   | Score | Proposal Page No. |
| R-1   | <p>The proposed resource demonstrates experience working in a project* with a system design using the following architectural patterns:</p> <ul style="list-style-type: none"> <li>i. Client-Server;</li> <li>ii. Data-centric;</li> <li>iii. Event-driven;</li> <li>i. Layered;</li> <li>iv. Peer-to-peer (P2P);</li> <li>ii. Representational State Transfer (REST);</li> <li>iii. Rule-based; or</li> <li>iv. Service-oriented.</li> </ul> <p>*For the project to qualify, the resource must have worked on the project for a minimum of three (3) months.</p> | 4          | 1 point per pattern   |       |                   |
| R-2   | <p>The proposed resource has demonstrated combined experience within a *similar environment as defined in 1.0 Evaluation Criteria with the design and development of enterprise class relational databases using SQL Server and developing software in <a href="#">ASP.Net</a> and C#.</p>  | 5          | <p>≥1 year = 1 pt.<br/>           ≥3 years= 3 pts.<br/>           ≥6 years = 5 pts.</p> |       |                   |

| A.1 Application/Software Architect, Level 2 |  |            |   |       |                   |
|---|--|------------|---|-------|-------------------|
| Rated                                       | Description  | Max Points | Experience / Knowledge Factor                                       | Score | Proposal Page No. |
| R-3   | <p>The proposed resource has combined experience within the last five (5) years in developing architectures supporting Air Force Specialized Software:</p> <ul style="list-style-type: none"> <li>i. NAPPIC;</li> <li>ii. GCCS-J;</li> <li>iii. C2PC;</li> <li>iv. Joint Mission Planning System (JMPS);</li> <li>v. Portable Flight Planning System (PFPS);</li> <li>vi. FalconView;</li> <li>vii. Coalition Shared Database (CSD);</li> <li>viii. Ocean FlightPro.</li> <li>ix. Aerospace Planning Tool (APT);</li> <li>x. Request for Effect (RFE)</li> <li>xi. Air Force Master Interface System (AFMIS)</li> <li>xii. Tactical Assault Kit (TAK)</li> </ul> | 3          | <p>≥1 year = 1 pt.<br/> ≥2 years= 2 pts.<br/> ≥5 years = 3 pts.</p> |       |                   |
|   |  |            |   |       |                   |
| Minimum Points =                            |  | 6          | Total points =  |       |                   |
| Maximum Points =                            |  | 12         |   |       |                   |

| A.6 Programmer/Software Developer, Level 2 |   |            |  |       |                   |
|--|---|------------|--|-------|-------------------|
| Rated                                      | Description   | Max Points | Experience / Knowledge Factor                            | Score | Proposal Page No. |
| R-4  | The proposed resource demonstrates combined experience in the development of Transact-SQL queries, stored procedures, and functions, as well in optimizing databases performance using SQL Server environment for a *similar environment as defined in 1.0 Evaluation Criteria.   | 3          | ≥1 year = 1 pt.<br>≥2 years= 2 pts.<br>≥5 years = 3 pts. |       |                   |
| R-5  | The proposed resource demonstrates combined experience developing web application using HTML 5 and JavaScript.  | 3          | ≥1 year = 1 pt.<br>≥2 years= 2 pts.<br>≥5 years = 3 pts. |       |                   |
| R-6  | The proposed resource demonstrates combined experience in the last eight (8) years developing or integrating Services* within application design of a .Net solution and developing software in .Net and C# for a *similar environment as defined in 1.0 Evaluation Criteria.<br><br>*Services is defined as services including a combination of programming and data that are made available from a business server for users or other -connected programs. | 4          | 1 point per year   |       |                   |
|  |   |            |  |       |                   |
| Minimum Points =                           |   | 5          | Total points =   |       |                   |
| Maximum Points =                           |   | 10         |  |       |                   |

| A.6 Programmer/Software Developer, Level 3 |  |            |  |       |                   |
|--|--|------------|--|-------|-------------------|
| Rated                                      | Description  | Max Points | Experience / Knowledge Factor                            | Score | Proposal Page No. |
| R-7  | The proposed resource demonstrates combined experience in the development of Transact-SQL queries, stored procedures, and functions, as well in optimizing databases performance using SQL Server environment for a *similar environment as defined in 1.0 Evaluation Criteria.  | 3          | ≥1 year = 1 pt.<br>≥3 years= 2 pts.<br>≥6 years = 3 pts. |       |                   |
| R-8  | The proposed resource demonstrates combined experience developing web application using HTML 5 and JavaScript.   | 3          | ≥1 year = 1 pt.<br>≥3 years= 2 pts.<br>≥6 years = 3 pts. |       |                   |
| R-9  | The proposed resource demonstrates combined experience in the last ten (10) years developing or integrating Services* within application design of a .Net solution and developing software in .Net and C# for a *similar environment as defined in 1.0 Evaluation Criteria.<br><br>*Services is defined as services including a combination of programming and data that are made available from a business server for users or other -connected programs. | 3          | ≥1 year = 1 pt.<br>≥2 years= 2 pts.<br>≥5 years = 3 pts. |       |                   |



| A.6 Programmer/Software Developer, Level 3 |  |            |   |       |                   |
|--|--|------------|---|-------|-------------------|
| Rated                                      | Description  | Max Points | Experience / Knowledge Factor                                       | Score | Proposal Page No. |
| R-10                                       | <p>The proposed resource has combined experience within the last ten (10) years in developing or integrating Air Force Specialized software:</p> <ul style="list-style-type: none"> <li>i. NAPPIC;</li> <li>ii. GCCS-J;</li> <li>iii. C2PC;</li> <li>iv. Joint Mission Planning System (JMPS);</li> <li>v. Portable Flight Planning System (PFPS);</li> <li>vi. FalconView;</li> <li>vii. Coalition Shared Database (CSD);</li> <li>viii. Ocean FlightPro.</li> <li>ix. Aerospace Planning Tool (APT);</li> <li>x. Request for Effect (RFE)</li> <li>xi. Air Force Master Interface System (AFMIS)</li> <li>xii. Tactical Assault Kit (TAK)</li> </ul> | 3          | <p>≥1 year = 1 pt.<br/> ≥2 years= 2 pts.<br/> ≥5 years = 3 pts.</p> |       |                   |
|  |  |            |   |       |                   |
| Minimum Points =                           |  | 6          | Total points =  |       |                   |
| Maximum Points =                           |  | 12         |   |       |                   |

| A.8 System Analyst – Level 2 |   |            |   |       |                   |
|------------------------------|---|------------|---|-------|-------------------|
| Rated                        | Description   | Max Points | Experience / Knowledge Factor   | Score | Proposal Page No. |
| R-11                         | <p>The proposed resource has demonstrated combined experience in developing and implementing application and software platforms using at least 3 of the following technologies within a *similar environment as defined in 1.0 Evaluation Criteria:</p> <ul style="list-style-type: none"> <li>i. Virtual Desktop Infrastructure (VDI) and software and operating system deployment (e.g. Windows Desktop OS, Microsoft Deployment Toolkit, VMWare products supporting VDI, application virtualization)</li> <li>ii. Directory Services</li> <li>iii. Workgroup Collaborative Services</li> <li>iv. Data centre Load-balancing and regional data availability zoning</li> <li>v. Cloud management platforms</li> <li>vi. Cloud-native applications orchestration tools</li> </ul> | 5          | <p>≥1 year = 1 pt.<br/>           ≥2 years= 3 pts.<br/>           ≥5 years = 5 pts.</p> |       |                   |
| R-12                         | <p>The proposed resource has demonstrated combined experience in writing technical documentation and systems engineering documentation (e.g. design, test plans, implementation, documents) for a *similar environment as defined in 1.0 Evaluation Criteria</p>  | 3          | <p>≥1 year = 1 pt.<br/>           ≥2 years= 2 pts.<br/>           ≥5 years = 3 pts.</p> |       |                   |
| R-13                         | <p>The proposed resource has demonstrated combined experience in testing, analyzing, investigating or planning a migration or integration of a new or existing product within a *similar environment as defined in 1.0 Evaluation Criteria</p>  | 3          | <p>≥1 year = 1 pt.<br/>           ≥2 years= 2 pts.<br/>           ≥5 years = 3 pts.</p> |       |                   |
|                              |   |            |   |       |                   |
| Minimum Points =             |   | 6          | Total points =  |       |                   |

| A.8 System Analyst – Level 2 |             |            |                               |       |                   |
|------------------------------|-------------|------------|-------------------------------|-------|-------------------|
| Rated                        | Description | Max Points | Experience / Knowledge Factor | Score | Proposal Page No. |
| Maximum Points =             |             | 11         |                               |       |                   |

| A.8 System Analyst – Level 3 |   |            |   |       |                   |
|------------------------------|---|------------|---|-------|-------------------|
| Rated                        | Description   | Max Points | Experience / Knowledge Factor                                       | Score | Proposal Page No. |
| R-14                         | <p>The proposed resource has demonstrated combined experience in developing and implementing application and software platforms using at least 5 of the following technologies within a *similar environment as defined in 1.0 Evaluation Criteria:</p> <ul style="list-style-type: none"> <li>i. 1) Virtual Desktop Infrastructure (VDI) and software and operating system deployment (e.g. Windows Desktop OS, Microsoft Deployment Toolkit, VMWare products supporting VDI, application virtualization)</li> <li>ii. 2) Directory Services</li> <li>iii. 3) Workgroup Collaborative Services</li> <li>iv. 4) Data centre Load-balancing and regional data availability zoning</li> <li>v. 5) Cloud management platforms</li> <li>vi. 6) Cloud-native applications orchestration tools</li> </ul> | 5          | <p>≥1 year = 1 pt.<br/> ≥3 years= 3 pts.<br/> ≥6 years = 5 pts.</p> |       |                   |
| R-15                         | <p>The proposed resource has demonstrated combined experience in writing technical documentation and systems engineering documentation (e.g. design, test plans, implementation, documents) for a *similar environment as defined in 1.0 Evaluation Criteria</p>  | 3          | <p>≥1 year = 1 pt.<br/> ≥3 years= 2 pts.<br/> ≥6 years = 3 pts.</p> |       |                   |
| R-16                         | <p>The proposed resource has demonstrated combined experience in testing, analyzing, investigating or planning a migration or integration of a new or existing product within a *similar environment as defined in 1.0 Evaluation Criteria</p>  | 3          | <p>≥1 year = 1 pt.<br/> ≥3 years= 2 pts.<br/> ≥6 years = 3 pts.</p> |       |                   |

| A.8 System Analyst – Level 3 |   |            |   |       |                   |
|------------------------------|---|------------|---|-------|-------------------|
| Rated                        | Description   | Max Points | Experience / Knowledge Factor   | Score | Proposal Page No. |
| R-17                         | <p>The proposed resource has combined experience within the last 10 years in developing/integrating Air Force Specialized software:</p> <ul style="list-style-type: none"> <li>i. NAPPIC;</li> <li>vii. GCCS-J;</li> <li>viii. C2PC;</li> <li>ix. Joint Mission Planning System (JMPS);</li> <li>x. Portable Flight Planning System (PFPS);</li> <li>xi. FalconView;</li> <li>xii. Coalition Shared Database (CSD);</li> <li>xiii. Ocean FlightPro.</li> <li>xiv. Aerospace Planning Tool (APT);</li> <li>xv. Request for Effect (RFE)</li> <li>xvi. Air Force Master Interface System (AFMIS)</li> <li>xvii. Tactical Assault Kit (TAK)</li> </ul> | 3          | <p>≥1 year = 1 pt.<br/>           ≥2 years= 2 pts.<br/>           ≥5 years = 3 pts.</p> |       |                   |
|                              |   |            |   |       |                   |
| Minimum Points =             |   | 7          | Total points =  |       |                   |
| Maximum Points =             |   | 14         |   |       |                   |



| I.11 Technology Architect, Level 2 |  |            |   |       |                   |
|------------------------------------|--|------------|---|-------|-------------------|
| Rated                              | Description  | Max Points | Experience / Knowledge Factor                                       | Score | Proposal Page No. |
| R-18                               | The proposed resource has demonstrated experience as a Technology Architect in a classified environment  | 3          | 1 point per year  |       |                   |
| R-19                               | <p>The proposed resource has demonstrated combined experience in designing and implementing systems with <b>at least 5</b> of the following technologies within a *similar environment as defined in 1.0 Evaluation Criteria:</p> <ul style="list-style-type: none"> <li>i. Systems Management and Monitoring</li> <li>ii. Virtual Desktop Infrastructure (VDI) and software and operating system deployment (e.g. Windows Desktop OS, Microsoft Deployment Toolkit, VMWare products supporting VDI, application virtualization)</li> <li>iii. Directory Services</li> <li>iv. Email and Messaging Services</li> <li>v. File and Print / Print Management Services</li> <li>vi. Workgroup Collaborative Services</li> <li>vii. Data centre Load-balancing and regional data availability zoning</li> <li>viii. Cloud management platforms</li> <li>ix. Cloud-native applications orchestration tools</li> <li>x. Software-defined networking in data centres</li> <li>v. Cisco Nexus architecture</li> <li>vi. Tactical Data Links</li> <li>xi. Full Motion Video</li> <li>xii. HAIPE</li> </ul> | 5          | <p>≥1 year = 1 pt.<br/> ≥2 years= 3 pts.<br/> ≥5 years = 5 pts.</p> |       |                   |

| I.11 Technology Architect, Level 2 |   |            |   |       |                   |
|------------------------------------|---|------------|---|-------|-------------------|
| Rated                              | Description   | Max Points | Experience / Knowledge Factor                                       | Score | Proposal Page No. |
| R-20                               | <p>The proposed resource has demonstrated combined experience with one (1) or more of the following architecture frameworks:</p> <ul style="list-style-type: none"> <li>i. SABSA (Sherwood Applied Business Security Architecture);</li> <li>ii. TOGAF (The Open Group Architecture Framework);</li> <li>iii. DoDAF (Department of National Defence Architecture Framework), DND AF (Department of National Defence Architecture Framework), MODAF (Ministry of Defence Architecture Framework) or NAF (NATO Architecture Framework);</li> <li>iv. ISO 19439</li> </ul> | 3          | <p>≥1 year = 1 pt.<br/> ≥2 years= 2 pts.<br/> ≥5 years = 3 pts.</p> |       |                   |
|                                    |   |            |   |       |                   |
| Minimum Points =                   |   | 6          | Total points =  |       |                   |
| Maximum Points =                   |   | 11         |   |       |                   |



| I.11 Technology Architect, Level 3 |  |            |   |       |                   |
|------------------------------------|--|------------|---|-------|-------------------|
| Rated                              | Description  | Max Points | Experience / Knowledge Factor                                       | Score | Proposal Page No. |
| R-21                               | The proposed resource has demonstrated combined experience as a Technology Architect in a classified environment   | 3          | 1 point per year  |       |                   |
| R-22                               | <p>The proposed resource has demonstrated combined experience in designing and implementing systems with <b>at least 5</b> of the following technologies within a *similar environment as defined in 1.0 Evaluation Criteria:</p> <ul style="list-style-type: none"> <li>i. Systems Management and Monitoring</li> <li>ii. Virtual Desktop Infrastructure (VDI) and software and operating system deployment (e.g. Windows Desktop OS, Microsoft Deployment Toolkit, VMWare products supporting VDI, application virtualization)</li> <li>iii. Directory Services</li> <li>iv. Email and Messaging Services</li> <li>v. File and Print / Print Management Services</li> <li>vi. Workgroup Collaborative Services</li> <li>vii. Data centre Load-balancing and regional data availability zoning</li> <li>viii. Cloud management platforms</li> <li>ix. Cloud-native applications orchestration tools</li> <li>x. Software-defined networking in data centres</li> <li>vii. Cisco Nexus architecture</li> <li>viii. Tactical Data Links</li> <li>xi. Full Motion Video</li> <li>xii. HAIPE</li> </ul> | 5          | <p>≥1 year = 1 pt.<br/> ≥3 years= 3 pts.<br/> ≥6 years = 5 pts.</p> |       |                   |

| I.11 Technology Architect, Level 3 |   |            |   |       |                   |
|------------------------------------|---|------------|---|-------|-------------------|
| Rated                              | Description   | Max Points | Experience / Knowledge Factor                                       | Score | Proposal Page No. |
| R-23                               | <p>The proposed resource has demonstrated combined experience as a technology architect with one (1) or more of the following architecture frameworks:</p> <ul style="list-style-type: none"> <li>i. SABSA (Sherwood Applied Business Security Architecture); 2) TOGAF (The Open Group Architecture Framework);</li> <li>ii. DoDAF (Department of National Defence Architecture Framework), DND AF (Department of National Defence Architecture Framework), MODAF (Ministry of Defence Architecture Framework) or NAF (NATO Architecture Framework);</li> <li>iii. ISO 19439</li> </ul>   | 3          | <p>≥1 year = 1 pt.<br/> ≥3 years= 3 pts.<br/> ≥6 years = 5 pts.</p> |       |                   |
| R-24                               | <p>The proposed resource has combined experience within the last 10 years in developing system architectures supporting Air Force Specialized Software:</p> <ul style="list-style-type: none"> <li>i. NAPPIC;</li> <li>iv. GCCS-J;</li> <li>v. C2PC;</li> <li>ii. Joint Mission Planning System (JMPS);</li> <li>iii. Portable Flight Planning System (PFPS);</li> <li>vi. FalconView;</li> <li>iv. Coalition Shared Database (CSD);</li> <li>v. Ocean FlightPro.</li> <li>vi. Aerospace Planning Tool (APT);</li> <li>vii. Request for Effect (RFE)</li> <li>vii. Air Force Master Interface System (AFMIS)</li> <li>viii. Tactical Assault Kit (TAK)</li> </ul> | 3          | <p>≥1 year = 1 pt.<br/> ≥2 years= 2 pts.<br/> ≥5 years = 3 pts.</p> |       |                   |
|                                    |   |            |   |       |                   |
| Minimum Points =                   |   | 7          | Total points =  |       |                   |

| I.11 Technology Architect, Level 3 |             |            |                               |       |                   |
|------------------------------------|-------------|------------|-------------------------------|-------|-------------------|
| Rated                              | Description | Max Points | Experience / Knowledge Factor | Score | Proposal Page No. |
| Maximum Points =                   |             | 14         |                               |       |                   |