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Title - Sujet (CJIM) capital project C.003040	

Solicitation No. - N° de l'invitation W8476-216393/A	**Amendment No. - N° modif.** 005
Client Reference No. - N° de référence du client W8476-216393	**Date** 2022-08-16

GETS Reference No. - N° de référence de SEAG
PW-$$QD-028-28467

File No. - N° de dossier 036qd.W8476-216393	**CCC No./N° CCC - FMS No./N° VME**

Solicitation Closes - L'invitation prend fin
at - à   **02:00 PM**   Eastern Standard Time EST
on - le **2022-12-30**   Heure Normale du l'Est HNE

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Address Enquiries to: - Adresser toutes questions à: Mathieu Brière-Provost	**Buyer Id - Id de l'acheteur** 036qd
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MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

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Canada

COMBINED JOINT INTELLIGENCE MODERNIZATION (CJIM) PROJECT

C.003040

CONCEPT OF EMPLOYMENT (COE)

RELEASE CONDITIONS

1.   This version of the project COE is an unclassified Department of National Defence (DND) document. It is to be used for internal DND purposes only.

2.   The information contained in this document will be used to co-ordinate and implement the introduction into Canadian service of a modernized operationally-focused joint intelligence system.

3.   This COE is a dynamic document that will be updated by the project staff and approved by the project Senior Review Board (SRB) on an as required basis. It is imperative that anyone who may wish to use this document as the basis for any decisions, confirm the details contained herein with the Project Director prior to rendering that decision.

REFERENCES

Canadian TALENT-KEYHOLE Security Instructions (CTSI) CTSI 100.7: Physical Security Standards for Temporary SCIFs, 27 April 2021

Concept of Employment (COE)

1. **Introduction**

   1.1   The objective of the Concept of Employment (COE) is to define/describe how the Combined Joint Intelligence Modernization (CJIM) Project deliverables will be integrated within the CAF and more precisely operate with its future main user, the Canadian Army Intelligence Regiment (CA Int Regt). This document will mostly cover the relationship between CJIM and the CA Int Regt from definition to post closeout of the project. It is understood that multiple other organizations will have a role to play with the integration of CJIM, but they are not the focus of this document.

   1.2   CJIM has three sub-systems: the Construction in Support of Equipment (CISOE), the Temporary-Sensitive Compartmented Information Facility (T-SCIF) shelters (referred to hereafter simply as shelters) and the Information and Communication Technologies (ICT). Each of these sub-systems will be addressed separately in this document.
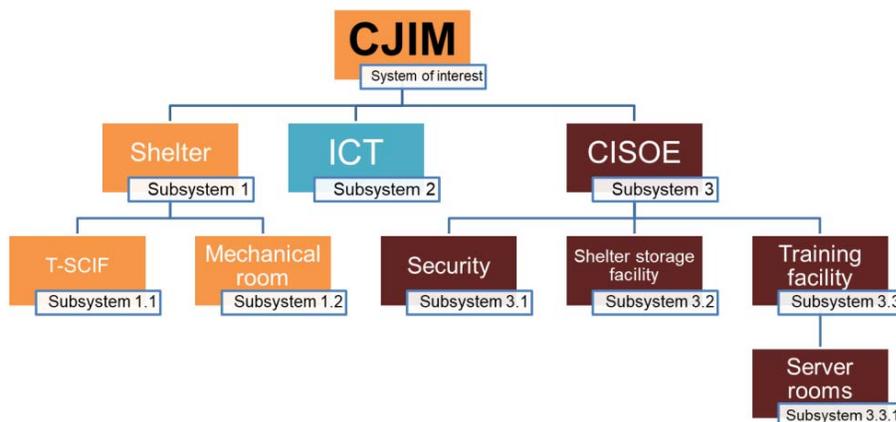
   1.3   The equipment and infrastructure acquired by this project is to support intelligence teams training and deployment. It is expected that people from other trades will be part of the training and deployed infrastructure of intelligence teams. However, the focus of any training or deployment must be intelligence personnel.

   1.4   This is a living document. Multiple unknowns are stated within the document and will only be answered as the project moves forward.

2. **CJIM integration within the CAF** (Definition and Implementation phases)

   2.1   *CJIM:* The Combined Joint Intelligence Modernization is a project that will benefit all L1 organizations with the addition of deployable intelligence

capabilities and infrastructure. However, the Army will be the owner and the main employer of the CJIM project deliverables. All three sub-systems will be under the control of the CA Int Regt while in garrison. The Unit will be tasked with the management, maintenance, and operation of the equipment and management of the Joint Intelligence Training Center (JITC). The shelters and JITC will be available to other L1s, as required, for their training and deployment requirements.

2.2   *CISOE* (known as JITC once delivered): Once the Project is in Definition, the CA Int Regt will be fully engaged/involved with the project staff IOT gather their inputs/suggestions in the building design. The JITC will fall under the authority of the CA Int Regt upon delivery. The Unit will be tasked to coordinate the intelligence training schedule and day-to-day maintenance of the building. In order to fulfil this task the CA Int Regt will have to assign a number of permanent positions to the JITC. The rank/qualification/quantity of full-time personnel required to this task is yet to be determined/confirmed.

2.3   *Shelters*: The CA Int Regt will be an integral part of the shelter testing and approval process. It is planned than the Regt will support the trial of shelters in the Definition and Implementation phases. This trial will allow the Regt to provide their input/feedback to ensure the CJIM deliverables meet the Regt's expectations and IOT finalize the requirements and finalize the Request for Proposal (RFP). Once the shelters pass the "accreditation" tests as part of the Acceptance Process, they will be transferred to the CA Int Regt. The details of the testing, accreditation and configuration processes will be part of Annex A. Initial cadre training (ICT) will be provided by the winning Contractor/Bidder for the shelters. Details on the ICT process will be provided as part of the implementation details following contract award.

2.4   ***Information and Communication Technology (ICT)***: The ICT requirements will be determined by the CJIM team in close collaboration with the CA Int Regt, CFINTCOM and ADM (IM). The quantity of networks required by each workstation will be determined and confirmed during the Definition Phase. The final requirements will be included in the RFP. The current intent is to equip all the shelters with the ICT infrastructure that will allow/facilitate the installation of classified ICT when necessary. Installation of ICT will be coordinated by the CJIM team and will likely be done by a combination of ADM (IM) personnel, CJIM PMO, supplier, and CA Int Regt personnel. Initial cadre training will be provided by the winning bidder for the ICT. Details on that process will be known in implementation following the contract award.

3.   **Routine work** (implementation phase and post close out)

3.1   **JITC**

3.1.1   *SCIF*: The JITC SCIF will permanently host CA Int Regt personnel. The quantity of personnel located in the JITC will vary based on operational requirement and training schedule. At a minimum the CA Int Regt, will have a continuous presence to maintain the infrastructure, shelters and ICT IOT to maintain CJIM capabilities. The SCIF will have sufficient work space to host the equivalent of a Regt sub-unit. There will be an additional two classrooms (that can be joined) able to host 50 persons in total. The classrooms could be used by CA Int Regt when no training is conducted. However, priority will be given to training requirement for the Army and other L1s.

3.1.2   *Reservist training:* The training environment will be available for use to the intelligence reserve units from the Army and Navy. Prior coordination with the CJIM training cell will be necessary to minimize regular force support out of normal working hour such as week-ends and evenings.

3.1.3   *High security support areas*: This section will include: maintenance bays, shelters storage area, and CQ stores. All these sections will allow the storage of Top Secret material, but not likely the processing or discussion of TS information.

> 3.1.2.1 **Maintenance Bays:** The maintenance bays could be used to conduct indoor training using the shelters, if necessary. The maintenance bays will be used to conduct routine maintenance and repairs on the shelters. Spare parts and maintenance equipment will be located within the building. The bays won't be suitable for MSVS. It is unlikely that a permanent maintenance team will be located at the JITC due to the low maintenance load for the equipment.

> 3.1.2.2 **Indoor Storage:** The shelter's indoor storage area will provide storage for 8 shelters and have sufficient room to allow manipulation and/or loading of shelters onto MSVS vehicles. The area could also be used to conduct training within the storage area. The objective for this section is to maintain serviceability of shelters and their accreditation at all times, to expedite intelligence deployments. Any ICT installed within the shelters will need to be maintained regularly IOT ensure deployment readiness.

> 3.1.2.3 **CQ Stores:** The CQ stores will host CJIM spare equipment and ICT not installed in shelters. The CQ area will also allow some extra equipment from the CA Int Regt to be stored in, but space is limited. The stores will have 3 DWAN terminals to allow a permanent presence of CQ staff.

3.1.4 *Secure Parking area:* This area will be monitored permanently via the commissionaire office. It will be large enough to store all remaining shelters, the Regt MSVS, and to conduct small exercises.

3.1.5 *Commissionaire Office*: Two commissionaires will be employed at all times at the JITC to provide the necessary security. The total number of commissionaires required will be determined by the Corps of Commissionaires.

3.2 **Shelters:**

3.2.1 *Maintenance of Shelters:* The breakdown of responsibility for shelters maintenance is unknown at this time. Exact maintenance requirements will be known once a vendor has been chosen. It is currently assumed that limited maintenance will be required in the initial years of the project based on shelters currently on CAF inventory. A details maintenance schedule will be created by the vendor. The details on First, Second and Third line maintenance is yet to be determined.

3.2.1.1 First Line maintenance: *Include what and done by who?*

3.2.1.2 Second Line maintenance: *Include what and done by who?*

3.2.1.3 Third Line maintenance: *Include what and done by who?*

3.2.2 *Accreditation:* Obtaining and maintaining accreditation for the shelters is critical to maintaining operational readiness. Deploying already accredited shelters will significantly reduce set-up time once the shelters arrive at the deployed location and prior to departure. The CJIM/CA Int Regt COMCO will be tasked to coordinate testing and ensure shelters are appropriately stored and maintained IOT retain their accreditation. If maintaining accreditation is impossible due to lack of external support or other factors, shelters should be configured with as much equipment/applications, as possible, IOT reduce testing/accreditation time once at the "deployed" location. It is critical the Unit COMCO maintain good relations with all testing / accreditation agencies to facilitate the process. An option for the future would be to look into what process can be delegated to the CA Int Regt for T-SCIF accreditation in the long term.

3.2.3 *Shelters Configuration*: Not all shelters will be equipped with the same ICT. Below are the 3 configurations proposed for CJIM shelters upon receipt from the contractor.

3.2.3.1 The CA Int Regt will maintain at least 4 (up to 8) shelters ready to support deployed operations in the indoor secure storage area. The shelters will be equipped with UNCLASS, SECRET and TS networks with space

to add up to 3 additional networks, if necessary. These shelters, if possible, should be accredited. If accredited, the shelters will be used to simulate deployment work condition by the CA Int Regt and other Int personnel. Once one of these shelters is deployed, another will be equipped, inspected and accredited.

3.2.3.2 The CA Int Regt will maintain between 10 to 20 shelters for their internal training requirements. These shelters will be equipped with UNCLASS and SECRET networks, with additional space to add up to 4 additional networks. The shelters will be used for routine and pre deployment exercises.

3.2.3.3 A number of shelters, yet to be determined, will be stored in the outside secure storage area. These shelters will be bare inside, except for the office furniture, server racks, and cables. The shelters will be maintained by the CA Int Regt and equipped for mission as required.

4. **Exercises**

4.1 Within the JITC:

4.1.1 *Within the Army or joint exercise with the Army as the lead:* The CA Int Regt will manage the JITC schedule. Training priority will be given to pre-deployment exercises. The two classrooms will be maintained ready to support an exercise at any given time. These classrooms must be suitable to conduct both individual and collective training. Using this facility rather than the shelters is a cost effective solution and will reduce the risk of not being able to conduct an exercise due to shelter accreditation issues. If an exercise requires more space than what the classrooms offers, the office area can be used to supplement. The classroom can also be used as regular office space by the CA Int Regt when not in use. The office and classroom could be used as a reach back capability in support of operations.

4.1.2 *With Other L1s:* Every L1 Intelligence training representative will meet at least once a year to discuss training schedule. Training priority will be given to pre-deployment exercises, but every L1 will be entitle to use the JITC to conducted routine training exercises. Last minute request will only be supported in support of a deployment. Office spaces could be used, if necessary, if classroom space in insufficient. The CJIM support team will support IT requirements for the exercise. However, exercise cost, design and control is the responsibility of the training unit.

4.2 With T-SCIF Shelters outside of the JITC:

4.2.1 *Within the Army or joint exercise with the Army as lead:* The CA Int Regt will be the OPI for the employment of any of the T-SCIF

shelters while deployed with the Army. The Regt will coordinate movement and maintenance at the deployed location. The Int Regt will also coordinate with proper authority to have the shelters accredited for the specific exercises location.

4.2.2 ***With Other L1***s: Other L1s could request T-SCIFs for their training. However, T-SCIF must only be used in support of Intelligence personnel, shelters are not to be used by ops staff or other functions. The movement and maintenance during the exercise will fall under the responsibility of the L1 conducting it. The CA Int Regt could provide limited movement support, if training is conducted within the CFB Kingston geographic area. Proper knowledge and application of T-SCIFs deployment and employment rules must be followed by the requesting L1, in order for the shelters to maintain their accreditation. The L1 will be responsible to get the T-SCIF the proper security accreditation for the exercise. The CA Int Regt will retain the right to refuse the use of the shelters, if security standards are not followed. The CA Int Regt will provide a course on how to operate and maintain the shelters and its ICT (Hardware, not software) to L1 wanting to use the shelters. The CA Int Regt will configure the shelters for the exercise, as long as it possess all the necessary hardware in house and sufficient warning time is provided.

5. Deployment

5.1 ***JITC:*** The JITC classrooms will be used to conduct both individual and collective training prior to departure. The JITC office area can be used as training space for larger deployment, if required. The CA Int Regt will maintain the classrooms ready to support exercises. However, it is not the responsibility of the CA Int Regt to train external personnel on software or to run exercises for other units unless otherwise tasked.

5.2 ***Shelters:*** The deployment of T-SCIF shelters is conducted in six phases: Preparation, Movement to, Installation/Accreditation, Employment, Movement from and re-integration. Detailed instructions on some of these phases are included in the Canadian TALENT-KEYHOLE Security Instructions (CTSI) CTSI 100.7: Physical Security Standards for Temporary SCIFs. That document should be used as the reference for T-SCIF employment both in training and deployment. Annex A provided a visual guide to the process, but the NSC Checklist (on CSNI) is the most useful documentation on the process.

5.2.1 **Preparation:** The preparation of the shelters is divided in two equally important parts: the accreditation of the shelters prior to departure (if possible), and the installation of the required ICT, hardware/software, in the shelters prior to departure.

5.2.1.1 *Accreditation*: A T-SCIF COMCO needs to be identified for the deployment. The COMCO has the task to coordinate with proper accreditation authorities prior to departure IOT streamline the inspection process and reduce downtime on location. T-SCIF already accredited can be moved without further testing prior to departure. However, its movement must be approved by NSC. For non-accredited T-SCIF the COMCO should go through the T-SCIF Accreditation Checklist. A RF Attenuation Test needs to be conducted on all T-SCIFs prior to departure.

5.2.1.2 *Installation of kit:* Shelters would need to be equipped with the appropriate updated computer networks and servers prior to departure. Computer accessories (monitors, mouse, etc.) in both the servers and work shelters would need to installed and inspected. If time allows, a test for all computers and accessories needs to be conducted prior to departure. Depending on the method of transport, some equipment would need to be re-packed IOT reduce risk of damage during transportation. Installation of equipment will be done by multiple agencies depending on the required network. It may be necessary to move the shelter to Ottawa for some network installation. However, networks not normally used by the Unit need to be provided and installed by the proper specialists.

5.2.2 **Movement (to and from deployment location):** Two escorts must be provided during transport at all time for T-SCIF that are already accredited. One of these escorts must hold a TS security clearance while the other can have a secret security clearance. Escorts will be provided by the deploying organisation. An effort should be done to move all shelters simultaneously to reduce the escort burden. T-SCIFs not accredited do not require an escort during movement, but need to be secure as per policy and need to be accredited upon arrival to the new location before being put into service. Crypto should not be transported with the shelters.

5.2.3 **Installation/accreditation:** Coordination with proper authorities is critical in shortening the time for accreditation. Accreditation of shelters once in location can take several days/weeks, if no provisional accreditation is provided. Completed list of tests and agencies responsible for them is provided in the chapter 4.3 of the Canadian TALENT-KEYHOLE Security Instructions (CTSI) CTSI 100.7: Physical Security Standards for Temporary SCIFs. CJIM T-SCIFs will be built so that no mitigation, other than a security perimeter, will need to be put in place for accreditation.

5.2.4 **Employment:** Once accredited, T-SCIFs will be able to operate for only a year, as T-SCIF accreditation is only valid for that period. However, it can

be renewed. Even if the shelters can provide their own power, the shelters should be joined to the local grid IOT minimize wear and tear on the HVAC room. Maintenance schedule for deployed shelters will be created during implementation.

5.2.5 **Re-integration:** Shelters returning from deployment will need to go through a complete inspection at the JITC to see if it suffered any damages during deployment or movement. Damaged shelters may require reparation from the vendors (coordinated with LCMM). The HVAC system will be inspected as per vendor maintenance directive (TBD). If possible, every shelters returning from deployment will be re-tested for emission control as if it would need to be accredited to confirm the shelters remain functional. Depending on current shelters availability, shelters having pass all inspections may be re-equipped and stored in the inside storage area or left bare outside in the parking lot. Details requirement for storage of T-SCIF are on para 5.3.1 of the Canadian TALENT-KEYHOLE Security Instructions (CTSI) CTSI 100.7: Physical Security Standards for Temporary SCIFs.

5.3 **Deployment Configuration:** The quantity of shelters deployed will be based on mission requirements. The bare minimum would a single shelter with the maximum being the total quantity of shelters. Deployment with more than 4 shelters should have an additional server shelter for redundancy and flexibility. CJIM does not provide HQ support infrastructure, such as conference room, rest area, or entry. These need to be provided by other projects. CJIM server shelters could be used to host computers used outside of the shelters, but it isn't the main objective of this project.

5.4 Below are some deployment examples, these are not the only options based on current assumptions. Shelters configuration will be confirmed in definition. CJIM shelters can be employed in different set up depending on mission requirements.

5.4.1 Intelligence Support Team configuration with 6 stations.
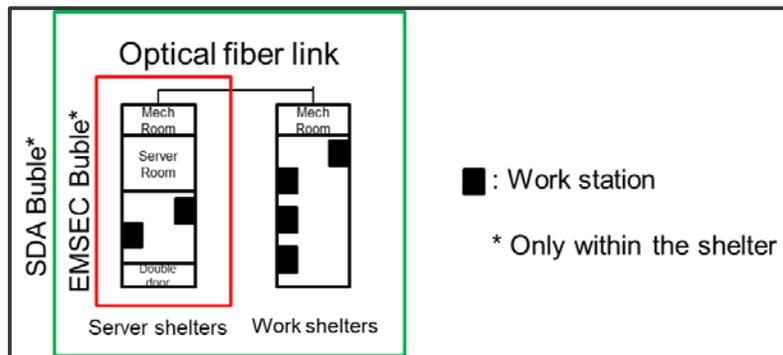
5.4.2 Medium size intelligence team configuration for 20 stations:
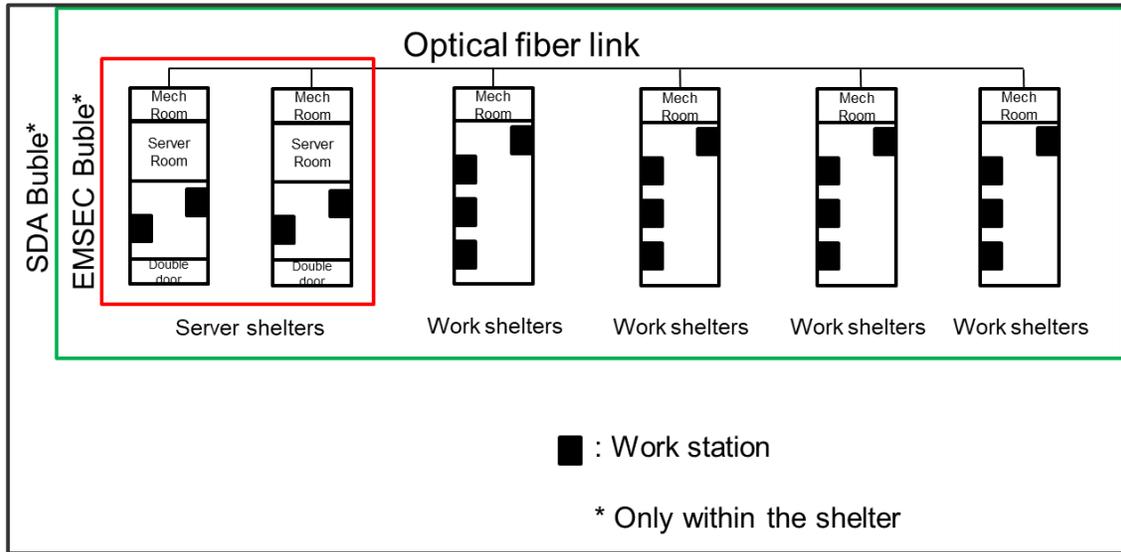
5.4.3   All Source Intelligence Center (ASIC) with 40 stations:
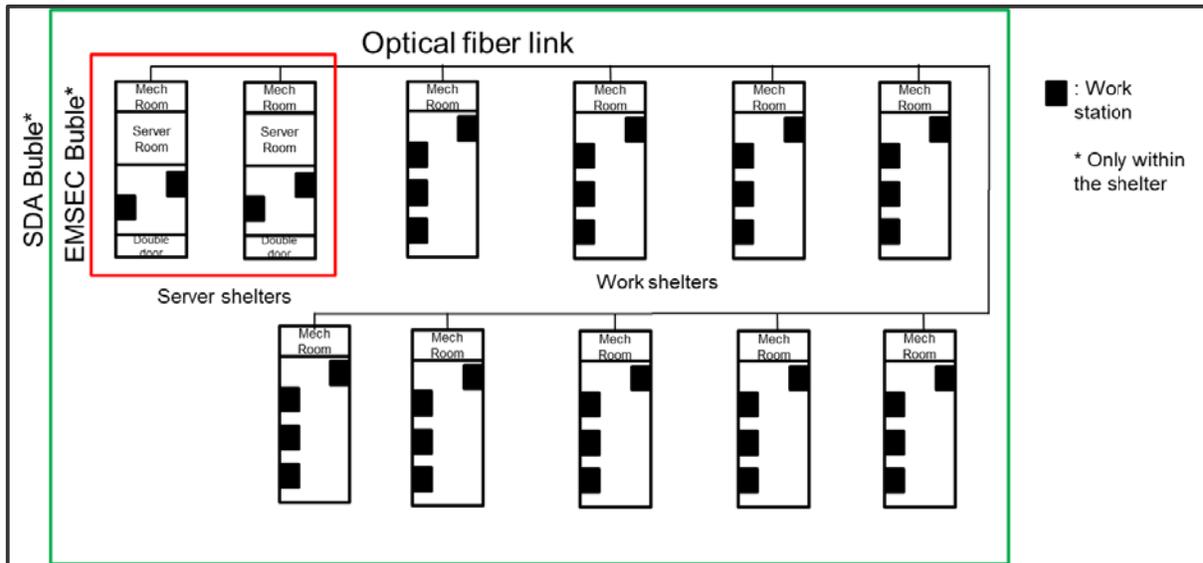
6.   **Long Term Employment**

6.1   **Additional shelters maintenance:** It is expected that only routine or preventive maintenance, and minimal repairs, will be required in the first years following delivery of the shelters. Additional maintenance will likely be required 10 years following integration. Details on anticipated maintenance requirements will be created during Implementation in coordination with the vendors.

6.2   **Change of ICT:** It is expected that a significant portion of the hardware will need replacement following approximately five to ten years due to computer obsolescence. The replacement of the hardware will be coordinated with the proper agencies.

6.3   **Repairs:** Repairs to the shelters before close out with be managed by CJIM PMO and LCMM after Close out. The CJIM maintenance team will have direct liaison authority with the PMO and LCMM rep.

6.4   **Disposal:** TBW

Annexes:

Annex A: Shelters integration and deployments flowcharts
Annex B: CJIM support pers and tasks (TBW)

Integration flowchart

```
┌──────────────┐        ┌──────────────┐        ┌──────────────┐
│  Shelters    │───────▶│  QETE tests  │───────▶│  Movement of │
│  produced by │        │  the         │        │  shelters to │
│  vendors and │        │  shelters at │        │  Kingston    │
│  tested by its│       │  the         │        │              │
│  standard    │        │  vendor      │        │              │
│              │        │  location    │        │              │
└──────────────┘        └──────────────┘        └──────────────┘
                                                        │
        ┌───────────────────────────────────────────────┘
        ▼
┌──────────────┐        ┌──────────────┐        ┌──────────────┐
│  Functional  │───────▶│  ICT         │───────▶│  Acceptance  │
│  testing     │        │  equipment   │        │  by the CA   │
│  by CJIM     │        │  installed   │        │  Int Regt    │
│  PMO/CA      │        │  by CJIM     │        │              │
│  Int Regt    │        │  PMO         │        │              │
└──────────────┘        └──────────────┘        └──────────────┘
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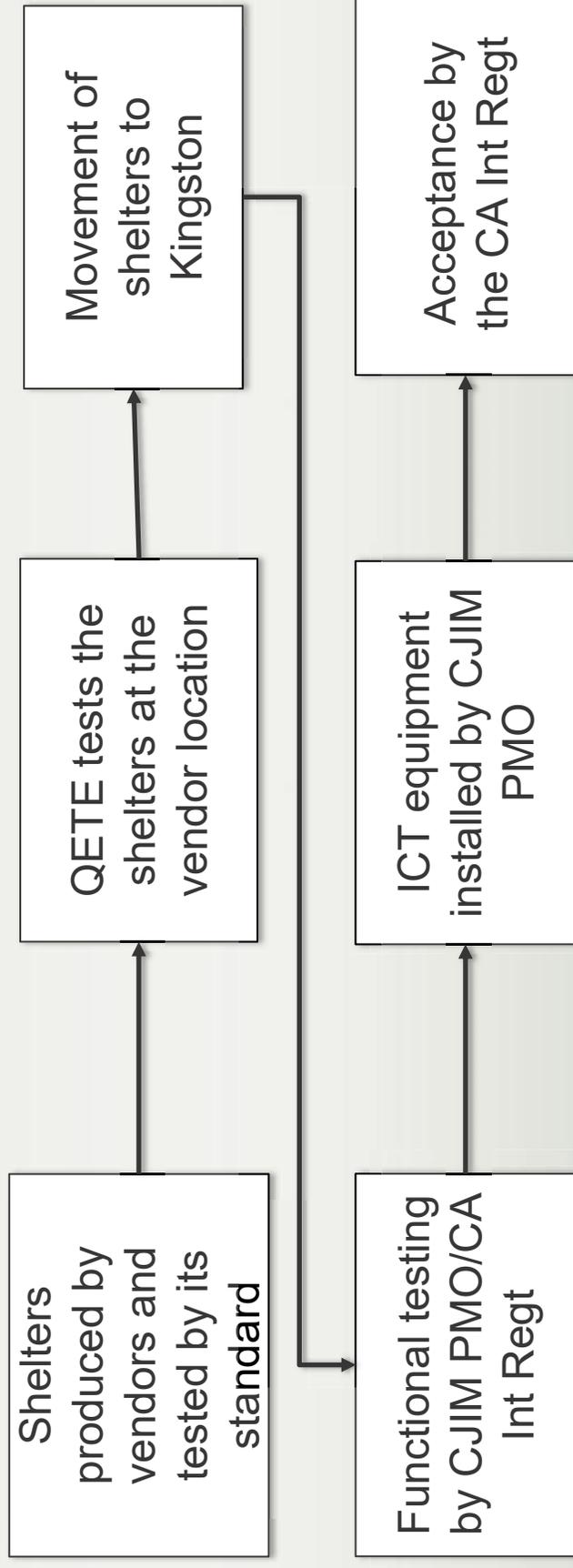
» All test costs and ICT installation covered by CJIM PMO

» Reception of shelters should be done in batch to minimize transport costs,

Deployment Flowchart

```
Requirement for T-SCIF identified by CO
        │
        ▼
COMCO and USS identified for the deployment
        │
        ▼
NSC is contacted to coordinate accreditation
        │
        ▼
If possible, TAV on new location with NSC and other partners
        │
        ▼
Threat Risk Assessment for new location
        │
        ▼
ICT equipment installed in the Shelters
        │
        ▼
RF attenuating testing (QETE or CFCMU)
        │
        ▼
Non-Stop testing (QETE)
        │
        ▼
RF attenuating testing (QETE or CFCMU)
        │
        ▼
Movement to new location
        │
        ▼
RF attenuating testing (QETE or CFCMU)
        │
        ▼
Fire Marshall inspection
        │
        ▼
Physical Security Survey (MP)
        │
        ▼
Technical Communication Security Inspection (National TCI Authority )
        │
        ▼
Technical Security Inspection and Speech Privacy Testing (CFNOC)
        │
        ▼
Final Inspection (NSC)
        │
        ▼
T-SCIF ready for operation
```

- Testing/inspection before and after movement can be done simultaneously, only the final inspection needs to be conducted last.
- Testing before movement may not be required, if shelters are already accredited.
- Coordination with NSC at all steps is critical to ensure rapid and timely accreditation.
- Accreditation is only valid for one year, COMCO must coordinate new inspection every year with NSC.
- A provisional accreditation may be issued by NSC when some of the security conditions for full accreditation have not been met; but the associated security threats to the T-SCIF have been effectively mitigated until the security conditions can be met.