



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

K1A 0S5

Bid Fax: (819) 997-9776

LETTER OF INTEREST

LETTRE D'INTÉRÊT

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Detection, Simulation and Optical Systems Division

Place du Portage III, 8C2

11 rue Laurier Street

Gatineau

Quebec

K1A 0S5

Title - Sujet SimDOSS Simulation Development, Operation and Support Services SimDOSS	
Solicitation No. - N° de l'invitation W8482-220130/A	Date 2023-09-07
Client Reference No. - N° de référence du client W8482-220130	GETS Ref. No. - N° de réf. de SEAG PW-\$\$QT-014-29163
File No. - N° de dossier 014qt.W8482-220130	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Daylight Saving Time EDT on - le 2023-10-11 Heure Avancée de l'Est HAE	
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Thomas, Kassandra	Buyer Id - Id de l'acheteur 014qt
Telephone No. - N° de téléphone (343) 549-3143 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

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

ANNEX “G” to PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

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

B. Check only one of the following:

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

OR

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

TABLE OF CONTENTS

1. **Purpose**
2. **Trade Agreements**
3. **Comprehensive Land Claim Agreements (CLCA)**
4. **Enquiries**
5. **PSPC Contracting Authority**
6. **Notes to Interested Suppliers**

1. Purpose

The Department of National Defence (DND) has a requirement **for Simulation Development, Operation, and Support Services (SimDOSS)**. The intent of this Request for Information (RFI) is to seek industry feedback on their level of interest and capability in potentially participating in a future Request for Proposal (RFP) by sharing the draft RFP and all relevant available documentation for SimDOSS.

2. Trade Agreements

All trade agreements apply, including: Canadian Free Trade Agreement (CFTA), Canada - European Union Comprehensive Economic and Trade Agreement (CETA); World Trade Organization Agreement on Government Procurement (WTO-AGP); Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP) and the Canada - Korea Free Trade Agreement (CKFTA).

3. Comprehensive Land Claims Agreements (CLCA)

This procurement is not subject to the Comprehensive Land Claims Agreements (CLCA) as the final delivery points of the goods and services required are not within the Comprehensive Land Claims Settlement Areas.

4. Enquiries

All enquiries and other communication related to this RFI shall be directed exclusively to the PSPC Contracting Authority. All enquiries must be submitted to the Contracting Authority no later than 5 calendar days before the RFI closing date. Enquiries received after that time may not be answered.

Care should be taken by suppliers 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 questions or may request that the respondent do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all suppliers. Enquiries not submitted in a form that can be distributed to all suppliers may not be answered by Canada.

Changes to this RFI may occur and will be advertised through an RFI amendment on the Government Electronic Tendering System (Canada Buys).

5. PSPC Contracting Authority

Kassandra Thomas
Public Works and Government Services Canada
Defence and Major Projects Sector
Electronics, Simulators and Defence Systems Division QT
Phone: 343-549-3143
Kassandra.thomas@tpsgc-pwgsc.gc.ca

6. Notes to Interested Suppliers

This is neither a call for tender nor an RFP, and no agreement or contract for the goods and services stated herein will be entered into solely as a result of this RFI. This announcement does not constitute a commitment by Canada. Canada does not intend to award a contract on the basis of the notice or otherwise pay for the information solicited. Any and all expenses incurred by industry in pursuing this opportunity, including the provision of information and potential visits, are at industry's sole risk and expense.

Any discussions on this subject with project staff representing DND or PSPC, or any other Government of Canada representative, or other personnel involved in project activities, shall not be construed as an offer or commitment by DND, PSPC or the Government of Canada as a whole.

Although the documents, information and data collected may be provided as commercial-in-confidence and will not be provided to a third party outside of Canada, Canada reserves the right to use the information to assist them in drafting technical requirements or any other Contractual documents (example BoP) and for budgetary purposes.

Requirements are subject to change, which may be as a result of information provided in response to this RFI.

Suppliers are advised that any information submitted to Canada in response to this RFI may, or may not, be used by Canada in the development of the potential subsequent RFP. The issuance of this RFI does not create an obligation for Canada to issue a subsequent RFP, and does not bind Canada legally or otherwise, to enter into any agreement or to accept or reject any suggestions.

There will be no short-listing of Suppliers for the purposes of undertaking any future work, as a result of this RFI. Similarly, participation in this RFI is not a condition or prerequisite for the participation to any RFP.

Respondents to this RFI should identify any submitted information that is to be considered as either company confidential, proprietary or if the response contains controlled goods.

6.1 Security Requirements

There are security requirements associated with this requirement.

6.2 Questions for industry

Canada is seeking Industry input to assist in defining the requirement for an upcoming potential RFP and to better understand the level of interest of potential suppliers to undertake this type of work.

Respondents are invited to provide a response to the following question categories:

Respondents are invited to provide a response to the following question categories:

6.2.1 General

Question 1: Are you interested and capable of participating in a future RFP related to this requirement? If not, please explain why?

Question 2: Do you have previous experience in providing similar services on a similar scale? If so, please provide a brief summary of your most recent experience.

Question 3: Are the requirements as currently stated in the attached draft Annex A – Statement of Work (SOW) clear and concise? If not, please identify the areas that require clarification?

Question 4: What challenges do you foresee with respect to the requirements of the SOW? If any, how do you plan on addressing them?

Question 5: Are there any requirements in the documents provided that would preclude you from bidding? If yes, please identify these items and explain why and if possible, provide an alternative solution?

Question 6: Are there any questions that you would like to pose at this time that would assist you in responding to this potential solicitation?

6.3 Core Work

Core Work Services are defined as known/anticipated work that is within the scope of the contract and will be required on a recurring basis. Canada has identified project management and administrative services, distributed mission training development and support services, computer and network engineering services, and in-service support for simulation infrastructure as services that meet this definition.

Core Work Services will be required on an as-and-when requested basis and will be authorized through the issuing of a Core Task SOW from the DND TA. It is Canada's intention that there will be a Core Task for each identified requirement/system. The contractor must provide an Annual Core Task Proposal Report (as described in SOW section 7.5.2 a)) for each Core Task and have it approved by the DND TA before work on a Core Task may begin. Core work services may be paid on either a Firm Price - Services (monthly rate) or Fixed time rate – Limitation of expenditure (variable number of hours charged at all inclusive hourly rates).

Question 1: After reviewing the scope of work in the contract, do you recommend that any other services be included as a Core Work Service?

Question 2: After reviewing the scope of work in the contract, do you recommend that any services identified as Core Work Services be removed from Core Work Service and moved into the DND 626 tasking requirements?

Question 3: After reviewing the work authorization processes in the contract, would you recommend changes to the processes for issuance and approval of Core Work Services?

Question 4: It is Canada's intention that there will be a variety of stakeholders from different DND organizations that have Core Tasks. After reviewing the work, are you able to breakdown core work into taskings for invoicing purposes?

6.4 Resources

SimDOSS is a task-based service contract where resources are tasked on an as-and-when requested basis, through a Core Work Task or DND 626 Task Authorization.

Question 1: After reviewing the scope of work in the contract, do you have any recommendations on additional personnel resource categories?

Question 2: After reviewing the scope of work in the contract, specifically sections 3, 4 and 5, do you have enough information to bid a firm all inclusive hourly rate for each identified resource category?

Question 3: Referencing the Evaluation Plan (resources required at contract award, potential work locations), do you see any reason why resources would not be able to start work at the onset of the contract?

Question 4: Referencing the Evaluation Plan (resources required at contract award, potential work locations), do you foresee any challenges in providing the required resources at the stipulated locations?

Question 5: After reviewing the resource requirements of the contract, do you anticipate any factors that would impede your ability to obtain the required resources during the contract? Can you recommend any changes to the requirements that would mitigate such factors?

6.5 Basis of Payment

Canada intends to issue work through a combination of Core Work and DND 626 Task Authorizations. Canada has provided through the Financial Bid Presentation Table 3 an estimate of the anticipated level of effort per year of each resource category, delimited by Core Tasks and DND 626 Task Authorizations. Note: the estimate is not intended to guarantee work under any potential contract.

Question 1: Considering the scope of work for this potential contract, can you foresee any factors that would negatively impact your ability to apply these approaches or can you recommend other approaches that could be used for the various scope elements?

Question 2: When considering the Financial Bid presentation in conjunction with the Basis of Payment, do you have enough information to understand the potential level of effort for this contract?

6.6 Evaluation Plan

Canada has provided the Evaluation Plan in PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION. Proposals are to be evaluated based on a combination of bidders' responses to mandatory criteria, point-rated criteria and supplementary point-rated criteria against resource requirements. The point-rated scoring of potential resources is to use "project taskings" to quantify the level of experience for resources (as explained in the Evaluation Plan).

Question 1: Would you recommend any changes to the evaluation approach to make the evaluation process clearer or more consistent for potential bidders?

Question 2: Are the evaluation criteria as currently stated in the RFP clear and concise? If not, please identify the areas that require clarification?

Question 3: Would you recommend any changes to "project taskings" approach to make the evaluation process clearer or more consistent for potential bidders?

6.7 Material Procurement Support

It is anticipated that Canada will have to procure certain materials and consumables (for either integration into contract deliverables or use by the contractor) as commodities under mandatory standing offers. In such cases it may be desirable that the contractor assist Canada in identifying the specifications of such items,

researching the available standing offers to identify items that will meet requirements, and obtaining such items through the standing offer process.

Question 1: Canada has a need to ensure that material (eg electronic components, software) delivered to DND or integrated into DND systems are free of malware and other security risks. What steps do you take on other Canada contracts to address this need? Can you recommend any processes or additional requirements that would help in addressing this need?

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

PART 2 - BIDDER INSTRUCTIONS

PART 3 - BID PREPARATION INSTRUCTIONS

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

PART 7 - RESULTING CONTRACT CLAUSES

ANNEX A- STATEMENT OF WORK

ANNEX B- EVALUATION CRITERIA

ANNEX C- BASIS OF PAYMENT AND FINANCIAL EVALUATION

ANNEX D- TO PART 3 OF THE BID SOLICITATION ELECTRONIC PAYMENT INSTRUMENTS

ANNEX E- DND 626, TASK AUTHORIZATION FORM

ANNEX F- SECURITY REQUIREMENT CHECKLIST

ANNEX G - TO PART 5 OF THE BID SOLICITATION FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the DND 626 Task Authorization Form and any other annexes.

1.2 Summary

Department of National Defence has an ongoing requirement for simulation support services to support the expansion and exploitation of DND's Synthetic Environment.
This includes but not limited to :

- Training Systems concept development;
- Training Systems requirements derivation;
- Training Systems development; and
- Acquisition in support of Training Systems development, operation and maintenance

This task based requirement with core work is for three (3) years with three (3) optional one (1) year periods.

1.2.1 Security

There are security requirements associated with this requirement. For additional information, consult Part 6 – Security, Financial and Other Requirements, and Part 7 – Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2.2 Controlled Goods

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)."

1.2.3 The Federal Contractors Program

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

1.2.4 Bid Solicitation

This bid solicitation allows Bidders to use the Connect service to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 10 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.4 Phased Bid Compliance Process

The Phased Bid Compliance Process applies to this requirement.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days
Insert: 190 days

2.2 Submission of Bids

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

Note: For bidders choosing to submit using Canada Post Corporation's (CPC) Connect service for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

tpsgc.pareceptiondessaoumissions-apbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

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

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;

- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

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

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

2.6 Basis for Canada's Ownership of Intellectual Property

The Department of National Defence has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#): the main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.

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:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The CPC Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

Canada requests that the Bidder submits its bid in separately bound sections as follows:

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

If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through CPC Connect service, the wording of the electronic copy provided through CPC Connect service will have priority over the wording of the other copies.

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

Section I: Technical Bid

Bidders must submit their Technical bid in accordance with Annex B- Mandatory Technical Evaluation Criteria.

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

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

Section II: Financial Bid

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

3.1.2 Electronic Payment of Invoices – Bid

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

If Annex "D" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

3.1.3 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

3.1.4 SACC Manual Clauses

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

Section IV: Additional Information

3.1.5 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures

- 3.1.6** As indicated in Part 6 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

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

- 3.1.7** The Company Security Officer must ensure through the Contract Security Program that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical, and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) Canada will use the Phased Bid Compliance Process described below.

4.1.1 Phased Bid Compliance Process

4.1.1.1 (2018-07-19) General

- (a) Canada is conducting the PBCP described below for this requirement.
- (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.
 - a. THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF
 - b. THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE
 - c. III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY
 - d. 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 NONRESPONSIVE TO A
 - MANDATORY REQUIREMENT AT ANY PHASE.
 - d. 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 NONRESPONSIVE TO OTHER
 - MANDATORY REQUIREMENTS.
- (c) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2022-03-29) 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.
- (d) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date

and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

4.1.1.2 (2018-03-13) Phase I: Financial Bid

- (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 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
- (i) 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.
- (j) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

4.1.1.3 (2018-03-13) 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 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 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 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.

4.1.1.3 (2018-03-13) Phase III: Final Evaluation of the Bid

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

4.1.2 (2017-07-31) Technical Evaluation

The Phased Bid Compliance Process will apply to all mandatory technical criteria in Annex B - Mandatory and Point Rated Technical Evaluation Criteria Part 3.

4.1.2.2 Point Rated Technical Criteria

Point Rated Technical evaluation criteria are included in Annex B - Mandatory and Point Rated Technical Evaluation Criteria Part 3.

4.2 Basis of Selection- Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - a. obtain the required minimum points specified for each criterion for the technical evaluation, and
 - b. obtain the required minimum of 0 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 676 points.
2. Bids not meeting (a) or (b) or (c) and (d) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Security Requirements – Required Documentation

In accordance with the [requirements of the Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>), the Bidder must provide a completed Contract Security Program Application for Registration (AFR) form to be given further consideration in the procurement process.

Bidders are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, bidders who do not provide all the required information at bid closing will be given the opportunity to complete any missing information from the AFR form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extension granted by the Contracting Authority in its discretion), or if

Canada requires further information from the Bidder in connection with assessing the request for security clearance (i.e., information not required by the AFR form), the Bidder will be required to submit that information within the time period established by the Contracting Authority, which will not be less than 48 hours. If, at any time, the Bidder fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

5.2.3 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

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

The Bidder must provide the Contracting Authority with a completed annex titled [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.4 Additional Certifications Precedent to Contract Award

5.2.4.1 Status and Availability of Resources

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

5.2.4.2 Education and Experience

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. Before access to sensitive information is provided to the Bidder, the following conditions must be met:
 - (a) the Bidder's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's security capabilities must be met as indicated in Part 7 - Resulting Contract Clauses.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Controlled Goods Requirement

SACC Manual clause [A9130T](#) (2019-11-28) Controlled Goods Program

6.3 Insurance Requirements

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

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

7.1.2.1 Task Authorization Process

Task Authorization:

The Work or a portion of the Work to be performed under the Contract will be on an "as and when Requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

Task Authorization Process:

1. The Technical Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex E .
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within 15 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

The Procurement Authority may authorize individual task authorizations up to a limit of \$25,000.00 Applicable Taxes included, inclusive of any revisions. Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

7.1.2.4 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

7.1.2.5 Periodic Usage Reports - Contracts with Task Authorizations

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

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

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

Reporting Requirement- Details

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

For each authorized task:

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

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

7.1.2.6 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by D MAR P 3-3. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

2035 (2022-12-01), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

1031-2 (2012-07-16) Contract Cost Principles, apply to and form part of the Contract.

1031-2 01 (2008-05-12) General Principle

The total cost of the Contract must be the sum of the applicable direct and indirect costs which are, or must be reasonably and properly incurred and/or allocated, in the performance of the Contract, less any applicable credits. These costs must be determined in accordance with the Contractor's cost accounting practices as accepted by Canada and applied consistently over time.

1031-2 02 (2008-05-12) Definition of a Reasonable Cost

1. A cost is reasonable if the nature and amount do not exceed what would be incurred by an ordinary prudent person in the conduct of a competitive business.
2. In determining the reasonableness of a particular cost, consideration will be given to:
 - a. whether the cost is of a type generally recognized as normal and necessary for the conduct of a contractor's business or performance of the Contract;
 - b. the restraints and requirements by such factors as generally accepted sound business practices, arm's length bargaining, federal, provincial and local laws and regulations, and contract conditions;
 - c. the action that prudent business persons would take in the circumstances, considering their responsibilities to the owners of the business, their employees, customers, the Government and public at large;
 - d. significant deviations from the established practices of the Contractor which may unjustifiably increase the contract costs; and
 - e. the specifications, delivery schedule and quality requirements of the particular contract as they affect costs.

1031-2 03 (2008-05-12) Direct Costs

There are three categories of direct costs:

- a. "Direct Material Costs" meaning the cost of materials which can be specifically identified and measured as having been used or to be used in the performance of the Contract and which are so identified and measured consistently by the Contractor's cost accounting practices as accepted by Canada.
 - i. These materials may include, in addition to materials purchased solely for the performance of the Contract and processed by the Contractor, or obtained from subcontractors, any other materials issued from the Contractor's general stocks.
 - ii. Materials purchased solely for the performance of the Contract or subcontracts must be charged to the Contract at the net laid-down cost to the Contractor before cash discounts for prompt payment.
 - iii. Materials issued from the Contractor's general stocks must be charged to the Contract in accordance with the method as used consistently by the Contractor in pricing material inventories.
- b. "Direct Labour Costs" meaning the costs of the portion of gross wages or salaries incurred for the Work, which can be specifically identified and measured as having been incurred or to be incurred in the performance of the Contract and which are so identified and measured consistently by the Contractor's cost accounting practices as accepted by Canada.
- c. "Other Direct Costs" meaning those applicable costs, not falling within the categories of direct material or direct labour, but which can be specifically identified and measured as having been incurred or to be incurred in the performance of the Contract and which are so identified and measured consistently by the Contractor's cost practices as accepted by Canada.

1031-2 04 (2012-07-16) Indirect Costs

- 1. "Indirect Costs (overhead)" meaning those costs which, though necessarily having been incurred during the performance of the Contract for the conduct of the Contractor's business in general, cannot be identified and measured as directly applicable to the performance of the Contract.
- 2. These Indirect Costs may include, but are not necessarily restricted to, such items as:
 - a. indirect materials and supplies (*);
 - b. indirect labour;
 - c. fringe benefits (the Contractor's contribution only);
 - d. public services expenses: expenses of a general nature such as power, heat, light, operation and maintenance of general assets and facilities;
 - e. fixed/period charges: recurring charges such as property taxes, rentals and reasonable depreciation costs;
 - f. general and administrative expenses: including remuneration of executive and corporate officers, office wages and salaries and expenses such as stationery, office supplies, postage and other necessary administration and management expenses;
 - g. selling and marketing expenses associated with the goods, services or both being acquired under the Contract;

h. general research or development expenses as considered applicable by Canada.

(*) For supplies of similar low-value, high-usage items the costs of which meet the above definition of Direct Material Costs but for which it is economically expensive to account for these costs in the manner prescribed for direct costs, then they may be considered to be indirect costs for the purposes of the Contract.

1031-2 05 (2008-05-12) Allocation of Indirect Costs

Indirect Costs must be accumulated in appropriate indirect cost pools, reflecting a contractor's organizational or operational lines and these pools subsequently allocated to contracts in accordance with the following two principles:

- a. the costs included in a particular indirect cost pool should have a similarity of relationship with each contract to which that indirect cost pool is subsequently distributed; further, the costs included in an indirect cost pool should be similar enough in their relationship to each other that the allocation of the total costs in the pool provides a result which would be similar to that achieved if each cost within that pool were separately distributed;
- b. the allocation basis for each indirect cost pool should reflect, as far as possible, the causal relationship of the pooled costs to the contracts to which these costs are distributed.

1031-2 6 (2008-05-12) Credits

The applicable portion of any income, rebate, allowance, or any other credit relating to any applicable direct or indirect cost, received by or accruing to the Contractor, must be credited to the Contract.

1031-2 07 (2012-07-16) Non-applicable Costs

Despite that the following costs may have been or may be reasonably and properly incurred by the Contractor in the performance of the Contract, they are considered non-applicable costs to the Contract:

- a. allowance for interest on invested capital, bonds, debentures, bank or other loans together with related bond discounts and finance charges;
- b. legal, accounting and consulting fees in connection with financial reorganization, security issues, capital stock issues, obtaining of patents and licenses and prosecution of claims against Canada;
- c. losses on investments, bad debts and collection charges;
- d. losses on other contracts;
- e. federal and provincial income taxes, excess profit taxes or surtaxes and/or special expenses in connection with those taxes;
- f. provisions for contingencies;
- g. premiums for life insurance on the lives of officers and/or directors where proceeds accrue to the Contractor;
- h. amortization of unrealized appreciation of assets;
- i. depreciation of assets paid for by Canada;
- j. fines and penalties;

- k. expenses and depreciation of excess facilities;
- l. unreasonable compensation for officers and employees;
- m. specific product development or improvement expenses not associated with the product being acquired under the Contract;
- n. advertising, except reasonable advertising of an industrial or institutional character placed in trade, technical or professional journals for the dissemination of information for the industry or institution;
- o. entertainment expenses;
- p. donations except those to charities registered under the [*Income Tax Act*](#);
- q. dues and other memberships other than regular trade and professional associations;
- r. fees, extraordinary or abnormal for professional advice in regard to technical, administrative or accounting matters, unless approval from the Contracting Authority is obtained.
- s. compensation in the form of dividend payments or calculated based on dividend payments;
- t. compensation calculated, or valued, based on changes in the price of corporate securities, such as stock options, stock appreciation rights, phantom stock plans or junior stock conversions; or, any compensation in the form of a payment made to an employee in lieu of an employee receiving or exercising a right, option, or benefit.

7.2.2 Supplemental General Conditions

4002 (2010-08-16), Software Development or Modification Services, apply to and form part of the Contract.

Note: delete Section 08 Subsection 3 of in its entirety.

Note: Section 12 of modified from 90 days to 12 months.

4003 (2010-08-16), Licensed Software, apply to and form part of the Contract.

4004 (2013-04-25), Maintenance and Support Services for Licensed Software, apply to and form part of the Contract.

4007 (2022-12-01), Canada to own intellectual property rights in Foreground information, apply to and form part of the Contract.

4001 (2015-04-01), Hardware Purchase, Lease and Maintenance, apply to and form part of the Contract.

7.3 Security Requirements

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

7.3.1 SECURITY REQUIREMENT FOR CANADIAN SUPPLIERS:

1. The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of **SECRET** and obtain approved Document Safeguarding Capability at the level of **PROTECTED B**, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).

2. 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).
3. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive site(s) must EACH hold a valid personnel security screening at the level of **SECRET or RELIABILITY STATUS, as required**, granted or approved by the CSP, PWGSC.
4. The Contractor/Offeror personnel requiring access to a portion of the RESTRICTED CLASSIFIED information, assets or sensitive site(s) **must be permanent residents of Canada or citizens of Canada, the United States of America, New Zealand, United Kingdom, or Australia**, and must EACH hold a valid personnel security screening at the level of **SECRET**, granted or approved by the CSP, PWGSC.
5. The Contractor/Offeror MUST NOT utilize its facilities to process, produce, or store PROTECTED information or assets until the CSP, PWGSC has issued written approval.
6. Processing of PROTECTED information electronically at the Contractor's site is NOT permitted under this Contract.
7. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
8. The Contractor must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex F;
 - b) *Contract Security Manual* (Latest Edition).

NOTE: There are **multiple levels of personnel security screenings** associated with this file. In this instance, a security guide must be added to the SRCL clarifying these screenings. The security guide is normally generated by the organization's project authority and/or security authority. (will be added at RFP phase)

NOTE: There are **multiple levels of release restrictions** associated with this file. In this instance, a *Security Guide* should be added to the SRCL clarifying these restrictions. The *Security Guide* is normally generated by the organization's project authority and/or security authority. (will be added at RFP phase)

7.3.2 SECURITY REQUIREMENTS FOR FOREIGN SUPPLIERS

1. All CANADA PROTECTED / CLASSIFIED information/assets, furnished to the Foreign recipient Contractor or produced by the Foreign recipient Contractor, shall be safeguarded as follows:
2. Canadian persons that examine, possess, or transfer controlled goods (*refer to Note) that are domestically controlled by Public Services and Procurement Canada (PSPC) for Contracts and Subcontracts are required to register with PSPC's Controlled Goods Program (CGP) before accessing controlled goods, unless excluded from CGP registration as defined by the Controlled Goods Regulations.

Throughout the duration of this Contract, the Foreign recipient Contractor must adhere to its

respective national policies pertaining to the examination, possession, or transfer of controlled goods and must immediately report to its responsible National Security Authority (NSA) all cases in which it is known or there is reason to suspect that controlled goods, furnished or generated pursuant to this Contract have been lost or disclosed to unauthorized persons (entities not registered with the CGP or entities not excluded from CGP registration), including but not limited to a third party government, person, firm, or representative thereof. Controlled goods which are lost or compromised while handled outside of Canada, should be immediately reported, as per the requirements of the Treasury Board of Canada Secretariat's Controlled Goods Directive and Directive on Material Management and to the Canadian Government Authority owner of the controlled goods, for example the Canadian Department that issued the controlled goods to the Foreign recipient Contractor, as part of this Contract. Additionally, controlled goods that are lost or disclosed to unauthorized persons which are subject to the United States of America's (U.S.) the export controls of International Traffic in Arms Regulations of the United States of America International Traffic in Arms Regulations, will require the NSA or the Canadian Government Authority owner to report the situation to the U.S. exporter or the U.S. Department of State's Directorate of Defense Trade Controls (DDTC).

*Note: Controlled goods are goods, including components and their associated technologies (e.g., blueprints, technical specifications, etc.), that primarily have a military or national security significance, including "defense articles" that are controlled by the United States' International Traffic in Arms Regulations. The list of controlled goods Controlled Goods List contained in the Schedule to the Defence Production Act (section 35) details the specific controlled goods that are domestically controlled by PSPC.

3. The Foreign recipient Contractor shall, at all times during the performance of the Contract, hold a valid Facility Security Clearance (FSC), issued by the National Security Authority (NSA) or Designated Security Authority (DSA) of their country, at the equivalent level of SECRET and hold an approved Document Safeguarding Capability Clearance at the level of PROTECTED B.
4. The Foreign recipient Contractor shall provide the CANADA PROTECTED/CLASSIFIED information/ assets a degree of safeguarding no less stringent than that provided by the Government of Canada in accordance with the National Policies, National Security legislation and regulations and as prescribed by the Canadian DSA.
5. The Foreign recipient Contractor must identify an authorized Contract Security Officer (CSO) to be responsible for the overseeing of the security requirements, as defined in this contract. This individual will be appointed by the proponent Foreign recipient Contractor's Chief Executive Officer or Designated Key Senior Official, defined as an Owner, Officer, Director, Executive, and/or partner who occupies a position which would enable them to adversely affect the organization's policies or practices in the performance of the contract.
6. Some CANADA PROTECTED / CLASSIFIED information/assets must be released only to foreign recipient Contractor personnel who have a need to know for the performance of the Contract, must be a citizen of the UNITED STATES OF AMERICA, UNITED KINGDOM, NEW ZEALAND, AUSTRALIA and / or a Canadian citizen and/ or a Permanent Resident of Canada, and must each hold a valid personnel security screening at the level of RELIABILITY and/or SECRET, as required, granted or approved by their respective country National Security Authority (NSA) or Designated Security Authority (DSA), in accordance with the National legislation, regulations and policies of their country (**Refer to attached Supplemental Security Guide for additional information).
7. Until the Foreign recipient's responsible National Security Authority (NSA) or Designated Security Authority (DSA) for industrial security of their country has provided Canadian DSA with the

required written Personnel Security Screening assurances, the Foreign recipient Contractor personnel SHALL NOT HAVE ACCESS to CANADA PROTECTED / CLASSIFIED information/assets, and SHALL NOT ENTER "Government of Canada" or "Contractor" sites where such information or assets are kept, without an escort. An escort is defined as "a Government of Canada" or "Contractor" employee who holds the appropriate Personnel Security Clearance at the required level.

8. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of their respective National Security Authority (NSA) or Designated Security Authority (DSA), in accordance with the National legislation, regulations and policies of the their country/ the Canadian DSA.
9. The Foreign recipient Contractor shall not use the CANADA PROTECTED / CLASSIFIED information/assets for any purpose other than for the performance of the Contract without the prior written approval of the Government of Canada. This approval must be obtained from the Canadian DSA.
10. The Foreign recipient Contractor visiting Canadian Government or industrial facilities, under this contract, will submit for approval a Request for Visit form to Canada's Designated Security Authority (DSA) through their respective National Security Authority (NSA) or Designated Security Authority (DSA).
11. The Foreign recipient Contractor shall immediately report to the Canadian DSA all cases in which it is known or there is reason to suspect that CANADA PROTECTED / CLASSIFIED information/assets pursuant to this Contract has been compromised.
12. The Foreign recipient Contractor shall immediately report to its respective National Security Authority (NSA) or Designated Security Authority (DSA) all cases in which it is known or there is reason to suspect that CANADA PROTECTED / CLASSIFIED information/assets accessed by the Foreign recipient Contractor, pursuant this Contract, have been lost or disclosed to unauthorized persons.
13. The Foreign recipient Contractor shall not disclose CANADA PROTECTED / CLASSIFIED information/assets to a third party government, person, firm or representative thereof, without the prior written consent of the Government of Canada. Such consent shall be sought through the recipient's National Security Authority/ Designated Security Authority (NSA/DSA) / Canadian DSA.
14. The Foreign recipient Contractor shall not use the CANADA PROTECTED / CLASSIFIED information/assets for any purpose other than for the performance of the Contract without the prior written approval of the Government of Canada. This approval must be obtained from the Canadian DSA.
15. The Foreign recipient Contractor shall comply with the provisions of the International bilateral industrial security instrument between their of country and Canada, in relation to equivalencies.
16. The Foreign recipient Contractor must comply with the provisions of the Security Requirements Check List attached at Annex F.

7.3.3 Contractor's Sites or Premises Requiring Safeguarding Measures

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

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

7.3.3.2 The Company Security Officer must ensure through the Contract Security Program that the Contractor and individuals hold a valid security clearance at the required level.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from Contract award to 3 (three) years later inclusive. *(Final date to be inserted at Contract Award)*

7.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 3 (three) additional 1 (one) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 5 (five) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Kassandra Thomas
Title: Supply Team Leader
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Defence and Marine Procurement Branch

Telephone: 343-549-3143
E-mail address: Kassandra.thomas@tpsgc-pwgsc.gc.ca

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

7.5.2 Procurement Authority

The Procurement Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

7.5.3 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.

7.5.4 Contractor's Representative

To be completed by bidder.

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Annex C.

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

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

7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ *(to be inserted at Contract Award)* . Customs duties are included and Applicable Taxes are extra.
2. 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.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Monthly Payment (Core Work)

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

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

7.7.4 Progress Payments (Task Authorizations)

0. Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, up to 90% percent of the amount claimed and approved by Canada if:

- a. an accurate and complete claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - b. the amount claimed is in accordance with the basis of payment;
 - c. the total amount for all progress payments paid by Canada does not exceed 90% percent of the total amount to be paid under the Contract;
 - d. all certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives.
1. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.
 2. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

7.7.5 Taxes - Foreign-based Contractor

Unless specified otherwise in the Contract, the price includes no amount for any federal excise tax, state or local sales or use tax, or any other tax of a similar nature, or any Canadian tax whatsoever. The price, however, includes all other taxes. If the Work is normally subject to federal excise tax, Canada will, upon request, provide the Contractor a certificate of exemption from such federal excise tax in the form prescribed by the federal regulations.

Canada will provide the Contractor evidence of export that may be requested by the tax authorities. If, as a result of Canada's failure to do so, the Contractor has to pay federal excise tax, Canada will reimburse the Contractor if the Contractor takes such steps as Canada may require to recover any payment made by the Contractor. The Contractor must refund to Canada any amount so recovered.

7.7.6 Canadian Customs Duties and Sales Tax - Foreign-based Contractor

Canadian customs duties and sales tax, if applicable, are extra to the Contract Price and payable by Canada.

7.7.7 Electronic Payment of Invoices – Contract *(to be completed at Contract Award)*

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

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

7.7.8 Discretionary Audit

1. The following are subject to government audit before or after payment is made:
 - a. The amount claimed under the Contract, as computed in accordance with the Basis of Payment, including time charged.
 - b. The accuracy of the Contractor's time recording system.
 - c. The estimated amount of profit in any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier, for which the Contractor has provided the appropriate certification. The purpose of the audit is to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the Contractor on a series of negotiated contracts containing one or more of the prices, time rates or multipliers mentioned above, during a particular period selected, is reasonable and justifiable based on the estimated amount of profit included in earlier price or rate certification(s).
 - d. Any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier for which the Contractor has provided a "most favoured customer" certification. The purpose of such audit is to determine whether the Contractor has charged anyone else, including the Contractor's most favoured customer, lower prices, rates or multipliers, for like quality and quantity of goods or services.
2. Any payments made pending completion of the audit must be regarded as interim payments only and must be adjusted to the extent necessary to reflect the results of the said audit. If there has been any overpayment, the Contractor must repay Canada the amount found to be in excess.

7.7.9 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.

7.8 Invoicing Instructions (Core Work)

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

Invoices must be distributed as follows:

- a. One (1) copy must be forwarded to the Procurement Authority identified under the section entitled "Authorities" of the Contract.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract

- c. One (1) copy must be forwarded to the Technical Authority identified under the section entitled "Authorities" of the Contract.

7.8.1 Invoicing Instructions - Progress Payment Claim - Supporting Documentation required (Task Authorization)

1. The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.
Each claim must show:
 - a. all information required on form [PWGSC-TPSGC 1111](#);
 - b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions; and
 - c. a list of all expenses.Each claim must be supported by:
 - a. a copy of time sheets to support the time claimed;
 - b. a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
 - c. a copy of the monthly progress report.
2. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
3. The Contractor must prepare and certify one original and two (2) copies of the claim on form [PWGSC-TPSGC 1111](#), and forward it to the Technical Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.
The Technical Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.
4. The Contractor must not submit claims until all work identified in the claim is completed.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

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

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

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

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions
4002 (2010-08-16), Software Development or Modification Services
Note: delete Section 08 Subsection 3 of in its entirety.
Note: Section 12 of modified from 90 days to 12 months.
4003 (2010-08-16), Licensed Software
4004 (2013-04-25), Maintenance and Support Services for Licensed Software
4007 (2022-12-01), Canada to own intellectual property rights in Foreground information
4001 (2015-04-01), Hardware Purchase, Lease and Maintenance
- (c) the general conditions **2035** (2022-12-01), - Higher Complexity – Services;
- (d) Annex A, Statement of Work;
- (e) Annex C, Basis of Payment;
- (f) Annex F, Security Requirements Check List;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:* ", as clarified on _____" **or** ", as amended on _____" *and insert date(s) of clarification(s) or amendment(s) including its Inuit Benefits Plan. (if applicable).*

7.12 Defence Contract

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

7.13 Foreign Nationals (Canadian Contractor **OR** Foreign Contractor)

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

OR

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

7.14 Insurance

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

7.15 Controlled Goods Program

SACC Manual clause **A9131C** (2020-11-19), Controlled Goods Program

7.16 Canadian Forces Site Regulations

SACC Manual clause [A9062C](#) (2011-05-16), Canadian Forces Site Regulations

7.17 Government Site Regulations

SACC Manual clause [A9068C](#) (2010-01-11), Government Site Regulations

7.18 Dispute Resolution

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

ANNEX A

STATEMENT OF WORK (SOW)
FOR

SimDOSS

1 Introduction

1.1 Purpose

- 1.1.1 The Contractor must provide Simulation Support Services to the Department of National Defence (DND). These services are in support of the expansion and exploitation of the DND's Synthetic Environment (SE), under this Simulation Development, Operations and Support Services (SimDOSS) contract. Principle users of this contract are the air, land and sea components of ADM(MAT), DRDC, and the various training establishments of the Canadian Armed Forces (CAF). The work will include Core Work as well as work to be performed on an "as and when requested" basis by DND 626 Task Authorizations (DND 626)

Simulation Support Services could include, but are not limited to, the following:

- a) Options analysis;
- b) Concept development;
- c) Requirements development;
- d) System design and development;
- e) Acquisition in support of Training System development, operation and maintenance;
- f) Test and evaluation;
- g) Operational and maintenance training;
- h) System operation and training support;
- i) Tactics development and mission rehearsal;
- j) Experimentation, demonstrations, prototyping and assessments;
- k) Training exercise development;
- l) Technical Investigations and Engineering Services (TIES); and
- m) Project management and administration.

- 1.1.2 This SOW will enable simulation support services for all formations requiring SE support. The work called up in this SOW will assist in ensuring the effectiveness, stability, integrity, configuration control and efficient development and operation of designated DND simulation implementations.

1.2 Background

- 1.2.1 DND increasingly recognizes the utility of Modelling and Simulation (M&S) in delivering effective training for complex defence systems. Recent years have seen a marked increase in the application of M&S throughout DND for a variety of purposes, including doctrine development, Research and Development (R&D), requirements definition, capability acquisition and training. With this increase in activity, DND wishes to stem the proliferation of stove-pipe solutions, and support the creation of unified, coordinated, well-managed and modern training systems that exhibit the following characteristics:

- a) Are based on an open architecture;

- b) Follow recognized M&S interoperability standards;
- c) Encourage adoption and sharing of best practices, information and products;
- d) Foster cooperation between Government, Industry, and Academic organizations;
- e) Support the rapid insertion of new technologies; and
- f) Can be used for both classified and unclassified applications.

1.2.2 Through initial Applied Research and Technical Demonstration projects such as the Canadian Advanced Synthetic Environment (CASE) project, Exercise First WAVE, Griffon Mother Ship (GMS), War-In-a-Box (WIB), and Air Technical Training Renewal Project definition activities, DND has obtained practical knowledge of SE management, simulation network architecture, and federation development. As a result of this work, DND, in co-operation with industry partners, has deployed Mission Rehearsal and Tactics Trainers (MRTTs) at CFB Gagetown, Valcartier and Edmonton, a naval Distributed Mission Operation Centre (DMOC) in Halifax, an Air Force DMOC in Trenton, and is connecting existing simulators for Distributed Mission Training (DMT) across Canada. These assets are connected using the CFXNet, the dedicated experimental and exercise network of the Canadian Armed Forces. Work under this SOW must proceed using this network-centred model.

1.2.3 DND typically implements a federation through the use of three (3) teams: the Operational Team, the Technical Team, and the Support Team. When DND is unable to fill these roles internally, contractor support may be required to supplement DND's capabilities. Individual DND 626s are used to describe work requirements where some or all of these roles may be filled by contractor personnel.

1.3 Acronyms

1.3.1 The following acronyms are used in this document:

CA	Contracting Authority
CASE	Canadian Advanced Synthetic Environment
CFITES	Canadian Forces Individual Training and Education Systems
DGMEPM	Director General Maritime Equipment Program Management
DIS	Distributed Interactive Simulation
DND	Department of National Defence
DMOC	Distributed Mission Operation Centre
DMT	Distributed Mission Training
DSEEP	Distributed Simulation Engineering and Execution Process
FEDEP	Federation Development and Execution Process
FST	Fleet Synthetic Training
GFE	Government Furnished Equipment
GFI	Government Furnished Information
GMS	Griffon Mother Ship

ISSO	Information System Security Orders
M&S	Modelling and Simulation
MRTT	Mission Rehearsal and Tactics Trainers
MSC	Major Surface Combatant
NCR	National Capital Region (Ottawa/Gatineau region)
OEMs	Original Equipment Manufacturers
OMT	Object Model Template
PA	Procurement Authority
PM	Project Manager
PSPC	Public Services and Procurement Canada
RAPTOR	Reusable Architecture / Plugin Technology / Open and Reconfigurable
R&D	Research and Development
RCAF	Royal Canadian Air Force
RCN	Royal Canadian Navy
RFC	Request for Change
SA&A	Security Assessment and Authorization
SDLC	Software Development Life Cycle
SE	Synthetic Environment
SECO	Synthetic Environment Coordination Office
SISO	Simulation Interoperability Standards Organization
SOP	Standard Operating Procedures
SOW	Statement of Work
SRCL	Security Requirements Checklist
TA	Technical Authority
TSOW	Task Statement of Work
NTDC(A)	Naval Training Development Centre, Atlantic
TIES	Technical Investigation and Engineering Services
VPN	Virtual Private Networks
VV&A	Verification, Validation, and Accreditation
WIB	War-in-a-Box

1.4 Definitions

1.4.1 The following definitions apply for the purposes of this SOW:

i. Modeling and Simulation (M&S):

Modeling and Simulation represents the development of software algorithms which are used to represent real world equipment, applications or environmental effects. Traditional page turning computer based courseware is not considered to be the equivalent to modeling and simulation.

b. Training System:

An integrated combination which could include M&S training materials, computer based courseware, equipment, software, personnel and support necessary to conduct training as outlined in the Canadian Forces Individual Training and Education Systems (CFITES) Manuals.

c. Synthetic Environment (SE):

An integrated set of computer hardware, software, and peripherals required to deploy simulation applications.

d. DND 626 Task Authorization (DND 626):

A DND 626 Task Authorization form that identifies required or anticipated specific work, materials, deliverables and/or services, to be performed by the Contractor in accordance with and subject to the existing terms and conditions of the Contract, along with the associated cost and conditions for performance. This is not a procurement instrument nor a DND contract. It is an administrative document which is raised as part of an existing contract to allow and authorize “as and when requested” work to be performed by the Contractor.

e. Task Statement of Work (SOW)

A TSOW accompanies, and is directly related to each individual DND 626. The TSOW will define task-specific activities, deliverables and timelines in addition to the overall work/services which must be completed under each task.

f. Embedded Contractor:

An embedded contractor is an individual whose organization is under contract with the Department of National Defence (DND), has a need to access controlled goods and performs the totality of their contracted work within a DND establishment (a facility under the control of DND and where DND has authority and responsibility for security), whether on a full-time or part-time basis (i.e. no contracted work is performed off-site). The term “embedded contractor” refers to the individual physically working in a DND facility; not the organization employing or contracting the services of that individual. An embedded contractor cannot discuss their work with their employer and must sign an embedded contractor acknowledgement letter to that effect.

g. Working Day:

Any day other than Saturday, Sunday or statutory holiday.

h. Software Development Life Cycle (SDLC):

The SDLC is a framework defining tasks performed at each step in the software development process. SDLC is a structure followed by a development team within the software organization. It includes the development, maintenance and replacement of specific software.

i. Technical Investigations and Engineering Services (TIES):

Provides the services necessary for the performance of tasks such as analysis of technical issues, investigation of potential solutions and development of recommendations.

j. Phased Authorization:

A Phased Authorization is used to authorize specific work/services under a DND 626 in instances where it is not practical to identify all Tasking details at the outset of the Tasking. Each Phased Authorization will typically take the form of an email from the DND TA in which the DND TA authorizes the Contractor to proceed with specific work or services (e.g. a subsequent phase of activities), make specific purchases, travel for a specific purpose, etc. The work/services and related costs identified in a Phased Authorization must fall under the scope and budget already authorized by the related DND 626. A Phased Authorization must not be used to add additional scope or cost to the related DND 626.

k. Resource(s)

Resources refers to personnel, identified by category, which are expected to provide simulation support services as and when requested by Canada through a DND 626.

2 Applicable Documents

2.1 General Standards

2.1.1 The DND TA, as part of each individual tasking request, will identify applicable standards as necessary. The following is a non-exhaustive list of the types of standards and guidelines that may typically be applied:

- a) ISO 9001:2015 Quality management systems – Requirements;

- b) ISO 10005:2018 Quality management – Guidelines for quality plans;
- c) ISO/IEC/IEEE 15288:2015, Systems and software engineering – System life cycle processes;
- d) ISO/IEC/IEEE 12207:2017, Systems and software engineering – Software life cycle processes;
- e) IEEE 1516-2010 Standard for Modeling and Simulation High Level Architecture – Framework and Rules;
- f) IEEE 1516.1-2010 Standard for Modeling and Simulation High Level Architecture – Federate Interface Specification;
- g) IEEE 1516.2-2010 Standard for Modeling and Simulation High Level Architecture – Object Model Template (OMT) Specification;
- h) IEEE 1730-2010 Recommended Practice for Distributed Simulation Engineering and Execution Process (DSEEP);
- i) IEEE 1516.4-2010 Recommended Practice for Verification, Validation, and Accreditation of a Federation an Overlay to the High Level Architecture Federation Development and Execution Process;
- j) MIL-STD-1521 (Technical Reviews And Audits For Systems, Equipments, And Computer Software);
- k) IEEE 12207-2008 – Systems and Software Engineering – Software Life Cycle Processes;
- l) IEEE 15289-2015 – Systems and Software Engineering – Content of Life Cycle Information Products;
- m) IEEE 1278.1-2012 – Standard for Distributed Interactive Simulation– Application Protocols, and IEEE 1278.2-2015 – Standard for Distributed Interactive Simulation (DIS) – Communication Services and Profiles; Simulation Interoperability Standards Organization (SISO) standards (e.g. open architecture design);
- n) Agile software development guidelines; and
- o) Gaming engine developer guidelines.

3 Core Requirement

3.1 General Core Requirement

3.1.1 The term “Core Work” refers to activities regularly performed by the Contractor on a daily and monthly basis to provide support to various simulation-based systems or initiatives in the areas of:

- a) Project Management and Administrative Services;
- b) Distributed Mission Training Development and Support Services;
- c) Computer and Network Engineering Services; and
- d) In-Service Support for Simulation Infrastructure.

- 3.1.2 DND requires the services of (1) Senior Project Manager to support management activities outlined in 3.2 for the SimDOSS contract.
- 3.1.3 Besides services outlined in section 3.2, the provision of services will be facilitated, as and when requested, in which Canada will identify the work to be done, the Resources required to do the work, and cost and schedule constraints in the form of a Core work task. This will be conducted on a start-of-fiscal-year-basis, where requirements will be further defined to direct the contracted resources on the work needed to be completed in support of current simulation-based systems and initiatives. This will also provide the Contractor a basis for developing the Proposal deliverable described in **section 6.1 Deliverables**.
- 3.1.1 DND will require services from technical resource categories to conduct the core work. These technical resource categories include, but is not limited to: Senior Exercise Director, Senior Software Developer (M&S), Intermediate Software Developer (M&S), Senior Computer/Network Technician and Intermediate Computer/Network Technician.
- 3.1.2 The services identified below are system agnostic, and it is expected that the Contractor will work on a wide range of simulator-based systems and initiatives as directed by the DND TA.

3.2 Project Management and Administrative Services

- 3.2.1 The contractor must provide Project Management and Administration Services which may include, but is not limited to:
- a) Project management support to include:
 - i. Overseeing and controlling activities and Resources;
 - ii. Monitoring Resources to ensure satisfactory performance and that the progress of the work is maintained to the satisfaction of the DND TA;
 - iii. Completing tasks in accordance with agreed scope, cost and schedule objectives;
 - iv. Tracking and reporting contract and tasking financial status, and submitting claims for payment;
 - v. Providing status reports on the Simulation Support Services to DND; and
 - vi. Reporting to the DND TA any special circumstance or events that negatively impact the provision of the required services.
 - b) Scheduling of meetings, agenda, and collection and distribution of minutes including any action items or decisions taken at the meeting;
 - c) Sub-Contract administration;
 - d) Procurement support;
 - e) Quality assurance support; and
 - f) Configuration management support.

3.3 DMT Development and Support Services

3.3.1 The contractor must provide DMT Development and Support services which may include, but is not limited to:

- a) Exercise creation in support of DMT exercises and activities;
- b) Scenario development in support of DMT exercises and activities;
- c) Support DMT technology development;
- d) Support DMT strategy, concepts and capability development;
- e) Platform/sensor/weapon data development;
- f) Technical architecture and testing;
- g) Support DMT exercises, trials, tests and evaluations;
- h) Exercise coordination and planning with DND and coalition participants;
- i) Execution of exercises or simulations;
- j) Technical support during exercise planning, development and conduct;
and
- k) After-action review support.

3.4 Computer and Networking Engineering Services

3.4.1 The contractor must provide and Network Engineering Services which may include, but is not limited to:

- a) Identifying, communicating, and resolving networking and related communications issues in order to maximize the benefit of the delivered systems;
- b) Designing and implementing SE Virtual Private Networks (VPNs);
- c) Maintaining, and operating SE VPNs;
- d) Developing technical architectures, frameworks, and strategies to ensure a network architecture that provides SE systems and applications with suitable modelling and simulation connectivity;
- e) Formulating network design, topology, and VPN configurations and then assisting to coordinate their implementation in a timely manner, normally directed by the approved call up schedule;
- f) Using appropriate DND processes to obtain necessary approvals and accesses such as the Request for Change (RFC) process;
- g) Maintaining site interconnections; confirming end-to-end network operations on a continuous basis; coordinating daily inter-site testing and inter-site exercises under the direction of the Simulation Test Director; performing restoration of outages; documenting problem resolution; and assisting in the preparation of network maintenance Standard Operating Procedures (SOPs);
- h) Providing network Configuration Management services;

- i) Establishing and maintaining a network hardware baseline for simulation sites;
- j) Testing and maintaining network operation;
- k) Installing of software and hardware security updates;
- l) Installing, updating and monitoring of computer/network security utilities, and
- m) Maintaining computer and network hardware at the sites.

3.5 In-Service Support for Simulation Infrastructure

3.5.1 As and when tasked through a DND 626 Task Authorization, the contractor must provide In-Service Support for Simulation Infrastructure which may include, but is not limited to:

- a) Maintaining existing software for both perfective and corrective change;
- b) Obsolescence management of simulation hardware and software for existing training assets;
- c) Provisioning of software and hardware updates to simulations of real-world platforms, to reflect life cycle changes and extensions of those platforms;
- d) Assisting DND in identifying, selecting, and implementing software and hardware changes for a variety of air, land, and maritime weapon system platforms; and
- e) Maintaining and operating, as necessary, simulation federates in stand-alone mode, or as part of a distributed federation.

4 Tasking Requirement

4.1.1 The Contractor must also provide simulation support through the provision of services, as and when requested through a DND 626.

4.1.2 The Contractor must provide simulation support services to complete tasks that may include, but not be limited to, the following types of activities:

- a) Training Systems concept development;
- b) Training Systems requirements derivation;
- c) Training Systems development;
- d) Acquisition in support of Training Systems development, operation and maintenance;
- e) Training Systems effectiveness assessment;
- f) Technical Investigations and Engineering Services (TIES);
- g) Provision of Distributed Simulation Engineering and Execution Process (DSEEP) Services;

- h) In-Service Support for simulation infrastructure;
- i) Provision of learning content;
- j) Assessing effectiveness of simulation practices;
- k) Security accreditation and assessment services; and
- l) Technical writing services.

4.1.3 Services provided in support of Training Systems must, if requested through a DND 626, also include support to simulations in other domains such as research and development.

4.1.4 The Task Statement of Work (TSOW) for services identified in section 3.1.2, and for other services that may be requested by the DND TA, will identify the specific Resources that are required to conduct the work. The TSOW will describe the work/services to be provided, Resources required skills, and their work locations. The TSOW may also identify the required Resource categories, the required number of each Resource, and their required experience. The Contractor must provide Resources to complete the work as required by each TSOW. Resources proposed on tasks must meet the minimum qualifications detailed in APPENDIX A – RESOURCE QUALIFICATION REQUIREMENTS, and approved by the DND TA prior to the commencement of the work.

4.1.5 Within each activities identified in section 4.1.2, individual tasks can be expected to fit under one or more of the following descriptions:

4.2 Training Systems Concept Development

4.2.1 As and when tasked through a DND 626 Task Authorization, the contractor must provide Training Systems Concept Development services which may include, but is not limited to:

- a) Perform conceptual analysis for potential training systems;
- b) Perform options analysis for potential training systems;
- c) Engage with the user community, students, customers and stakeholders to elicit operational requirements; and
- d) Assist DND staff in the identification and analysis of training needs.

4.3 Training Systems Requirements Derivation

4.3.1 As and when tasked through a DND 626 Task Authorization, the contractor must provide Training System Requirements Derivation services which may include, but is not limited to:

- a) Identify high level system requirements for training systems;
- b) Derive lower level requirements for training systems;
- c) Determine appropriate training media; and
- d) Document requirements using standard tools as approved by DND TA.

4.4 Training Systems Development

4.4.1 As and when tasked through a DND 626 Task Authorization, the contractor must provide Training Systems Development services which may include, but is not limited to:

- a) Investigating applicable technologies and standards;
- b) System design;
- c) Trainer architecture design;
- d) Software development;
- e) Content modeling;
- f) Systems integration;
- g) Validation, verification and systems testing; and
- h) Delivery and installation of systems.

4.4.2 The Contractor and the DND TA will define and agree to a preferred development method tailored to meet the specific training system needs. An example is the Agile Software Development Life Cycle (SDLC) methodology.

4.5 Training Systems Effectiveness Assessment

4.5.1 As and when tasked through a DND 626 Task Authorization, the contractor must provide Training Systems Effectiveness Assessment services may include, but is not limited to:

- a) Development of simulation performance metrics;
- b) Analysis of simulation performance measurements; and
- c) Providing recommendations in accordance with section 6.5.3 of this SOW for improving the efficiency and effectiveness of designated training systems to meet the intended training.

4.6 Technical Investigations and Engineering Services (TIES)

4.6.1 As and when tasked through a DND 626 Task Authorization, the contractor must provide Technical Investigations and Engineering Services which may include but is not limited to:

- a) Technical investigations;
- b) Engineering studies;
- c) Impact analyses;
- d) Concept evaluations;
- e) Prototyping;
- f) Supportability reviews;
- g) Reports and recommendations in accordance with section 6.5.3 of this SOW ; and
- h) Definition, scoping and costing of solutions.

4.7 Provision of DSEEP Services

4.7.1 As and when tasked through a DND 626 Task Authorization, the contractor must provide DSEEP Services for new and existing federations, as defined in IEEE-1730-2010, which may include, but is not limited to:

- a) Defining federation objectives;
- b) Performing conceptual analysis;
- c) Designing federations;
- d) Developing federations;
- e) Planning, integrating, and testing federations;
- f) Executing federations and preparing outputs;
- g) Analyzing data and evaluating results;
- h) Providing a Federation Management service;
- i) Providing federate development and operation support services;
- j) Federate strategy and concepts development; and
- k) Federate operation and support.

4.8 Provision of Learning Content

4.8.1 As and when tasked through a DND 626 Task Authorization, the contractor must provide Learning Content services which may include, but is not limited to:

- a) Providing simulation-based and simulation-centered learning content;
- b) Conducting training needs assessments;
- c) Developing blended learning and virtual simulation-based training based upon the needs assessment;
- d) Developing simulation-based courseware (Interactive Multimedia Instruction levels one to four);
- e) Delivering Initial Cadre Training using either DND or Contractor facilities; and
- f) Assessing training effectiveness and provide feedback on training.

4.9 Assessment of Effectiveness of Simulation Practices

4.9.1 As and when tasked through a DND 626 Task Authorization, the contractor must provide Assessment of Effectiveness of Simulation Practices services which may include, but is not limited to:

- a) Developing simulation performance metrics;
- b) Applying simulation performance metrics to designated federates, federations, and exercises; and
- c) Providing recommendations in accordance with section 6.5.3 of this SOW for improving the efficiency and effectiveness of simulation practices among designated DND equipment and organizations.

4.10 Verification, Validation and Accreditation Services

4.10.1 As and when tasked through a DND 626 Task Authorization, the contractor must provide Verification, Validation and Accreditation Services which may include, but is not limited to:

- a) Developing Verification and Validation test procedures;
- b) Developing VV&A Test Guides;
- c) Develop simulation performance metrics;
- d) Apply simulation performance metrics to designated federates, federations, and exercises;
- e) Providing recommendations in accordance with section 6.5.3 of this SOW for improving the efficiency and effectiveness of simulation practices among designated DND equipment and organizations;
- f) Analyzing the simulation performance measurements; and
- g) Providing recommendations for improving the efficiency and effectiveness of designated training systems to meet the intended training.

4.11 Security Accreditation and Assessment Services

4.11.1 As and when tasked through a DND 626 Task Authorization, the contractor must provide Security Accreditation and Assessment Services to assist DND in the creation of a Security Accreditation and Assessment Services (SA&A) submission which may include, but is not limited to:

- a) Liaising with Original Equipment Manufacturers (OEMs) to determine system architecture, security controls, and operational and maintenance concepts and procedures;
- b) Drafting, reviewing and modifying Information System Security Orders (ISSO) for simulators and training systems;
- c) Drafting, reviewing and modifying SA&A related modifications to the Facility Site Plans for buildings housing simulators and training systems such as incident response plans, contingency plans, awareness and training plans, and continuous monitoring plans;
- d) Drafting, reviewing and modifying Concept of Operations (CONOPS) documents;
- e) Drafting, reviewing and modifying System Requirements Traceability documents; and
- f) Reviewing and make recommendations in accordance with section 6.5.3 of this SOW for changes to operation and maintenance documentation for simulators and training systems.

4.12 Acquisition in support of Training Systems development, operation, and maintenance

4.12.1 As and when tasked through a DND 626 Task Authorization, the contractor must provide Acquisition in direct development, operation and maintenance of Training Systems services which may include, but is not limited to:

- a) Software (ie. modeling software, network applications, learning management systems, virtual machines etc.);
- b) Software support licenses (ie. physics engines, graphical engines, terrain databases, communication simulation, configuration management, modeling etc.);
- c) Development and test software tools (ie. configuration management system, source control tools, databases, designers, integrated development environments, web application development platforms, prototyping platforms, etc.);
- d) Computer peripherals and simulator peripherals (ie. real-life mock up hand controllers, emulated systems etc.);
- e) Preventative and corrective maintenance materials (ie. wiring, diodes, relays, connectors etc.); and
- f) Consumables to support Training Systems (ie. power cables, audio/video cables, fasteners, adapters etc.).

4.12.2 All material procured in support of a DND 626 by the Contractor on behalf of DND will be owned by DND.

4.13 Technical Writing Services

4.13.1 As and when tasked through a DND 626 Task Authorization, the contractor must provide Technical Writing Services which may include, but is not limited to:

- a) Liaising with technical personnel to understand details of the systems being developed;
- b) Drafting technical documentation; and
- c) Proof read, edit and format technical documentation.

5 Resources

5.1 Resource Categories

5.1.1 The Contractor must propose an individual to fill the position of Senior Project Manager. The Project Manager must be an individual retained directly by the Contractor. The proposed individual must have their qualifications verified by the

DND TA in accordance with APPENDIX A for the position of Senior Project Manager prior to commencing the work.

5.1.2 The Contractor must, as and when requested by Canada, obtain qualified Resources from the following categories to complete individual tasks. Proposed Resources for each category must meet the minimum requirements identified in APPENDIX A, for their respective categories. The Resource categories are:

- 1) Senior Project Manager;
- 2) Senior Exercise Director;
- 3) Intermediate Exercise Director
- 4) Senior Computer/Network Technician;
- 5) Intermediate Computer/Network Technician;
- 6) Junior Computer/Network Technician;
- 7) Senior Systems Engineer;
- 8) Intermediate Systems Engineer;
- 9) Senior Software Developer (M&S);
- 10) Intermediate Software Developer (M&S);
- 11) Junior Software Developer (M&S);
- 12) Senior Software Architect;
- 13) Intermediate Software Architect;
- 14) Senior Training Designer/Developer;
- 15) Intermediate Training Designer/Developer;
- 16) Senior Security Assessment and Authorization Specialist;
- 17) Intermediate Security Assessment and Authorization Specialist;
- 18) Junior Security Assessment and Authorization Specialist;
- 19) Senior Course Instructor;
- 20) Intermediate Course Instructor;
- 21) Technical Writer;
- 22) Navy Military Subject Matter Expert;
- 23) Air Force Military Subject Matter Expert;
- 24) Army Military Subject Matter Expert;
- 25) Military Operations Subject Matter Expert;
- 26) Senior Technical Expert;
- 27) Intermediate Technical Expert;
- 28) Senior Software 3D Models Expert; and
- 29) Intermediate Software 3D Models Expert.

5.1.3 Resources must be identified by name and qualified based on the individual requirements for each Resource category identified in section 4.1.1. When Resources are identified as necessary to complete a specific task by either Canada or the Contractor, the Contractor must obtain the Resources and must have their qualifications verified by the DND TA in accordance with APPENDIX A prior to commencing work on the individual task or issuance of the task.

Resources may be pre-qualified in multiple categories provided they meet the requirements of each category.

5.2 Resources Tasks

- 5.2.1 The Contractor must provide, as part of the Core Services described in section 3.2 of this SOW and as and when requested by Canada through a DND 626, the simulation support services for the following Resource categories.

5.3 Project Manager

- 5.3.1 As and when requested through a DND 626, the Project Manager must perform tasks which may include, but is not limited to:
- a) Overseeing and managing activities and Resources;
 - b) Monitoring Resources to ensure satisfactory performance and that the progress of the work is maintained to the satisfaction of the DND TA;
 - c) Completing tasks in accordance with agreed scope, cost and schedule objectives;
 - d) Tracking and reporting contract and tasking financial status, and submitting claims for payment;
 - e) Providing status reports on the Simulation Support Services to DND;
 - f) Reporting to the DND TA any special circumstance or events that negatively impact the provision of the required services;
 - g) Scheduling of meetings, agenda, and collection and distribution of minutes including any action items or decisions taken at the meeting;
 - h) Sub-Contract administration;
 - i) Procurement support;
 - j) Quality assurance support; and
 - k) Configuration management support.

5.4 Exercise Director

- 5.4.1 As and when requested through a DND 626, the Exercise Director must perform tasks which may include, but are not limited to:
- a) Provide DMOC and Fleet Synthetic Training (FST) system management services;
 - b) DMOC design, development, maintenance and testing;
 - c) DMOC operation services;
 - d) DMT development;
 - e) Support FST strategy, concepts and capability development;
 - f) Support FST technology development through the identification, analysis, and evaluation of new simulation products;
 - g) Support FST exercises, trials, tests and evaluations;
 - h) DMOC and DMT technical support;

- i) Assist with the delivery of exercise training and demonstrations related to the DMOC and FST; and
- j) Training system effectiveness assessments.

5.5 Computer/Network Technician

- 5.5.1 As and when requested through a DND 626, the Computer/Network Technician must perform tasks which may include, but is not limited to:
- a) Maintain existing software for both perfective and corrective change;
 - b) Provisioning of software/hardware updates;
 - c) Assisting DND in identifying, selecting and implementing software/hardware changes;
 - d) Designing, implementing, operating and maintaining of SE Virtual Private Networks (VPNs);
 - e) Providing network configuration management services;
 - f) Testing and maintaining network operation;
 - g) Installing, updating and monitoring of computer/network security utilities; and
 - h) Maintaining computer/network hardware at all sites.

5.6 Systems Engineer

- 5.6.1 As and when requested through a DND 626, the Systems Engineer must perform tasks which may include, but is not limited to:
- a) Training system concept development;
 - b) Requirements solicitation;
 - c) Identify high level system requirements;
 - d) Requirements definition and derivation of lower level requirements;
 - e) Identify appropriate training media;
 - f) Data collection of potential simulations
 - g) Training system development;
 - h) Technical Investigation and Engineering Services (TIES); and
 - i) Provision of DSEEP services.

5.7 Software Developer (M&S)

- 5.7.1 As and when requested through a DND 626, the Software Developer (M&S) must perform tasks which may include, but is not limited to:
- a) Investigating applicable technologies and standards;
 - b) System design;
 - c) Trainer architecture design;
 - d) Software development;
 - e) System integration;
 - f) Validation, verification and system testing; and
 - g) Delivery and installation of systems.

5.8 Software Architect

- 5.8.1 As and when requested through a DND 626, the Software Architect must perform tasks which may include, but is not limited to:
- a) Provision of DSEEP services;
 - b) Training System Concept Development;
 - c) Training System Requirement Derivation;
 - d) Training System Development;
 - e) Training System Effectiveness Assessment; and
 - f) TIES.

5.9 Training Designer/Developer

- 5.9.1 As and when requested through a DND 626, the Training Designer/Developer must perform tasks which may include, but is not limited to:
- a) Providing simulation-based and simulation-centered learning content;
 - b) Conducting training needs assessments;
 - c) Developing blended learning and virtual simulation-based training based on various needs assessment; and
 - d) Develop simulation-based courseware (interactive multimedia instruction levels one to four).

5.10 Security Assessment and Authorization Specialist

- 5.10.1 As and when requested through a DND 626, the Security Assessment and Authorization Specialist must perform tasks which may include, but is not limited to:
- a) Liaise with the various technical Resources to understand security aspects of technical tasks;
 - b) Liaise with OEMs to determine system architecture, security controls, and operation/maintenance concepts and procedures; and
 - c) Drafting, reviewing and modifying various SA&A documentation including CONOPS, requirements documents and site plans.

5.11 Course Instructor

- 5.11.1 As and when requested through a DND 626, the Course Instructor must perform tasks which may include, but is not limited to:
- a) Deliver training including initial cadre training using either DND or Contractor facilities; and
 - b) Assessing training effectiveness and provide feedback on training.

5.12 Technical Writer

5.12.1 As and when requested through a DND 626, the Technical Writer must perform tasks which may include, but is not limited to:

- a) Liaising with technical personnel to understand details of the systems being developed;
- b) Drafting technical documentation; and
- c) Proofread, edit and format technical documentation.

5.13 Navy Military Subject Matter Expert

5.13.1 As and when requested through a DND 626, the Navy Military Subject Matter Expert must perform tasks which may include, but is not limited to:

- a) Provision of navy domain expertise such as underwater warfare, above water warfare, tactics, command and control, etc;
- b) Support training system concept development;
- c) Support DMT development;
- d) Support provision of learning content; and
- e) Support verification, validation, and accreditation tasks.

5.14 Air Force Military Subject Matter Expert

5.14.1 As and when requested through a DND 626, the Air Force Military Subject Matter Expert must perform tasks which may include, but is not limited to:

- a) Provision of air domain expertise such as combat systems, weapon systems, vehicle systems, flight operations, etc;
- b) Support training system concept development;
- c) Support DMT development;
- d) Support provision of learning content; and
- e) Support verification, validation, and accreditation tasks.

5.15 Army Military Subject Matter Expert

5.15.1 As and when requested through a DND 626, the Army Military Subject Matter Expert must perform tasks which may include, but is not limited to:

- a) Provision of land domain expertise such as combat systems, weapon systems, vehicle systems, vehicle operations, armament, etc;
- b) Support training system concept development;
- c) Support DMT development;
- d) Support provision of learning content; and
- e) Support verification, validation, and accreditation tasks.

5.16 Military Operations Subject Matter Expert

- 5.16.1 As and when requested through a DND 626, the Military Operations Subject Matter Expert must perform tasks which may include, but is not limited to:
- a) Provision of military operations domain expertise such as tactics, command team, military exercise planning, etc;
 - b) Support training system concept development;
 - c) Support DMT development;
 - d) Support provision of learning content; and
 - e) Support verification, validation, and accreditation tasks.

5.17 Technical Expert

- 5.17.1 Some tasks may require specialized technical support during requirements derivation, design, development and testing. It is not anticipated that these Resources will be required full time and may be sourced from existing Contractor employees or through third party sub-contracts. The most likely requirement will be for: human factors specialists, mechanical engineers, and electrical engineers.

- 5.17.2 As and when requested through a DND 626, the Technical Expert - Human Factors Specialist must perform tasks which may include, but is not limited to:
- a) Human factors requirements derivation in support of simulation development;
 - b) Conduct of ergonomic analysis and documenting results;
 - c) Development of software or paper prototypes of human machine interfaces (HMI); and
 - d) Testing and validation of developed HMIs.

- 5.17.3 As and when requested through a DND 626, the Technical Expert - Mechanical Engineer must perform tasks which may include, but is not limited to:
- a) Mechanical requirements derivation in support of simulation development;
 - b) Design of mechanical components and creation of fabrication drawings;
 - c) Development of procurement documents and technical management of subcontracts to fabricate mechanical components; and
 - d) Assembly (as required), integration and testing of mechanical components which comprise a simulator.

- 5.17.4 As and when requested through a DND 626, the Technical Expert - Electrical Engineer must perform tasks which may include, but is not limited to:
- a) Electrical and input/output (I/O) requirements derivation in support of simulation development;
 - b) Design of electrical and I/O components and creation of fabrication drawings;
 - c) Design and documenting computer/network architectures including procurement support;
 - d) Development of procurement documents and technical management of subcontracts to fabricate electrical and I/O components; and

- e) Assembly (as required), integration and testing of electrical and I/O components which comprise a simulator.

5.18 Software 3D Models Expert

5.18.1 As and when requested through a DND 626, the Software 3D Models Expert must perform tasks which may include, but is not limited to:

- a) Develop and design 3D models of military and civilian platforms;
- b) Develop and maintain terrain databases; and
- c) Support Training System Development tasks.

6 Work Authorizations

6.1.1 All work performed under the Contract will be authorized through Core work tasks or approved DND 626s.

6.1.2 The Contractor must carry out work only as outlined by, and to the extent specified in, each individual TSOW. Besides Core Work, no additional work will start on any Tasking until an authorized DND 626 is issued to the Contractor.

6.2 Phased Authorizations

6.2.1 Phased authorizations are intended to provide a timely and efficient means for the validation and approval of specific work that is related to an existing DND 626. An example use of Phased authorizations is to provide DND approval for the execution of specific steps in the conduct of work. In this example, the DND 626 might identify the general work plan and note that the work is to progress through specific phases. Another example use of a Phased Authorizations is to provide DND authorization to travel, when the need for travel has been identified and approved in a DND. All Phased Authorizations will be related to a previously authorized DND 626. When identified as applicable by the DND TA, Phased Authorizations will be approved by the DND TA via email with the PA and CA CC'd.

6.3 Contractor Quotations

6.3.1 The Contractor must provide to the DND TA a quotation detailing, as applicable to the work in accordance with the applicable TSOW or Core Task:

- a) The work elements;
- b) The Resource categories, hours and labour rates for each proposed Resource;
- c) A material budget that may be spent during the performance of the tasking;
- d) A travel and living budget that may be spent during the performance of the tasking; and

- e) A breakdown of the labour, material, and travel costs, along with any other costs for the work and the total cost of the work, with mark-ups, profit and applicable taxes identified.
- 6.3.2 The Contractor must, prior to the initiation of expenditure on material or travel and living, provide cost estimates to the DND TA for approval. The Contractor must attach a copy of the approval email to the invoice and include a copy of the approval email in any monthly reports.
- 6.3.3 When the Contractor receives a TSOW, the Contractor must submit, to the DND TA, its quote to fulfill the TSOW.
- 6.3.4 All quotations and estimates involving travel will require the location and duration of the trip, the objective of travel, the mode of transport, the number of individuals travelling, and the names of travellers.

7 General Requirements

7.1 Work Locations

- 7.1.1 Work locations for Contractor personnel will be identified in the applicable TSOW or Core Task. Contractor personnel will be required to work either at the contractor's offices or at DND facilities, depending on their role and their specific work activities.
- 7.1.2 When work is to be conducted at a DND facility, Canada will provide space for the Contractor's Resources, and access to the required DND information systems at the DND facility. The amount and type of space and access will be determined by Canada.

7.2 Embedded Contractor

- 7.2.1 For certain development and support activities, it will be required that personnel working at DND facilities be designated as Embedded Contractors. Specific Embedded Contractor needs will be stipulated in the TSOW or Core Task.
- 7.2.2 The Contractor must ensure that personnel designated to work at DND facilities can be assigned Embedded Contractor status.

7.3 Meetings

- 7.3.1 There will be a requirement for progress review meetings. The frequency of progress review meetings will be defined within the applicable DND 626.
- 7.3.2 There will be a requirement for technical review meetings to plan and coordinate specific work elements. Unless otherwise agreed with the DND TA, technical

review meetings will occur on an as-and-when requested basis and will be identified in each DND 626.

- 7.3.3 The Project Manager must meet informally, or formally, with the DND TA whenever the client has requested a meeting to discuss the performance of the Contractor's work or Resources, finances, contractual aspects and overall program. The date and time of such informal meetings will be as mutually agreed with the DND TA.

7.4 DND Support to Contractor

- 7.4.1 To aid the Contractor in the provision of the services, assistance may be provided by DND if deemed appropriate by the DND TA. Support may include, but is not limited to, the following:
- a) Provision of direction for development approaches and requirements;
 - b) Development standards and developer guides;
 - c) Technical data and documents;
 - d) Consultation with Subject Matter Experts and other DND specialists as may be arranged by the DND TA;
 - e) Temporary and long-term work areas, as available and deemed necessary by the DND TA; and
 - f) Other information, data, materiel and assistance available and requested by the Contractor subject to concurrence by the DND TA.
- 7.4.2 To aid the Contractor in the provision of the services, Government Furnished Equipment (GFE) or Government Furnished Information (GFI) may be provided if deemed appropriate by the DND TA. All GFE will be catalogued and placed on a loan agreement. GFE/GFI may include, but is not limited to, the following:
- a) IT Equipment such as computers and peripherals;
 - b) Technical documents and drawings;
 - c) Computer aided design drawings;
 - d) Prototypes and development systems; and
 - e) Software.
- 7.4.3 Any DND support will be identified in the applicable TSOW or Core Task and must be in accordance with the Contract.

7.5 Deliverables

- 7.5.1 The Contractor must provide deliverables in the form of simulation services provided to the DND TA and the products generated thereof, as identified in the TSOW, Contract Data Requirements List (CDRL) and associated Data Item

Descriptions (DIDs) associated to the applicable DND 626. All Deliverables and IP developed will be owned by Canada.

7.5.2 Deliverables will include, but are not limited to, the following:

- a) Proposal report per Fiscal Year. At the start of each Fiscal Year, the Contractor must provide the Technical Authority, the proposed total estimate cost for performing the core tasks and breakdown of that cost, established in accordance with the basis of payment. This proposal will include:
 - i. Name of resource applied to each core task;
 - ii. Labour Category (if the resource has not yet been approved in a specific labour category, proof that the resource meets the mandatory requirements of the labour category must be reviewed and approved by the Technical Authority)
 - iii. Estimated level of effort (hours) for each resource; and
 - iv. Estimated material and travel costs required to complete the work;
- b) Monthly Task Progress Reports. For each Task exceeding a month, the Contractor must prepare monthly progress reports of the work performed. The monthly reports must be in a contractor format acceptable to the DND TA, and must be attached to each Progress Claim. The specific technical aspects of the report will be described in the TSOW and associated DIDs. As a minimum, each monthly progress report must document the following information:
 - i. All significant activities performed during the period covered by the Progress Claim;
 - ii. Expenditures against the Task;
 - iii. Status of all action/decision items as well as a list of outstanding activities;
 - iv. A description of any problems encountered which are likely to require attention by the DND TA; and
 - v. Any recommendations relating to the conduct of the work.
- c) Meeting agendas;
- d) Meeting minutes;
- e) Technical reports, documents and learning content as described in **section 3.0** ;
- f) Developed software as described in **section 3.0 of this SOW**; and
- g) Developed hardware as described in **section 3.0 of this SOW**.

7.5.3 The Contractor must ensure all deliverables (with the exception of software and hardware) are delivered in an appropriate Microsoft format (Word, Power Point, Excel) unless otherwise specified in the applicable TSOW. Other formats may be

acceptable as mutually agreed with the DND TA. The format and content of any deliverables required will be specified in the TSOW.

7.6 Language Proficiency

- 7.6.1 Contractor personnel and subcontractors must be fluent in spoken and written English. As and when requested, the DND TA may request Contractor personnel who must be fluent in spoken and written French.

APPENDIX A –RESOURCE QUALIFICATION REQUIREMENTS

The tables below detail the minimum mandatory qualifications required for the Resource that are to be provided as and when requested under the Contract.

*Where the post-secondary degree or diploma was completed and obtained outside of CANADA, CANADA may accept a Canadian academic equivalency document issued by a recognized academic credentials assessment organization.

Minimum Mandatory Requirements – SimDOSS	
1) Senior Project Manager	
Description of requirement	
The candidate must meet each of the following mandatory criteria:	
a)	Possesses a Bachelor's Degree from a Canadian* University in the field of Sciences, Engineering, Computer Science, Mathematics, or Business Administration
	OR
	Possesses a Diploma from a Canadian* College in a field related to Project Management
b)	Possesses a minimum of ten (10) years performing the role of a Project Manager.
c)	Possesses a minimum of three (3) years' experience in the last five (5) years performing the role of a Project Manager in a software or IT project.

Minimum Mandatory Requirements – SimDOSS	
2) Senior Exercise Director	
Description of requirement	
The candidate must meet each of the following mandatory criteria:	
a) Three (3) years' experience: <ul style="list-style-type: none"> a. coordinating military combat operations or exercises for the Canadian Armed Forces or for an allied military. OR b. coordinating simulated combat operations or exercises for the Canadian Armed Forces or for an allied military. 	
b) Possesses a minimum of five (5) years of: <ul style="list-style-type: none"> -planning; -leading; -briefing and/or debriefing operational military teams or preparing communication plans, or doing operations analysis 	
c) Has experience conducting a minimum of one (1) DMT collective training exercise	
d) Has experience with using a minimum of one (1) common synthetic environment/computer generated forces (CGF) software applications (ie. JSAF, VBS, VR Forces, AWSIM) in a military training environment	

Minimum Mandatory Requirements – SimDOSS	
3) Intermediate Exercise Director	
Description of requirement	
The candidate must meet each of the following mandatory criteria:	
a) Three (3) years' experience: <div style="margin-left: 40px;"> a. coordinating military combat operations or exercises for the Canadian Armed Forces or for an allied military. OR b. coordinating simulated combat operations or exercises for the Canadian Armed Forces or for an allied military. </div>	
b) Possesses a minimum of five (3) years of: <div style="margin-left: 40px;"> -planning; -leading; -briefing and/or debriefing operational military teams or preparing communication plans, or doing operations analysis </div>	
c) Has experience with using a minimum of one (1) common synthetic environment/computer generated forces (CGF) software applications (ie. JSAF, VBS, VR Forces, AWSIM) in a military training environment	

Minimum Mandatory Requirements – SimDOSS	
4) Senior Computer/Network Technician	
Description of requirement	
The candidate must meet each of the following mandatory criteria:	
a)	The Computer/Network Technician Resource has a recognized College Technical Diploma related to Information Technology
	OR
	3 years of demonstrated work experience as a technician in a field related to Information Technology
b)	A minimum of ten (10) years of demonstrated experience in an applicable field of IT as a technician.
c)	A minimum of four (4) years' experience in the last five (5) years performing the role of a Computer/Network technician maintaining and testing of computer systems and related products.
d)	Has experience maintaining WAN and LAN systems.
e)	Has experience working in a Microsoft operating system environment.
	OR
	Has experience working in a Unix/Linux operating system environment.

Minimum Mandatory Requirements – SimDOSS	
5) Intermediate Computer/Network Technician	
Description of requirement	
The candidate must meet each of the following mandatory criteria:	
a)	The Computer/Network Technician Resource has a recognized College Technical Diploma related to Information Technology
OR	
	3 years of demonstrated work experience as a technician in a field related to Information Technology
b)	A minimum of five (5) and a maximum of nine (9) years of demonstrated experience in an applicable field of IT as a technician.
c)	A minimum of two (2) years' experience in the last five (5) years performing the role of a Computer/Network technician maintaining and testing of computer systems and related products.
d)	Has experience maintaining WAN and LAN systems.
e)	Has experience working in a Microsoft operating system environment.
OR	
	Has experience working in a Unix/Linux operating system environment.

Minimum Mandatory Requirements – SimDOSS	
6) Junior Computer/Network Technician	
Description of requirement	
The candidate must meet each of the following mandatory criteria:	
a)	The Computer/Network Technician Resource has a recognized College Technical Diploma related to Information Technology
OR	
	3 years of demonstrated work experience as a technician in a field related to Information Technology
b)	A minimum of two (2) and a maximum of four (4) years of demonstrated experience in an applicable field of IT as a technician.
c)	A minimum of eight (8) months in the last three (3) years performing the role of a Computer/Network technician maintaining and testing of computer systems and related products.
d)	Has experience maintaining WAN and LAN systems.
e)	Has experience working in a Microsoft operating system environment.
OR	
	Has experience working in a Unix/Linux operating system environment.

Minimum Mandatory Requirements – SimDOSS	
7) Senior Systems Engineer	
Description of requirement	
The candidate must meet each of the following mandatory criteria:	
a)	The Systems Engineer Resource has a Bachelor's Degree from a Canadian* University in a field of Engineering related to Information Technology.
b)	A minimum of ten (10) years of demonstrated experience in an applicable field of engineering.
c)	A minimum of four (4) years' experience in the last five (5) years performing the role of a systems engineer doing design, development, and deployment of "System of Systems" products.
d)	Has experience conducting requirement analysis and derivation on a minimum of two (2) projects in a "Systems of Systems" environment
e)	Has experience performing system design in support of software development on a minimum of two (2) projects in a "Systems of Systems" environment.

Minimum Mandatory Requirements – SimDOSS	
8) Intermediate Systems Engineer	
Description of requirement	
The candidate must meet each of the following mandatory criteria:	
a)	The Systems Engineer Resource has a Bachelor's Degree from a Canadian* University in a field of Engineering related to Information Technology.
b)	A minimum of five (5) and a maximum of nine (9) years in an applicable field of engineering.
c)	A minimum of two (2) years' experience in the last five (5) years performing the role of a Systems Engineer in a software or IT project.
d)	Has experience conducting requirement analysis and derivation on a minimum of one (1) project in a "Systems of Systems" environment
e)	Has experience performing system design in support of software development on a minimum of two (2) projects in a "Systems of Systems" environment.

Minimum Mandatory Requirements – SimDOSS	
9) Senior Software Developer (M&S)	
Description of requirement	
The candidate must meet each of the following mandatory criteria:	
a)	The Software Developer (M&S) Resource has a Bachelor's Degree from a Canadian* University in the field of Sciences, Engineering, Computer Science, or Mathematics.
b)	A minimum of ten (10) years of demonstrated experience in an applicable field of software development.
c)	A minimum of four (4) years experience in the last five (5) years performing the role of a Software Developer in a modeling and simulation environment.
d)	Has experience designing simulation software in a minimum of two (2) projects in a modeling and simulation environment.
e)	Has experience integrating and testing software in a minimum of two (2) projects in a modeling and simulation environment.

Minimum Mandatory Requirements – SimDOSS	
10)Intermediate Software Developer (M&S)	
Description of requirement	
The candidate must meet each of the following mandatory criteria:	
a)	The Software Developer (M&S) Resource has a Bachelor's Degree from a Canadian* University in the field of Sciences, Engineering, Computer Science, or Mathematics.
b)	A minimum of five (5) and a maximum of nine (9) years of demonstrated experience in an applicable field of software development.
c)	A minimum of two (2) years experience in the last five (5) years performing the role of a Software Developer in a modeling and simulation environment.
d)	Has experience designing simulation software in a minimum of one (1) projects in a modeling and simulation environment.
e)	Has experience integrating and testing software in a minimum of one (1) project.

Minimum Mandatory Requirements – SimDOSS
11) Junior Software Developer (M&S)
Description of requirement
The candidate must meet each of the following mandatory criteria:
a) The Software Developer (M&S) Resource has a Bachelor's Degree from a Canadian* University in the field of Sciences, Engineering, Computer Science, or Mathematics.
b) A minimum of one (1) and a maximum of four (4) years of demonstrated experience in an applicable field of software development
c) A minimum of one (1) year experience in the last three (3) years performing the role of a Software Developer.

Minimum Mandatory Requirements – SimDOSS	
12)Senior Software Architect	
Description of requirement	
The candidate must meet each of the following mandatory criteria:	
a)	The Software Architect Resource has a Bachelor's Degree from a Canadian* University in the field of Sciences, Engineering, Computer Science, or Mathematics.
b)	A minimum of ten (10) years of demonstrated experience in an applicable field of software development.
c)	A minimum of four (4) year's experience in the last five (5) years performing the role of a Software Architect designing, developing, and deploying software systems.
d)	Has experience designing complex software systems which includes software and IT architecture in a minimum of two (2) projects.
e)	Has experience integrating and testing software in a minimum of two (2) projects within a software architecture system.

Minimum Mandatory Requirements – SimDOSS	
13)Intermediate Software Architect	
Description of requirement	
The candidate must meet each of the following mandatory criteria:	
a)	The Software Architect Resource has a Bachelor's Degree from a Canadian* University in the field of Sciences, Engineering, Computer Science, or Mathematics.
b)	A minimum of five (5) and a maximum of nine (9) years in an applicable field of software development.
c)	A minimum of two (2) year's experience in the last five (5) years performing the role of a Software Architect designing, developing, and deploying software systems.
d)	Has experience designing complex software systems which includes software and IT architecture in a minimum of one (1) project.
e)	Has experience integrating and testing software in a minimum of one (1) projects within a software architecture system.

Minimum Mandatory Requirements – SimDOSS	
14)Senior Training Designer/Developer	
Description of requirement	
The candidate must meet each of the following mandatory criteria:	
a) The Training Designer/Developer Resource has a Bachelor's Degree from a Canadian* University in the field of education, adult learning, distance learning or e-learning. OR Three (3) years of experience in support of training design/development	
b) A minimum of ten (10) years of demonstrated experience in an applicable field course design.	

Minimum Mandatory Requirements – SimDOSS	
15)Intermediate Training Designer/Developer	
Description of requirement	
The candidate must meet each of the following mandatory criteria:	
a) The Training Designer/Developer Resource has a Bachelor's Degree from a Canadian* University in the field of education, adult learning, distance learning or e-learning. OR Three (3) years of experience in support of training design/development	
b) A minimum of five (5) and a maximum of nine (9) years in an applicable field course design.	

Minimum Mandatory Requirements – SimDOSS	
16)Senior Security Assessment and Authorization Specialist	
Description of requirement	
The candidate must meet the following mandatory criteria:	
a)	The Security Assessment and Authorization (SA&A) Specialist has a recognized College Technical Diploma related to the task being performed. OR Bachelor degree from a Canadian University in an IT related or engineering field OR Three (3) years of technical experience in support of technical IT equipment
b)	The SA&A Specialist has reviewed, analyzed, and/or applied security policies, system IT security assessment & authorization processes, IT security products, safeguards and best practices, and the IT security risk mitigation strategies for a minimum of two (2) years;
c)	The SA&A Specialist has identified threats to, and vulnerabilities of operating systems (such as MS, Unix, Linux, and Novell), and wireless architectures for a minimum of two (2) years;
d)	The SA&A Specialist has identified personnel, technical, physical, and procedural threats to and vulnerabilities of IT systems for a minimum of two (2) years;
e)	The SA&A Specialist has developed reports such as: data security analysis, concepts of operation, Statements of Sensitivity (SoSs), threat assessments, vulnerability assessments, risk assessments, IT security threat, or briefings for a minimum of two (2) years;
f)	The SA&A Specialist has conducted SA&A activities such as: developed security test plans, verified that safeguards meet the applicable policies and standards, and verified that security safeguards have been implemented correctly and provide evidence to the security authority for a minimum of two (2) years.

Minimum Mandatory Requirements – SimDOSS	
17)Intermediate Security Assessment and Authorization Specialist	
Description of requirement	
The candidate must meet the following mandatory criteria:	
a) The Security Assessment and Authorization (SA&A) Specialist has a recognized College Technical Diploma related to the task being performed. OR Bachelor from a Canadian University in an IT related field OR Three (3) years of technical experience in support of technical IT equipment	
b) The SA&A Specialist has reviewed, analyzed, and/or applied security policies, system IT security assessment & authorization processes, IT security products, safeguards and best practices, and the IT security risk mitigation strategies for a minimum of two (2) years;	
c) The SA&A Specialist has identified threats to, and vulnerabilities of operating systems (such as MS, Unix, Linux, and Novell), and wireless architectures for a minimum of two (2) years;	

Minimum Mandatory Requirements – SimDOSS	
18) Junior Security Assessment and Authorization Specialist	
Description of requirement	
The candidate must meet the following mandatory criteria:	
<ul style="list-style-type: none"> a) The Security Assessment and Authorization (SA&A) Specialist has a recognized College Technical Diploma related to the task being performed. OR Bachelor from a Canadian University in an IT related field OR Three (3) years of technical experience in support of technical IT equipment 	

Minimum Mandatory Requirements – SimDOSS
19)Senior Course Instructor
Description of requirement
The candidate must meet each of the following mandatory criteria:
a) A minimum of 2 years working experience in the identified subject area.
b) Minimum of 240 days within the last 6 years instructing in the subject area.

Minimum Mandatory Requirements – SimDOSS
20)Intermediate Course Instructor
Description of requirement
The candidate must meet each of the following mandatory criteria:
a) A minimum of 1 year working experience in the identified subject area.
b) Minimum 120 days within the last 3 years instructing in the subject area.

Minimum Mandatory Requirements – SimDOSS
21) Technical Writer
Description of requirement
The candidate must meet each of the following mandatory criteria:
a) The Technical Writer Resource has a Bachelor's Degree from a Canadian* University. OR The Technical Writer Resource has a college diploma.
b) A minimum of two (2) years of demonstrated experience occupying the position of a technical writer
c) A minimum of two (2) years of demonstrated experience using common technical writing applications for page, layout and word processing.

Minimum Mandatory Requirements – SimDOSS	
22) Navy Military Subject Matter Expert	
Description of requirement	
*The DND 626 will outline the specific domain experience requirement for the Military Subject Matter Expert	
The candidate must meet each of the following mandatory criteria:	
<ul style="list-style-type: none"> a) A minimum of five (5) years of demonstrated experience in the naval domain supporting navy systems for the Canadian Armed Forces or for an allied military. 	
<ul style="list-style-type: none"> b) A minimum of three (3) years of demonstrated experience in*: <ul style="list-style-type: none"> i. underwater warfare ii. above water warfare iii. combat systems iv. ship systems v. tactics vi. command and control 	

Minimum Mandatory Requirements – SimDOSS	
23) Airforce Military Subject Matter Expert	
Description of requirement	
*The DND 626 will outline the specific domain experience requirement for the Military Subject Matter Expert	
The candidate must meet each of the following mandatory criteria:	
a)	A minimum of five (5) years of demonstrated experience in the air domain supporting air force systems for the Canadian Armed Forces or for an allied military.
b)	A minimum of three (3) years of demonstrated experience in*: <ul style="list-style-type: none"> i. combat systems ii. weapons systems iii. comms iv. vehicle systems v. flight operations

Minimum Mandatory Requirements – SimDOSS	
24) Army Military Subject Matter Expert	
Description of requirement	
*The DND 626 will outline the specific domain experience requirement for the Military Subject Matter Expert	
The candidate must meet each of the following mandatory criteria:	
a)	A minimum of five (5) years of demonstrated experience in the land domain supporting army systems for the Canadian Armed Forces or for an allied military.
b)	A minimum of three (3) years of demonstrated experience in*: <ul style="list-style-type: none"> i. combat systems ii. weapons systems iii. comms, armament iv. vehicle systems v. vehicle operations

Minimum Mandatory Requirements – SimDOSS	
25) Military Operations Subject Matter Expert	
Description of requirement	
*The DND 626 will outline the specific domain experience requirement for the Military Subject Matter Expert	
The candidate must meet each of the following mandatory criteria:	
<ul style="list-style-type: none"> a) A minimum of five (5) years of demonstrated experience in the military operations domain supporting military systems for the Canadian Armed Forces or for an allied military. 	
<ul style="list-style-type: none"> b) A minimum of three (3) years of demonstrated experience in*: <ul style="list-style-type: none"> i. tactics ii. command team iii. military exercise planning 	

Minimum Mandatory Requirements – SimDOSS	
26)Senior Technical Expert	
Description of requirement	
The candidate must meet each of the following mandatory criteria:	
a) The Technical Expert Resource has a Bachelor's Degree from a Canadian* University in the field related to the task being performed. OR The Technical Expert Resource has a recognized College Technical Diploma related to the task being performed.	
b) A minimum of four (4) years experience in the last five (5) years performing the role of a technical expert in the field related to the task being performed.	

Minimum Mandatory Requirements – SimDOSS	
27)Intermediate Technical Expert	
Description of requirement	
The candidate must meet each of the following mandatory criteria:	
a) The Technical Expert Resource has a Bachelor's Degree from a Canadian* University in the field related to the task being performed. OR The Technical Expert Resource has a recognized College Technical Diploma related to the task being performed.	
b) A minimum of two (2) years experience in the last five (5) years performing the role of a technical expert in the field related to the task being performed.	

Minimum Mandatory Requirements – SimDOSS	
28)Senior Software 3D Models Expert	
Description of requirement	
The candidate must meet each of the following mandatory criteria:	
c)	The 3D Models Expert Resource has a recognized College Diploma or certification in a field related to 3D modeling from a recognized training or post-secondary institution.
d)	A minimum of four (4) years experience in the last five (5) years performing the role of a 3D Models Expert.

Minimum Mandatory Requirements – SimDOSS
29)Intermediate Software 3D Models Expert
Description of requirement
The candidate must meet each of the following mandatory criteria:
<ul style="list-style-type: none"> a) The 3D Models Expert Resource has a recognized College Diploma or certification in a field related to 3D modeling from a recognized training or post-secondary institution. b) A minimum of two (2) years experience in the last five (5) years performing the role of a 3D Models Expert.

Annex B

Mandatory and Point Rated Technical Evaluation Criteria

SimDOSS

1 TECHNICAL EVALUATION

Mandatory Bidders, Mandatory Resource, Rated, and Rated-Supplementary technical evaluation criteria are identified in Part 3 of this document. Bidders must explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e. parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

For each mandatory, rated and rated-supplementary criteria, and Project Tasking, the Bidder must provide a narrative describing what work activity was conducted under a Project Tasking to be evaluated. Each narrative must include how the work activity relates to the specific evaluation criteria, the duration of the Project Tasking, the contract or activity that the work was done under, the company and a reference.

1.1 Definitions for the Purpose of the Evaluation

1.1.1 Modeling and Simulation (M&S)

Modeling and Simulation represents the development of software algorithms which are used to represent real world equipment, applications or environmental effects. Traditional page turning computer based courseware is not considered to be the equivalent to modeling and simulation.

1.1.2 Resource

For the purpose of this evaluation, a resource represents an individual whom the Bidder is proposing to be evaluated for a specific labour category and seniority level.

1.1.3 Project Taskings

For the purpose of this evaluation, Project Taskings represent quantifiable work performed which will be used in the evaluation to measure necessary experience. It is desirable to have resources with a broad range of work experience. This work experience can be obtained through work on multiple projects, or multiple work activities. Project Taskings do not only represent "projects" – they can include experience gained through work such as bid proposals, internal tasks, and investigations. A Project Tasking must be at least 160 hours in duration to be considered. If a there are multiple Project Taskings for a single criteria conducted in a single project, amplifying evidence must be provided to ensure that they are sufficiently discrete.

1.1.4 Canadian University/College degree/diploma equivalency

*Where the post-secondary degree or diploma was completed and obtained outside of CANADA, CANADA may accept a Canadian academic equivalency document issued by a recognized academic credentials assessment organization.

1.1.5 Distributed Mission Training (DMT)

A Distributed Mission Training (DMT) exercise is one in which several networked (LVC) Live (e.g. ships, aircraft), Virtual (e.g. man-in-loop simulators), and Constructive (e.g. Computer Generated Forces) (CGF) assets are operated simultaneously using a synthetic environment common to all connected assets. The RCN uses Joint Semi Automated Forces (JSAF) CGF software to provide the common synthetic environment to the connected simulators of RCN, RCAF, and coalition partners as well as RCN ships.

1.2 Resources for Evaluation

Proposals will be comprised of a list of individual resources which will be evaluated against the evaluation criteria identified within this evaluation plan. The following resources will be used for the purpose of the evaluation - below brackets () indicates number of personnel required in each category. For information purposes, some resources will need to be geo-located in specific cities as indicated by an *.

- 1) Senior Project Manager (1);
- 2) Senior Exercise Director (3)
- 3) Senior Software Developer M&S (10);
- 4) Intermediate Software Developer M&S (1);
- 5) Systems Engineer (1);
- 6) Software Architect (1);
- 7) Senior Computer/Network Technician (4); and
- 8) Intermediate Computer/Network Technician (1).

These resources must be available at the onset of the contract to perform the work. Proposals should identify the individual, resource category and level that the resource will be assessed against. Should the proposal not have sufficient individual resources, the omitted resource categories will receive a technical score of 0.

Bidders are instructed to address each criteria in sufficient depth to permit a complete analysis and assessment of the resource by the evaluation team. Scoring will be carried out by the Evaluation Team in accordance with the procedure identified within this Evaluation Plan.

1.3 Resources Work Location

For information purposes, some resources will need to be geo-located in specific cities at the onset of the contract to perform the work. These resources are the following:

- 1) 3 x Senior Exercise Director, 1 x Senior Computer/Network Technician will be geo-located in Halifax, NS;
- 2) 4 x Senior Software Developer (M&S), 2 x Senior Computer/Network Technician will be geo-located in Ottawa, ON; and
- 3) 1 x Senior Software Developer (M&S) will be geo-located in Trenton, ON.

2 Evaluation Approach

Proposals will be evaluated based on mandatory bidders' criteria, mandatory resource criteria, rated resource criteria, and rated-supplementary evaluation criteria. When criteria are related to bidders, the evaluation outcome impacts the proposal. When criteria are related to resources, the evaluation outcome only impacts that specific resource. Resources who do not meet the Mandatory Resource Evaluation Criteria or the Minimum Points Required for the Rated Resource Evaluation Criteria are deemed non-compliant. Non-compliant resources will not be evaluated further and will not contribute to the Total Technical Points score of the bid. Total Technical points will comprise of the total Rated Points and Rated-Supplementary points from compliant resources.

2.1 Mandatory Bidders Criteria

A Mandatory Bidders Criteria (BM) is defined in Table 1 as a requirement that must be met in order for the Bidder's proposal to be further considered for evaluation. These requirements are evaluated Compliant or Non-Compliant.

2.2 Mandatory Resource Evaluation Criteria

A Mandatory Resource Criteria (M) is defined in Table 2 as a requirement that must be met in order for the Bidder's resource to be compliant. Non-compliant proposed resources will not be evaluated further and will not contribute to the Total Technical Points score of the bid. These requirements are evaluated Compliant or Non-Compliant.

2.3 Rated Resource Evaluation Criteria

The Rated evaluation criteria (R) is defined in Table 3 and are based on technical features of the offer that are beyond the minimum mandatory requirement, but do however have a minimum points required threshold that must be met in order for the proposed resource to be considered compliant. If the resource does not meet the minimum points required, they will be deemed non-compliant. Non-compliant proposed resources are not evaluated further and will not contribute to the Total Technical Points score of the bid. The Rated criteria will be assessed and scored as per the Proposal Technical Evaluation Criteria.

2.4 Rated-Supplementary Evaluation Criteria

The Rated-Supplementary evaluation criteria (R-S) is defined in Table 4 and are based on additional technical features that add additional value to the offer beyond the mandatory and rated criteria. R-S criteria are only evaluated if the resource is compliant in both the Mandatory Resource Evaluation Criteria and Rated Resource Evaluation Criteria. Rated-Supplementary criteria allow for additional points to be accumulated based upon additional evaluation criteria which have a minimum points required threshold of 0.

2.5 Evaluation Approach Example

2.5.1 Evaluation of a Senior Software Developer (M&S) resource:

Criteria	Resource from Bid #1	Resource from Bid #2	Resource from Bid #3	Resource from Bid #4
Mandatory	Meets all Mandatory Criteria	Meets all Mandatory Criteria	Meets all Mandatory Criteria	Does not Meet Mandatory Criteria *Does not meet mandatory criteria, therefore this resource is non-compliant
Rated (R) Maximum Available Points: 24 Minimum points required: 16	16/24	15/24 *Does not meet minimum points required, therefore this resource is non-compliant	17/24	N/A *Due to non-compliance, Resource from Bid#4 was not evaluated for Rated points
	5/7	N/A *Due to non-compliance, Resource from Bid#2 was not evaluated for (R-S) points.	2/7	N/A *Due to non-compliance, Resource from Bid#4 was not evaluated for (R-S) points.
Total Technical Score (R) + (R-S)	21/31	N/A	19/31	N/A

		*Due to non-compliance, Resource from Bid #2 does not contribute to total technical score		*Due to non-compliance, Resource from Bid #2 does not contribute to total technical score
--	--	---	--	---

Resource 1 from Bid #1 achieved the highest total technical score. The Resource from Bid#2 did not meet the minimum points required threshold (which defines the minimum competency required to complete the work) and was not evaluated further. Resource from Bid #2 did not contribute any points to the total technical score. The Resource from Bid#4 did not meet the Mandatory requirement, therefore the resource is deemed non-compliant and was not evaluated further. The Resource from Bid#4 did not contribute any points to the total score. The Resource from Bid #3 had the highest Rated (R) score, but in the final scoring, Resource from Bid #1 had other additional features reflected in the Rated-Supplementary (R-S) points that allowed their technical score to be higher.

2.5.2 Condensed evaluation of multiple bids:

Resource	Level	Mandatory Criteria	Rated Score (A)	Minimum Points Required for (A)	Normalized Rated (B) $\frac{(A)}{TotalRated} \times 25$	Supplementary Score (C)	Total Technical Score (B + C)
<u>EXAMPLE (PROJECT MANAGER)</u>	Senior	<i>Compliant/Non-Compliant</i>	11/15	10/15	11 15 × 25 = 18.3	1/3	19.3/28
Bidder #1							
Bidder Score	N/A	Compliant	N/A	N/A	N/A	18/24	18/24
Project Manager	Senior	Compliant	12/15	10/15	20/25	0/3	20/28
Exercise Director #1	Senior	Compliant	14/18	12/18	19.4/25	3/4	22.4/28
Exercise Director #2	Senior	Compliant	11/18	12/18	N/A	N/A	0/28

Total Score	Note: Bidder #1 Exercise Director #2 did not meet the minimum rated points required and was not evaluated further. Exercise Director #2 does not contribute to the total technical score.						60.4/108
Bidder #2							
Bidder Score	N/A	Compliant	N/A	N/A	N/A	20/24	20/24
Project Manager	Senior	Compliant	15/15	10/15	25/25	3/3	28/28
Exercise Director #1	Senior	Compliant	13/18	12/18	18.1/25	2/4	20.1/28
Exercise Director #2	Senior	Non-Compliant	N/A	12/18	N/A	N/A	0/28
Total Score	Note: Bidder #2 Exercise Director #2 did not meet the mandatory criteria and was not evaluated further. Exercise Director #2 does not contribute to the total technical score.						68.1/108
Bidder #3							
Bidder Score	N/A	Non-Compliant	N/A	N/A	N/A	N/A	N/A
Total Score	Note: Bidder #3 did not pass the Mandatory Bidder's Criteria, therefore the proposal was not evaluated further. Bidder #3's proposal is non-compliant and not in consideration for contract award.						N/A

In the above example, Bidder #2 has the highest total technical score. Bidder #1's Exercise Director #2 failed to meet the minimum rated points required and therefore was not evaluated further and received a technical score of 0. Bidder #2's Exercise Director #2 failed to meet the mandatory technical criteria and was not evaluated further, also resulting in a technical score of 0. Non-compliant resources do not preclude bidder's proposals from being compliant. The non-compliant resources receive a total technical score of 0. Bidder #3 did not pass the Mandatory bidder's criteria and therefore was not evaluated further. Bidder #3's proposal is non-compliant and is no longer in consideration for contract award.

3 TECHNICAL EVALUATION CRITERIA

All Evaluation Criteria must be substantiated in sufficient detail as described in Part 1 of this document.

TABLE 1 - MANDATORY BIDDERS EVALUATION CRITERIA

A Mandatory Bidders Criteria (BM) is defined as a requirement that must be met in order for the Bidder’s proposal to be further considered for evaluation.

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Proposal Paragraph	Compliant	Rational
BIDDERS CORPORATE EXPERIENCE						
1.	N/A	BM	The Bidder must have conducted one or more projects, over a minimum combined period of forty eight (48) months in the past ten (10) years that include the development of Modeling and Simulation (M&S) software.		Yes/No	

Compliant Bid: Yes / No

TABLE 2 – MANDATORY RESOURCE EVALUATION CRITERIA

A Mandatory Resource Evaluation Criteria is defined as a requirement that must be met in order for the Resource to be compliant. Non-compliant resources will not be evaluated further and will not contribute to the total technical score. These are Compliant/Non-Compliant requirements.

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Proposal Para	Compliant	Rational
SENIOR PROJECT MANAGER						
2.	N/A	M	<p>The Project Manager Resource must have either: a Bachelor's Degree from a Canadian* University in the field of Sciences, Engineering, Computer Science, Mathematics, or Business Administration</p> <p>OR</p> <p>A Diploma from a Canadian* College in a field related to Project Management</p> <p>The Bidder must state the degree/diploma attained in submitted resume, and provide copy of degree, or equivalency.</p>		Yes/No	
3.	N/A	M	The Project Manager Resource must have a minimum of ten (10) years performing the role of a Project Manager.		Yes/No	
4.	N/A	M	The Project Manager Resource must have a minimum of three (3) years experience in the last five (5) years performing the role of a Project Manager in a software or IT project.		Yes/No	
SENIOR EXERCISE DIRECTOR						

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Proposal Para	Compliant	Rational
5.	N/A	M	<p>The Exercise Director Resource must have three (3) years experience coordinating military combat operations or exercises for the Canadian Armed Forces or for an allied military</p> <p>OR</p> <p>Three (3) years experience coordinating simulated combat operations or exercises, for the Canadian Armed Forces or for an allied military.</p>		Yes/No	
6.	N/A	M	<p>The Exercise Director must have a minimum of five (5) years planning, leading, briefing and/or debriefing operational military teams, or preparing communication plans, or performing operations analysis.</p>		Yes/No	
SENIOR COMPUTER/NETWORK TECHNICIAN						
7.	N/A	M	<p>The Computer/Network Technician Resource must have a recognized Canadian* College Technical Diploma related to Information Technology</p> <p>OR</p> <p>10 years of demonstrated work experience as a technician in a field related to Information Technology</p> <p>The Bidder must state the diploma attained in submitted resume, and provide copy of degree, or equivalency.</p>		Yes/No	

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Proposal Para	Compliant	Rational
8.	N/A	M	The Computer/Network Technician Resource must have a minimum of ten (10) years of demonstrated experience in an applicable field of IT as a technician		Yes/No	
9.	N/A	M	The Computer/Network Technician Resource must have a minimum of four (4) years experience in the last five (5) years performing the role of a Computer/Network technician maintaining and testing of computer systems and related products.		Yes/No	
INTERMEDIATE COMPUTER/NETWORK TECHNICIAN						
10.	N/A	M	The Computer/Network Technician Resource must have a recognized Canadian* College Technical Diploma related to Information Technology OR Five (5) years of demonstrated work experience as a technician in a field related to Information Technology The Bidder must state the diploma attained in submitted resume, and provide copy of degree, or equivalency.		Yes/No	
11.	N/A	M	The Computer/Network Technician Resource must have a minimum of five (5) years and a maximum of nine (9) years of demonstrated experience in an applicable field of IT as a technician.		Yes/No	

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Proposal Para	Compliant	Rational
12.	N/A	M	The Computer/Network Technician Resource must have a minimum of two (2) years experience in the last five (5) years performing the role of a Computer/Network technician maintaining and testing of computer systems and related products.		Yes/No	
SENIOR SYSTEMS ENGINEER						
13.	N/A	M	The Systems Engineer Resource must have a Bachelor's Degree from a Canadian* University in a field of Engineering related to Information Technology. The Bidder must state the degree attained in submitted resume, and provide copy of degree, or equivalency.		Yes/No	
14.	N/A	M	The Systems Engineer Resource must have a minimum of ten (10) years of demonstrated experience in an applicable field of engineering.		Yes/No	
15.	N/A	M	The Systems Engineer Resource must have a minimum of four (4) years experience in the last five (5) years performing the role of a systems engineer doing design, development, and deployment of "System of Systems" products.		Yes/No	
SENIOR SOFTWARE DEVELOPER (M&S)						

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Proposal Para	Compliant	Rational
16.	N/A	M	The Software Developer (M&S) Resource has a Bachelor's Degree from a Canadian* University in the field of Sciences, Engineering, Computer Science, or Mathematics. The Bidder must state the degree attained in submitted resume, and provide copy of degree, or equivalency.		Yes/No	
17.	N/A	M	The Software Developer (M&S) Resource must have a minimum of ten (10) years of demonstrated experience in an applicable field of software development.		Yes/No	
18.	N/A	M	The Software Developer (M&S) Resource must have a minimum of four (4) years experience in the last five (5) years performing the role of a Software Developer in a modeling and simulation environment		Yes/No	
INTERMEDIATE SOFTWARE DEVELOPER (M&S)						
19.	N/A	M	The Software Developer (M&S) Resource has a Bachelor's Degree from a Canadian* University in the field of Sciences, Engineering, Computer Science, or Mathematics. The Bidder must state the degree attained in submitted resume, and provide copy of degree, or equivalency		Yes/No	
20.	N/A	M	The Software Developer (M&S) Resource must have a minimum of five (5) years and a maximum of nine (9) years in an applicable field of software development.		Yes/No	

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Proposal Para	Compliant	Rational
21.	N/A	M	The Software Developer (M&S) Resource must have a minimum of two (2) years experience in the last five (5) years performing the role of a Software Developer in a modeling and simulation environment..		Yes/No	
SENIOR SOFTWARE ARCHITECT						
22.	N/A	M	The Software Architect Resource must have a Bachelor's Degree from a Canadian* University in the field of Sciences, Engineering, Computer Science, or Mathematics. The Bidder must state the degree attained in submitted resume, and provide copy of degree, or equivalency.		Yes/No	
23.	N/A	M	The Software Architect Resource must have a minimum of ten (10) years of demonstrated experience in an applicable field of software development		Yes/No	
24.	N/A	M	The Software Architect Resource must have a minimum of four (4) years experience in the last five (5) years performing the role of a Software Architect designing, developing, and deploying software systems.		Yes/No	

TABLE 3 - RATED EVALUATION CRITERIA

The Rated evaluation criteria (R) are based on technical features of the offer that are beyond the minimum mandatory requirement, but must meet a minimum points required threshold that must be met in order for the proposed resource to be considered compliant. Non-compliant proposed resources will not contribute to the total technical score.

A Project Tasking is as defined in part 1.1.3 of this document.

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Scoring Directive	Proposed Paragraph	Score	Rational
PRIMARY RESOURCES							
SENIOR SYSTEMS ENGINEER							
25.	5.6	R	The Systems Engineer resource has conducted requirements elicitation through discussions with users, customers, and other stakeholders in a “System of systems” environment.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Scoring Directive	Proposal Para	Score	Rational
26.	5.6	R	The Systems Engineer resource has conducted requirement analysis and derivation of system requirements from operational requirements in a “System of Systems” environment.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	
27.	5.6	R	The Systems Engineer resource has performed system design in support of software development within a “System of systems” environment.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Scoring Directive	Proposed Paragraph	Score	Rational
28.	5.6	R	The Systems Engineer resource performed software validation and verification to confirm the distinct product achieved its design intent in a “System of systems” environment.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	
29.	5.6	R	The Systems Engineer Resource has generated, updated, and maintained technical documentation	3 points = 10+ Project Taskings 2 points = 6-9 Project Taskings 1 point = 4-8 Project Taskings 0 points = 0-3 Project Taskings		/3	
Senior Systems Engineer Rated Total							Maximum Available Points: 15 Minimum Points Required: 10

SENIOR EXERCISE DIRECTOR

ID	SOW Ref	Mandat ory, Rated or Supple mentary	Evaluation Criteria	Scoring Directive	Proposa l Para	Score	Rational
*One Project Tasking specifically equates to one DMT collective exercise							
**							
30.	5.4	R	The Exercise Director has experience in exercise planning of military Distributed Mission Training (DMT) collective training exercises.	3 points = 10+ *Project Taskings 2 points = 6-9 *Project Taskings 1 point = 4-8 *Project Taskings 0 points = 0-3 *Project Taskings		/3	
31.	5.4	R	The Exercise Director has experience with developing of military DMT collective training exercises.	3 points = 10+ *Project Taskings 2 points = 6-9 *Project Taskings 1 point = 4-8 *Project Taskings 0 points = 0-3 *Project Taskings		/3	

ID	SOW Ref	Mandat ory, Rated or Supple mentary	Evaluation Criteria	Scoring Directive	Proposa l Para	Score	Rational
32.	5.4	R	The Exercise Director has experience with conduct of military DMT collective training exercises.	3 points = 10+ *Project Taskings 2 points = 6-9 *Project Taskings 1 point = 4-8 *Project Taskings 0 points = 0-3 *Project Taskings		/3	
33.	5.4	R	The Exercise Director has experience with After Action Report (AAR) debriefing and preparation of exercise summary reports.	3 points = 10+ *Project Taskings 2 points = 6-9 *Project Taskings 1 point = 4-8 *Project Taskings 0 points = 0-3 *Project Taskings		/3	

ID	SOW Ref	Mandat ory, Rated or Supple mentary	Evaluation Criteria	Scoring Directive	Proposa l Para	Score	Rational
34.	5.4		The Exercise Director has experience participating in coalition (joint/combined) military DMT exercises.	3 points = 5+ *Project Taskings 2 points = 3-4 *Project Taskings 1 point = 1-2 *Project Taskings 0 points = 0 *Project Taskings		/3	

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Scoring Directive	Proposed Para	Score	Rational
35.	5.4		The Exercise Director has experience with military synthetic environment/computer generated forces (CGF) software applications. (JSAF, VBS, VR Forces, AWSIM)	<p>3 points = Experience utilizing 3+ CGF applications in-service with Canadian Armed Forces (CAF)</p> <p>2 points = Experience utilizing 2 CGF applications in-service with CAF</p> <p>1 point = Experience utilizing 1 CGF applications in-service with CAF</p> <p>0 points = Experience utilizing 0 CGF applications in-service with CAF</p>		/3	
<p>Senior Exercise Director Rated Total</p> <p>Maximum Available Points: 18</p> <p>Minimum points required: 12</p>							
SENIOR SOFTWARE DEVELOPER (M&S)							

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Scoring Directive	Proposed Para	Score	Rational
36.	5.7	R	The Software Developer (M&S) resource has experience deriving functional requirements in a modeling and simulation environment.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	
37.	5.7	R	The Software Developer (M&S) resource has experience designing simulation software in a modeling and simulation environment.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Scoring Directive	Proposal Para	Score	Rational
38.	5.7	R	The Software Developer (M&S) resource has experience programming graphics using OpenGL, QT or equivalent product.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	
39.	5.7	R	The Software Developer (M&S) resource has experience developing add-ons, extensions, or plug-ins.	3 points = 10+ Project Taskings 2 points = 6-9 Project Taskings 1 point = 4-8 Project Taskings 0 points = 0-3 Project Taskings		/3	

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Scoring Directive	Proposed Para	Score	Rational
40.	5.7	R	The Software Developer (M&S) resource has experience designing, coding and testing using C++, C, or C# programming languages.	3 points = 10+ Project Taskings 2 points = 6-9 Project Taskings 1 point = 4-8 Project Taskings 0 points = 0-3 Project Taskings		/3	
41.	5.7	R	The Software Developer (M&S) resource has experience integrating and testing software.	3 points = 10+ Project Taskings 2 points = 6-9 Project Taskings 1 point = 4-8 Project Taskings 0 points = 0-3 Project Taskings		/3	

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Scoring Directive	Proposed Paragraph	Score	Rational
42.	5.7	R	The Software Developer (M&S) resource has experience investigating software products for use and integration into M&S applications.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	
43.	5.7	R	The Software Developer (M&S) has generated test plans and procedures as well as written test reports in a “modeling and simulation environment	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	
Senior Software Developer (M&S) Rated Total							Maximum Available Points: 24 Minimum points required: 16
INTERMEDIATE SOFTWARE DEVELOPER (M&S)							

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Scoring Directive	Proposal Para	Score	Rational
44.	5.7	R	The Software Developer (M&S) resource has experience deriving functional requirements in a modeling and simulation environment.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	
45.	5.7	R	The Software Developer (M&S) resource has experience designing simulation software in a modeling and simulation environment.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Scoring Directive	Proposed Para	Score	Rational
46.	5.7	R	The Software Developer (M&S) resource has experience programming graphics using OpenGL, QT or equivalent product.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	
47.	5.7	R	The Software Developer (M&S) resource has experience developing add-ons, extensions, or plug-ins.	3 points = 10+ Project Taskings 2 points = 6-9 Project Taskings 1 point = 4-8 Project Taskings 0 points = 0-3 Project Taskings		/3	

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Scoring Directive	Proposal Para	Score	Rational
48.	5.7	R	The Software Developer (M&S) resource has experience designing, coding and testing using C++, C, or C# programming languages.	3 points = 10+ Project Taskings 2 points = 6-9 Project Taskings 1 point = 4-8 Project Taskings 0 points = 0-3 Project Taskings		/3	
49.	5.7	R	The Software Developer (M&S) resource has experience integrating and testing software.	3 points = 10+ Project Taskings 2 points = 6-9 Project Taskings 1 point = 4-8 Project Taskings 0 points = 0-3 Project Taskings		/3	

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Scoring Directive	Proposed Criteria	Score	Rational
50.	5.7	R	The Software Developer (M&S) resource has experience investigating software products for use and integration into M&S applications.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	
51.	5.7	R	The Software Developer (M&S) has generated test plans and procedures as well as written test reports in a "modeling and simulation environment	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	
Intermediate Software Developer (M&S) Rated Total Maximum Available Points: 24 Minimum points required: 12							

SENIOR SOFTWARE ARCHITECT

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Scoring Directive	Proposed Para	Score	Rational
52.	5.8	R	The Software Architect resource has experience deriving functional requirements in a Software Architecture system.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	
53.	5.8	R	The Software Architect resource has experience designing complex software systems which includes software and IT architecture in multiple Project Taskings.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Scoring Directive	Proposal Para	Score	Rational
54.	5.8	R	The Software Architect resource has experience developing complex software systems including software and IT architecture in multiple Project Taskings.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	
55.	5.8	R	The Software Architect resource has experience working in a Microsoft, and Unix operating system environment.	3 points = 10+ Project Taskings 2 points = 6-9 Project Taskings 1 point = 4-8 Project Taskings 0 points = 0-3 Project Taskings		/3	

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Scoring Directive	Proposed Para	Score	Rational
56.	5.8	R	The Software Architect resource has experience integrating and testing software in a Software Architecture system.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	
57.	5.8	R	The Software Architect resource has generated, updated, and maintained software design documentation.	3 points = 10+ Project Taskings 2 points = 6-9 Project Taskings 1 point = 4-8 Project Taskings 0 points = 0-3 Project Taskings		/3	

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Scoring Directive	Proposal Para	Score	Rational
58.	5.8	R	The Software Architect resource has experience determining and implementing IT infrastructure.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	
Senior Software Architect Rated Total Maximum Available Points: 21 Minimum points required: 14							
SENIOR PROJECT MANAGER							
59.	5.3	R	The Project Manager resource has a breadth experience as a PM.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Scoring Directive	Proposed Para	Score	Rational
60.	5.3	R	The Project Manager resource has experience performing scope management including requirements analysis, scope definition, WBS, scope validation and scope control.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	
61.	5.3	R	The Project Manager resource has experience performing schedule management including activity definition, sequence, duration estimates, schedule development and schedule control.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Scoring Directive	Proposed Para	Score	Rational
62.	5.3	R	The Project Manager resource has experience performing cost management including cost estimate, determining budget and cost control.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	
63.	5.3	R	The Project Manager resource has experience performing risk management including risk identification, qualitative/quantitative risk analysis, risk response, response implementation and monitoring risk.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	
<div>Senior Project Manager Rated Total</div> <div>Maximum Available Points: 15</div> <div>Minimum points required: 10</div>							
SENIOR COMPUTER/NETWORK TECHNICIAN							

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Scoring Directive	Proposal Para	Score	Rational
64.	5.5	R	The Computer/Network Technician resource has hands-on experience providing technical planning and support for a 50+ device networks.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	
65.	5.5	R	The Computer/Network Technician resource has experience with routing and network protocols such as OSPF, spanning tree, VLANs and VPNs.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Scoring Directive	Proposed Para	Score	Rational
66.	5.5	R	The Computer/Network Technician resource has experience maintaining WAN and LAN systems.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	
67.	5.5	R	The Computer/Network Technician resource has experience in the configuration control and documentation of WAN and LAN systems.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Scoring Directive	Proposed Para	Score	Rational
68.	5.5	R	The Computer/Network Technician resource has experience working in WAN and LAN improvement projects.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	
69.	5.5	R	The Computer/Network Technician resource has experience working in a Microsoft operating system environment.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Scoring Directive	Proposed Para	Score	Rational
70.	5.5	R	The Computer/Network Technician resource has experience working in a Unix/Linux operating system environment.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	
71.	5.5	R	The Computer/Network Technician resource has experience applying security updates for known system vulnerabilities.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Scoring Directive	Proposed Para	Score	Rational
72.	5.5	R	The Computer/Network Technician resource has experience monitoring and managing endpoint security protection systems.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	
73.	5.5	R	The Computer/Network Technician resource has experience supporting virtualization or containerization environments.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	
Senior Computer/Network Technician Rated Total							
Maximum Available Points: 30							
Minimum points required: 20							

INTERMEDIATE COMPUTER/NETWORK TECHNICIAN

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Scoring Directive	Proposal Para	Score	Rational
74.	5.5	R	The Computer/Network Technician resource has hands-on experience providing technical planning and support for a 50+ device networks.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	
75.	5.5	R	The Computer/Network Technician resource has experience with routing and network protocols such as OSPF, spanning tree, VLANs and VPNs.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Scoring Directive	Proposed Para	Score	Rational
76.	5.5	R	The Computer/Network Technician resource has experience maintaining WAN and LAN systems.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	
77.	5.5	R	The Computer/Network Technician resource has experience in the configuration control and documentation of WAN and LAN systems.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Scoring Directive	Proposed Para	Score	Rational
78.	5.5	R	The Computer/Network Technician resource has experience working in WAN and LAN improvement projects.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	
79.	5.5	R	The Computer/Network Technician resource has experience working in a Microsoft operating system environment.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Scoring Directive	Proposed Para	Score	Rational
80.	5.5	R	The Computer/Network Technician resource has experience working in a Unix/Linux operating system environment.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	
81.	5.5	R	The Computer/Network Technician resource has experience applying security updates for known system vulnerabilities.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Scoring Directive	Proposal Para	Score	Rational
82.	5.5	R	The Computer/Network Technician resource has experience monitoring and managing endpoint security protection systems.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	
83.	5.5	R	The Computer/Network Technician resource has experience supporting virtualization or containerization environments.	3 points = 7+ Project Taskings 2 points = 4-6 Project Taskings 1 point = 2-3 Project Taskings 0 points = 0-1 Project Taskings		/3	
Intermediate Computer/Network Technician Rated Total Maximum Available Points: 30 Minimum points required: 15							

TABLE 4 –RATED-SUPPLEMENTARY EVALUATION CRITERIA

Rated-Supplementary criteria allow for additional points to be accumulated based upon additional evaluation criteria, as per the Proposal Technical Evaluation Criteria outlined in Appendix 5 Part 4. These points have a minimum points required of 0 and will not disqualify bidders should they not be able to meet these criteria.

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Proposal Para	Score	Rational
BIDDER'S CORPORATE EXPERIENCE						
84.	N/A	R-S	The Bidder has conducted one or more M&S software development projects in the past five (5) years in the Military domains.		/3	
85.	N/A	R-S	The Bidder has conducted one (1) or more M&S projects in the past five (5) years that included Training Systems Concept Development and Training Needs Analysis.		/3	
86.	N/A	R-S	The Bidder has conducted one (1) or more projects in the past five (5) years where the Bidder was contracted as the prime contractor.		/3	
87.	N/A	R-S	The Bidder has conducted one (1) or more projects in the past five (5) years where the Bidder subcontracted a portion of the work to another company or entity.		/3	
88.	N/A	R-S	The Bidder has conducted one (1) or more projects in the past five (5) years which utilized resources (personnel) in roles similar to each of the primary resources required for this solicitation, and at least six (6) of the secondary resources required for this solicitation.		/3	
89.	N/A	R-S	The Bidder has conducted one (1) or more projects in the past five (5) years that included requirements solicitation, derivation, analysis and validation.		/3	
90.	N/A	R-S	The Bidder has conducted one (1) or more projects in the past five (5) years where Agile software development processes were used to plan and execute software development throughout the project.		/3	

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Proposal Para	Score	Rational
91.	N/A	R-S	The Bidder has conducted one (1) or more projects in the past five (5) years that included the procurement of hardware and software.		/3	
<div> <div></div> <div> <div>Bidder's Corporate Experience Supplementary Total</div> <div>Maximum Available Points: 24</div> <div>Minimum points required: 0</div> </div> </div>						
SENIOR SYSTEMS ENGINEER						
92.	N/A	R-S	<p>The Systems Engineer resource has attained a Master's degree from a Canadian* University in a field related to Information Technology.</p> <p>Degree attained in submitted resume, and provide copy of degree, or equivalency, if requested.</p>		/1	
93.	N/A	R-S	The Systems Engineer resource has a current INCOSE Certified Systems Engineering Professional (CSEP) certification or a current INCOSE Expert Systems Engineering Professional (ESEP) certification.		/1	
94.	N/A	R-S	<p>The Systems Engineer resource is a Certified Modeling and Simulation Professional (CMSP), or has an industry-accepted equivalent certification.</p> <p>State certification level in resume, and provide copy of certificate if requested.</p>		/1	
95.	N/A	R-S	The Systems Engineer resource has worked in one or more project taskings which utilized the Agile development process.		/1	
96.	N/A	R-S	The Systems Engineer resource has worked in one or more project taskings which developed products for the Military Domain.		/1	
97.	N/A	R-S	The Systems Engineer resource has worked in one or more project taskings which developed M&S training applications.		/1	

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Proposed Para	Score	Rational
				Senior Systems Supplementary Total Maximum Available Points: 6 Minimum points required: 0		
SENIOR EXERCISE DIRECTOR						
98.	N/A	R-S	The Exercise Director was a member or retired member of the Canadian Armed Forces or of an allied military at the Major/LCdr rank or higher Provide objective evidence to military rank.		/1	
99.	N/A	R-S	The Exercise Director has attended Canadian Forces Command and Staff College or equivalent. State certification level in resume, or provide copy of certificate if requested.		/1	
100.	N/A	R-S	The Exercise Director resource has planned collective training objectives in one or more project tasks.		/1	
101.	N/A	R-S	The Exercise Director resource has provided recommendations for improving the efficiency and effectiveness of designated training systems to meet the intended training in one or more project tasks.		/1	
				Senior Exercise Director Supplementary Total Maximum Available Points: 4 Minimum points required: 0		
SENIOR SOFTWARE DEVELOPER (M&S)						

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Proposal Para	Score	Rational
102.	N/A	R-S	The Software Developer (M&S) resource has a Master's Degree from a Canadian* University in the field of Sciences, Engineering, Computer Science, or Mathematics. Degree attained in submitted resume, and provide copy of degree, or equivalency, if requested.		/1	
103.	N/A	R-S	The Software Developer (M&S) resource has a Certified Modeling and Simulation Professional (CMSP) certificate, or has an industry equivalent certification. State certification level in resume, and provide copy of certificate if requested.		/1	
104.	N/A	R-S	The Software Developer (M&S) resource has worked in one or more project taskings which utilized the Agile development process.		/1	
105.	N/A	R-S	The Software Developer (M&S) resource has worked in one or more project taskings which developed products for the Military Domain.		/1	
106.	N/A	R-S	The Software Developer (M&S) resource has utilized and configured CGF applications in one or more project taskings within the last five (5) years.		/1	
107.	N/A	R-S	The Software Developer (M&S) resource has developed and integrated software with Unity, Unreal, Unigine, Delta3D, or equivalent simulation game engines in one or more project taskings within the last five (5) years.		/1	
108.	N/A	R-S	The Software Developer (M&S) resource has develop applications which interoperate with the specified protocols and standards in one or more project taskings within the last five (5) years.		/1	

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Proposal Para	Score	Rational	
Senior Software Developer (M&S) Supplementary Total Maximum Available Points: 7 Minimum points required: 0							
INTERMEDIATE SOFTWARE DEVELOPER (M&S)							
109.	N/A	R-S	The Software Developer (M&S) resource has a Master's Degree from a Canadian* University in the field of Sciences, Engineering, Computer Science, or Mathematics. Degree attained in submitted resume, and provide copy of degree, or equivalency, if requested.		/1		
110.	N/A	R-S	The Software Developer (M&S) resource has a Certified Modeling and Simulation Professional (CMSP) certificate, or has an industry equivalent certification. State certification level in resume, and provide copy of certificate if requested.		/1		
111.	N/A	R-S	The Software Developer (M&S) resource has worked in one or more project taskings which utilized the Agile development process.		/1		
112.	N/A	R-S	The Software Developer (M&S) resource has worked in one or more project taskings which developed products for the Military Domain.		/1		
113.	N/A	R-S	The Software Developer (M&S) resource has utilized and configured CGF applications in one or more project taskings within the last five (5) years.		/1		
114.	N/A	R-S	The Software Developer (M&S) resource has developed and integrated software with Unity, Unreal, Unigine, Delta3D, or equivalent simulation game engines in one or more project taskings within the last five (5) years.		/1		

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Proposal Para	Score	Rational
115.	N/A	R-S	The Software Developer (M&S) resource has develop applications which interoperate with the specified protocols and standards in one or more project taskings within the last five (5) years.		/1	
Intermediate Software Developer (M&S) Supplementary Total Maximum Available Points: 7 Minimum points required: 0						
SENIOR SOFTWARE ARCHITECT						
116.	N/A	R-S	The Software Architect resource has a Master's Degree from a Canadian* University in the field of Sciences, Engineering, Computer Science, or Mathematics. OR The Software Architect resource has taught at least three courses in the Modeling and Simulation specialty such as advanced HLA courses, advanced Software Architecture courses, or advanced computer networking courses. State degree attained and/or teaching experience in submitted resume, and provide copy of degree, or equivalency, if requested.		/1	

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Proposal Para	Score	Rational
117.	N/A	R-S	<p>The Software Architect resource has three (3) or more of the following certifications:</p> <ul style="list-style-type: none"> • Cisco Certified Network Professional (CCNP) Cloud, Routing and Switching, Security • Cisco Certified Network Associate (CCNA) Cloud, Routing and Switching, Security • Computing Technology Computing Association (CompTIA) A+ • CompTIA Network+ • CompTIA Security+ • Microsoft Certified System Engineer (MCSE – Pre 2016) • Microsoft Certified Solution Expert (MCSE) • VMware 		/1	
118.	N/A	R-S	The Software Architect resource has worked in one or more project taskings which conducted cloud development.		/1	
119.	N/A	R-S	The Software Architect resource has worked in one or more project taskings which installed, configured, monitored or maintained virtual machines or container technologies.		/1	
120.	N/A	R-S	The Software Architect resource has worked in one or more project taskings which established, managed, and implemented coding and data standards.		/1	
121.	N/A	R-S	The Software Architect resource has worked in one or more project taskings which developed M&S training applications.		/1	
122.	N/A	R-S	The Software Architect resource has worked in one or more project taskings which utilized the Agile development process.		/1	

ID	SOW Ref	Mandatory, Rated or Supplementary	Evaluation Criteria	Proposed Paragraph	Score	Rational
				Senior Systems Architect Supplementary Total Maximum Available Points: 7 Minimum points required: 0		
SENIOR PROJECT MANAGER						
123.	N/A	R-S	The Project Manager resource has worked in one or more project taskings which utilized the Agile development process.		/1	
124.	N/A	R-S	The Project Manager resource has worked in one or more project taskings which developed M&S training applications.		/1	
125.	N/A	R-S	The Project Manager resource has a Project Management Professional (PMP) certification. State in resume, and provide copy of certification if requested.		/1	
			Senior Project Manager Supplementary Total Maximum Available Points: 3 Minimum points required: 0			

4 TECHNICAL BID SCORING SHEET

Bidder:

Date:

*Bidder Mandatory Criteria

Pass / Fail

*If the bidder fails the above criteria, the bid is considered non-compliant with an overall technical score of 0

Resource	Level	Mandatory Criteria**	Rated Score (A)	Minimum Pass Criteria for (A)***	Normalized Rated (B) $\frac{(A)}{TotalRated} \times 25$	Supplementary Score (C)	Total Technical Score (B + C)
EXAMPLE (PROJECT MANAGER)	Senior	Pass/Fail	11/15	10/15	$\frac{11}{15} \times 25 = 18.3$	1/3	19.3/28
Bidder Supplementary Score	N/A	N/A	N/A	N/A	N/A	/24	/24
Project Manager	Senior	Pass / Fail	/15	10/15	/25	/3	/28
Exercise Director #1	Senior	Pass / Fail	/18	12/18	/25	/4	/28
Exercise Director #2	Senior	Pass / Fail	/18	12/18	/25	/4	/28

Exercise Director #3	Senior	Pass / Fail	/18	12/18	/25	/4	/28
Software Developer (M&S) #1	Senior	Pass / Fail	/24	16/24	/25	/7	/32
Software Developer (M&S) #2	Senior	Pass / Fail	/24	16/24	/25	/7	/32
Software Developer (M&S) #3	Senior	Pass / Fail	/24	16/24	/25	/7	/32
Software Developer (M&S) #4	Senior	Pass / Fail	/24	16/24	/25	/7	/32
Software Developer (M&S) #5	Senior	Pass / Fail	/24	16/24	/25	/7	/32
Software Developer (M&S) #6	Senior	Pass / Fail	/24	16/24	/25	/7	/32
Software Developer (M&S) #7	Senior	Pass / Fail	/24	16/24	/25	/7	/32
Software Developer (M&S) #8	Senior	Pass / Fail	/24	16/24	/25	/7	/32
Software Developer (M&S) #9	Senior	Pass / Fail	/24	16/24	/25	/7	/32
Software Developer (M&S) #10	Senior	Pass / Fail	/24	16/24	/25	/7	/32
Software Developer (M&S) #11	Intermediate	Pass / Fail	/24	12/24	/25	/7	/32
Systems Engineer	Senior	Pass / Fail	/15	10/15	/25	/6	/31

Software Architect	Senior	Pass / Fail	/21	14/21	/25	/7	/32
Computer/Network Technician #1	Senior	Pass / Fail	/30	20/30	/25	N/A	/25
Computer/Network Technician #2	Senior	Pass / Fail	/30	20/30	/25	N/A	/25
Computer/Network Technician #3	Senior	Pass / Fail	/30	20/30	/25	N/A	/25
Computer/Network Technician #4	Senior	Pass / Fail	/30	20/30	/25	N/A	/25
Computer/Network Technician #5	Intermediate	Pass / Fail	/30	15/30	/25	N/A	/25

Total Technical Score /676

*If Bidder Mandatory Criteria is **Fail**, the total proposal receives a total technical score of **0**

If Resource Mandatory Criteria is **Fail, the resource receives a total technical score of **0**

***If Resource **Rated Score is lower than the Minimum Pass Criteria**, the resource receives a total technical score of **0**

5 BRIEF PROJECT TASKING EXAMPLE – SENIOR SYSTEMS ENGINEER

For the purpose of this example, three tables are provided. One to outline mandatory requirements which will determine compliance, one for the technical experience determined by the point-rated evaluation criteria and one for supplementary evaluation criteria.

Note: The experience examples are **simplifications** to aid the bidder in understanding the evaluation intent, and would require additional depth to prove to evaluators that the evaluation criteria are met.

APPENDIX 5 PART 4 OF THE RFP: TECHNICAL EVALUATION CRITERIA			
MANDATORY CRITERIA - SENIOR SYSTEMS ENGINEER - "RESOURCE ONE"			
Individual's Name:		"Resource One"	
Language:		English	
Evaluation Criteria ID	Evaluation Criteria Description	Description	
#2	Education	"Resource One" holds a Bachelors in Software Engineering from the University of Waterloo completed in 2010. Please see "Resource One"'s attached resume for copies of the degree.	
#3	Senior Engineering Experience	"Resource One" demonstrates five (5) years of engineering experience as a software engineer at Company 1. "Resource One" demonstrates seven (7) years of engineering experience as a software engineer at Company 2.	
#4	Recent Systems Engineering Experience	"Resource One" held the position of senior systems engineer on the "Name of Project" Project at Company 2.	
#5	Security Clearance Info:	SECRET	
#5	DND Security Clearance File #:	File No. 123456789	

	Expiry Date:	2025-01-01
POINT RATED CRITERIA – SENIOR SYSTEMS ENGINEER – “RESOURCE ONE”		
Evaluation Criteria ID	Evaluation Criteria Description	Project Taskings and descriptions that meet Evaluation Criteria
#18	The Systems Engineer resource has conducted requirements elicitation through discussions with users, customers, and other stakeholders in a “System of systems” environment.	<p>Project Tasking #1: Unbounded Flight Simulator Project</p> <p>Duration: 200 hours</p> <p>Project/Activity: Pilot Training Analysis Contract</p> <p>Company: Company 1</p> <p>Reference contact information: employee@company1.com</p> <p>Statement of Training Deficiency (SOTD) identified traditional flight simulators cannot reproduce extreme edge of flight envelope procedures due to limiting physical design (motion platforms). Solicited information from the flight schools with current approach to training extreme edge of flight envelope procedures to determine if such procedures could be emulated utilizing simulators and trainers. Discussed specific procedures that could not be trained on traditional flight simulators as well as inquired about the current limiting factors with respect to the physical design of traditional simulators. Acquired extreme edge of flight envelope procedures list which could potentially be trained utilizing simulation.</p> <p>Project Tasking #2: Light Armored Vehicle (LAV) 6 Interior Familiarization Project</p> <p>Duration: 500 hours</p> <p>Project/Activity: Light Armored Vehicle (LAV) 6 Crew Trainer Development Contract</p> <p>Company: Company 2</p> <p>Reference contact information: employee@company2.com</p> <p>With the new procurement of the LAV 6, armored schools required a training module to familiarize crews with the interior instrumentation and layout of the LAV 6’s primary positions which includes crew commander, gunner, and driver. Utilized training</p>

POINT RATED CRITERIA – SENIOR SYSTEMS ENGINEER – “RESOURCE ONE”		
Evaluation Criteria ID	Evaluation Criteria Description	Project Taskings and descriptions that meet Evaluation Criteria
		<p>procedures documentation to determine points of interest within the cabin (instrumentation, hatches, and displays) for each respective position. Engaged with experience LAV commanders to determine specific audio and visual cues present in operation of the systems.</p> <p>Project Tasking #3: [Project Name] Duration: [number of hours] Project/Activity: [Project/activity name] Company: [Company name] Reference contact information: [Contact information]</p> <p>[Project Tasking activity description relative to evaluation criteria...]</p> <p>Etc.</p>
#19	The Systems Engineer resource has conducted requirement analysis and derivation of system requirements from operational requirements in a “System of Systems” environment.	<p>Project Tasking #1: Unbounded Flight Simulator Requirements Derivation</p> <p>Duration: 160 hours</p> <p>Project/Activity: Unbounded Flight Simulator Development Contract</p> <p>Company: Company 1</p> <p>Reference contact information: employee@company1.com</p> <p>Taking the edge of envelope procedures, conceptualized a simulator that can achieve unlimited roll, pitch, and yaw by designing a system with unbounded rotation about the x, y, and z axis. Utilizing information taken from the flight schools current training regimen along with specific training procedures, determined the degrees of rotation required to replicate specific procedures in simulation. Derived physical support requirements based upon rate of rotation and mass of simulator. Determined instructor</p>

POINT RATED CRITERIA – SENIOR SYSTEMS ENGINEER – “RESOURCE ONE”		
Evaluation Criteria ID	Evaluation Criteria Description	Project Taskings and descriptions that meet Evaluation Criteria
		<p>capabilities requirements from flight school instructors for simulation including injecting faults and communication link to the students within the simulator.</p> <p>Project Tasking #2: Light Armored Vehicle (LAV) 6 Crew Trainer Requirements Derivation</p> <p>Duration: 320 hours</p> <p>Project/Activity: Light Armored Vehicle (LAV) 6 Crew Trainer Development Contract</p> <p>Company: Company 2</p> <p>Reference contact information: employee@company2.com</p> <p>Translated Audio/visual cues into system requirements for virtual reality experience. Determined mandatory requirements for the respective points of interest within the cabin for each position in the LAV. Incorporated levels of interaction with instrumentation as system requirements.</p> <p>Project Tasking #3: [Project Name]</p> <p>Duration: [number of hours]</p> <p>Project/Activity: [Project/activity name]</p> <p>Company: [Company name]</p> <p>Reference contact information: [Contact information]</p> <p>[Project Tasking activity description relative to evaluation criteria...]</p> <p>Etc.</p>

POINT RATED CRITERIA – SENIOR SYSTEMS ENGINEER – “RESOURCE ONE”		
Evaluation Criteria ID	Evaluation Criteria Description	Project Taskings and descriptions that meet Evaluation Criteria
#22	The Systems Engineer Resource has generated, updated, and maintained technical documentation.	<p>Project Tasking #1: Unbounded Flight Simulator Documentation Development</p> <p>Maintained CAD drawings for various mechanical systems. Updated user manuals for both operators and instructors of the system as new capabilities were implemented. Generated Version Description Documents (VDDs) for every upgrade to the system.</p> <p>Duration: 600 hours</p> <p>Project/Activity: Unbounded Flight Simulator Contract</p> <p>Company: Company 1</p> <p>Reference contact information: employee@company1.com</p> <p>Project Tasking #2: LAV 6 Documentation Update</p> <p>Duration: 360 hours</p> <p>Project/Activity: Light Armored Vehicle (LAV) 6 Crew Trainer Development Contract</p> <p>Company: Company 2</p> <p>Reference contact information: employee@company2.com</p> <p>Updated and circulated software update documentation. Generated and maintained software, hardware, and interface design documentation.</p> <p>Project Tasking #3: [Project]</p> <p>Duration: [number of hours]</p> <p>Project/Activity: [Project/activity name]</p> <p>Company: [Company name]</p>

POINT RATED CRITERIA – SENIOR SYSTEMS ENGINEER – “RESOURCE ONE”		
Evaluation Criteria ID	Evaluation Criteria Description	Project Taskings and descriptions that meet Evaluation Criteria
		Reference contact information: employee@company3.com [Project Tasking activity description relative to evaluation criteria...] Etc.
[...]	[...]	[...]

SUPPLEMENTARY CRITERIA – SENIOR SYSTEMS ENGINEER – “RESOURCE ONE”		
Evaluation Criteria ID	Evaluation Criteria Description	Project Taskings and descriptions that meet Evaluation Criteria
#55	The Systems Engineer resource has attained a Master’s degree from a Canadian* University in a field related to Information Technology.	“Resource One” holds a Masters in Engineering from the University of Waterloo completed in 2013. Please see “Resource One’s attached degrees.
#58	The Systems Engineer resource has work experience with the Agile development process.	Unbounded Flight Simulator Contract “Resource One” held the position of Scrum Master for a contiguous period of 480 hours. In this position “Resource 1” monitored scrum processes, conducted scrum meetings, and established a good working relationship between the development team and the product owner. Reference contact information: employee@company.com
#59	The Systems Engineer resource has work experience developing products for the Military domain.	Light Armored Vehicle (LAV) 6 Crew Trainer Development Contract “Resource One” worked as the primary systems engineer on the Light Armored Vehicle (LAV) 6 Crew Trainer development contract for a contiguous period of 1,400 hours. This contract was for the Canadian Armed Forces. Reference contact information: employee@company.com
[...]	[...]	[...]

Annex C

Financial Evaluation and Basis of Payment

SimDOSS

The Bidder shall complete and submit the financial evaluation. The Cumulative Cost over 6 Years will be the Financial Evaluation value used to determine the winning bidder.

The Bidder must use “all-in” hourly rates. The all-In Hourly Labour Rate is for Work performed by the Contractor, and must include the cost of direct labour, overhead, general and administrative costs (G&A) and profit. Bidder must not use an hourly rate higher than their current published commercial rates.

The Bidder must provide hourly rates for each labour category, for each contract period. The representative annual labour cost will be calculated by summing for each labour category, the labour category rate for that period (dollars per hour) multiplied by the DND Annual Level Of Effort (in hours) for that category.

The Bidder must propose a Material mark-up fee as a percentage of material cost. The material mark-up fee must include all applicable material handling, overhead, general and administrative costs (G&A) and profit.

The Bidder must propose a Subcontracting mark-up fee as a percentage of labor cost. These percentages will be multiplied by the Estimated Annual Labor Expense and included in the Total Estimated Annual Cost summation. The subcontracting mark-up fee must include all applicable overhead, general and administrative costs (G&A) and profit.

The Bidder’s hourly rates, material mark-up fee, and subcontracting mark-up fee will form the basis of the rates and fees used in the contract.

DND estimated hours per year are based on a person year (PY) being 1880 hours, which is calculated from 8 hours per day, 5 days a week, for 47 weeks of the year (3 weeks of vacation and 10 statutory holidays). The estimated hours per year is representative of the work that may occur under this contract.

Financial Evaluation Table

SOW Ref	LABOUR CATEGORY	BIDDERS EQUIVALENT LABOUR CATEGORY	DND ESTIMAT ED LEVEL OF EFFORT (hours/ye ar)	FIRM FIXED HOURLY RATES FOR INITIAL CONTRACT PERIOD (3 YEARS) AND 3 OPTION PERIODS					
				YEAR 1 HOURLY RATE	YEAR 2 HOURLY RATE	YEAR 3 HOURLY RATE	OPTION YEAR 4 HOURLY RATE	OPTION YEAR 5 HOURLY RATE	OPTION YEAR 6 HOURLY RATE
Core Resources									
N/A	PROJECT MANAGER - SENIOR		1880						
N/A	EXERCISE DIRECTOR - SENIOR		1880						
N/A	SOFTWARE DEVELOPER (M&S) - SENIOR		1880						
N/A	SOFTWARE DEVELOPER (M&S) - INTERMEDIATE		1880						
N/A	COMPUTER/NETWORK TECHNICIAN - SENIOR		1880						
N/A	COMPUTER/NETWORK TECHNICIAN - INTERMEDIATE		1880						
Non-Core Resource (as and when requested subject to a Task Authorization)									
N/A	PROJECT MANAGER - SENIOR		40						
N/A	PROJECT MANAGER - INTERMEDIATE		40						
N/A	SYSTEM ENGINEER - SENIOR		1880						

SOW Ref	LABOUR CATEGORY	BIDDERS EQUIVALENT LABOUR CATEGORY	DND ESTIMAT ED LEVEL OF EFFORT (hours/ye ar)	FIRM FIXED HOURLY RATES FOR INITIAL CONTRACT PERIOD (3 YEARS) AND 3 OPTION PERIODS					
				YEAR 1 HOURLY RATE	YEAR 2 HOURLY RATE	YEAR 3 HOURLY RATE	OPTION YEAR 4 HOURLY RATE	OPTION YEAR 5 HOURLY RATE	OPTION YEAR 6 HOURLY RATE
N/A	SYSTEM ENGINEER - INTERMEDIATE		40						
N/A	SOFTWARE ARCHITECT – SENIOR		1880						
N/A	SOFTWARE ARCHITECT – INTERMEDIATE		40						
N/A	SOFTWARE DEVELOPER (M&S) - SENIOR		16920						
N/A	SOFTWARE DEVELOPER (M&S) - INTERMEDIATE		1880						
N/A	SOFTWARE DEVELOPER (M&S) - JUNIOR		40						
N/A	EXERCISE DIRECTOR - SENIOR		3760						
N/A	EXERCISE DIRECTOR - INTERMEDIATE		1880						
N/A	COMPUTER/NETWORK TECHNICIAN - SENIOR		5640						
N/A	COMPUTER/NETWORK TECHNICIAN - INTERMEDIATE		1880						
N/A	COMPUTER/NETWORK TECHNICIAN - JUNIOR		40						
N/A	TRAINING DESIGNER/DEVELOPER - SENIOR		40						
N/A	TRAINING DESIGNER/DEVELOPER - INTERMEDIATE		40						
N/A	SECURITY ASSESMENT AND AUTHORIZATION SPECIALIST - SENIOR		40						
N/A	SECURITY ASSESMENT AND AUTHORIZATION SPECIALIST - INTERMEDIATE		40						
N/A	SECURITY ASSESMENT AND AUTHORIZATION SPECIALIST - JUNIOR		40						
N/A	COURSE INSTRUCTOR - SENIOR		40						
N/A	COURSE INSTRUCTOR - INTERMEDIATE		40						
N/A	TECHNICAL WRITER		40						
N/A	MILITARY SUBJECT MATTER EXPERT		40						
N/A	TECHNICAL EXPERT - SENOR		40						
N/A	TECHNICAL EXPERT - INTERMEDIATE		40						

ANNEX “C”

Future BASIS OF PAYMENT For demonstration purposes only Do not fill this page

The firm hourly rates are “all inclusive” (including the cost of labour, fringe benefits, general & administrative expenses, overhead and profit).

Payment will be made for actual time worked, with no provision for annual leave, statutory holidays and sick leave, and the rates and mark ups are those applicable at the time of work performance.

Firm All-Inclusive Hourly Rates specified in Table 1 continue to apply to Work performed by: (i) the Contractor and (ii) personnel services subcontractors.

A – Contract Period from Contract Award to _____

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below. The initial Contract period is for 3 years.

1.0 Professional Fees

The Contractor will be paid firm all-inclusive hourly rates as follows:

Table 1 – Firm all-inclusive hourly rates table

Resource Category	Year 1 Hourly Rate	Year 2 Hourly Rate	Year 3 Hourly Rate	Option Year 4 Hourly Rate	Option Year 5 Hourly Rate	Option Year 6 Hourly Rate
Senior Project Manager						
Intermediate Project Manager						
Senior Systems Engineer						
Intermediate System Engineer						
Senior Software Architect						
Intermediate Software Architect						
Senior Software Developer (M&S)						
Intermediate Software Developer (M&S)						
Junior Software Developer (M&S)						
Senior Exercise Director						
Intermediate Exercise Director						
Senior Computer/Network Technician						
Intermediate Computer/Network Technician						
Junior Computer/Network Technician						
Senior Training Designer/Developer						
Intermediate Training Designer/Developer						

Senior Security Assessment and Authorization Specialist						
Intermediate Security Assessment and Authorization Specialist						
Junior Security Assessment and Authorization Specialist						
Senior Course Instructor						
Intermediate Course Instructor						
Technical Writer						
Military Subject Matter Expert						
Senior Technical Expert						
Intermediate Technical Expert						
Senior 3D Models Expert						
Intermediate 3D Models Expert						
Subcontracting Mark-Up Fee						
Material Mark-Up Fee						

1.1 Core Work:

Core Work will include, but not be limited to the requirements outlined in Section 3 **Scope of Work in the Statement of Work**.

Core Work will be cost reimbursable to a limitation of expenditure. Core Work payment will be based on hours worked and firm all inclusive hourly rates or fixed price with a ceiling outlined in each respective task.

1.2 Emergent Work:

Emergent Work Services is work that may be required within the scope of the contract. It may include, but may not be limited to Section 4 Tasking Requirement in the Statement of Work. This work is required on an as and when required basis.

ANNEX “D” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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

ANNEX E

DND 626 TASK AUTHORIZATION FORM

APPENDIX E

Task Authorization/Autorisation de tâche

Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization <i>(Use form DND 626 for contracts for the Department of National Defence)</i>	Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche <i>(Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)</i>
---	--

Contract Number

Enter the PWGSC contract number.

Contractor's Name and Address

Enter the applicable information

Security Requirements

Enter the applicable requirements

Total estimated cost of Task (Applicable taxes extra)

Enter the amount

Numéro du contrat

Inscrire le numéro du contrat de TPSGC.

Nom et adresse de l'entrepreneur

Inscrire les informations pertinentes

Exigences relatives à la sécurité

Inscrire les exigences pertinentes

Coût total estimatif de la tâche (Taxes applicables en sus)

Inscrire le montant

For revision only
Aux fins de révision seulement
TA Revision Number

Enter the revision number to the task, if applicable.

Total Estimated Cost of Task (Applicable taxes extra) before the revision

Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

Increase or Decrease (Applicable taxes extra), as applicable

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (Applicable taxes extra) before the revision.

Numéro de la révision de l'AT

Inscrire le numéro de révision de la tâche, s'il y a lieu.

Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision

Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu

S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision.

1. Required Work: Complete sections A, B, C, and D, as required.
A. Task Description of the Work required:

Complete the following paragraphs, if applicable. Paragraph (a) applies only if there is a revision to an authorized task.

(a) Reason for revision of TA, if applicable: Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

1. Travaux requis : Remplir les sections A, B, C et D, au besoin.
A. Description de tâche des travaux requis :

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a révision à une tâche autorisée.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

B. Basis of Payment:

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

C. Cost of Task:**Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (Applicable taxes extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

Option 2:

Total cost of Task (Applicable taxes extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

D. Method of Payment

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

B. Base de paiement :

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

C. Coût de la tâche :**Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (Taxes applicables en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

Option 2 :

Coût total de la tâche (Taxes applicables en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

D. Méthode de paiement

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

2. Authorization(s):

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

3. Contractor's Signature

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

2. Autorisation(s) :

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat. Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

3. Signature de l'entrepreneur

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.



Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité No - Non Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat ▶	

For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
--	--	---

Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.

Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.

1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint
B. Basis of Payment - Base de paiement	See Attached - Ci-joint
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

Name and title of authorized client - Nom et titre du client autorisé à signer

Signature

Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature

Date

3. Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized - to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date

Annexe F

SECURITY REQUIREMENT CHECKLIST (SRCL)