

**Request for proposal (RFP) under Competitive Method 2 against the
Temporary Help Services (THS) for the National Capital Region (NCR)
method of supply**

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PART A: General information

This requirement is issued by the following department: Department of National Defence (DND)

The RFP reference number for this solicitation is: S4667843

The terms and conditions set out in [Supply Arrangement EN578-172870](#) between the SA holder and Canada, as represented by the Minister of Public Works and Government Services Canada (PWGSC), are hereby incorporated into this document. The SA holder offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the services listed herein and on any attached sheets at the price(s) set out therefore. Responses to a RFP by an SA holder will be considered as an offer to sell.

[2003, Standard Instructions - Goods or Services - Competitive Requirements](#) (2022-03-29) are incorporated into this document by reference.

1. Invitation to bid

Department of National Defence (DND) has a requirement for work that falls under the THS for the NCR supply arrangement. This requirement is open to the following THS for the NCR supply arrangement holders:

A Hundred Answers Inc.

ACOSYS CONSULTING SERVICES INC./ SERVICES CONSEILS ACOSYS INC., THE HALIFAX COMPUTER CONSULTING GROUP INC., in Joint Venture

Altis Recruitment & Technology Inc.

BDO Canada LLP

Coradix technology Consulting Ltd.

Cord3 Innovation Inc.

CyberVisor Corporation

DLS Technology Corporation

IBISKA Telecom Inc.

Maplesoft Consulting Inc.

Promaxis Systems Inc

QMR Staffing Solutions Incorporated

Raymond Chabot Grant Thornton Consulting Inc.

TRM Technologies Inc.

Veritaaq Technology House Inc.

The name and coordinates of the contracting authority can be found in Part D: Resulting contract clauses.

2. Bid response due date and time

Responses to this solicitation are to be sent by email to the following email address: CFSGO-GTemporaryHelp-GSFCO-Gdaidetemporaire@forces.gc.ca

Responses must be sent no later than the following date : November 22nd, 2023

Responses must be sent no later than the following time : 1:00PM ET

Bidders must direct all enquiries to the email address above. A "Bidder's response form" is included in Part E of this document.

PART B: Requirement

1. Statement of work

The work to be undertaken is indicated below and in the statement of work at Annex A in Part D.

2. Estimated contract period

The estimated contract period will be from **November 27th, 2023, to October 25th, 2024**
The contract length will be for **48 weeks.**

3. Resource or resources required

The following table is to identify to the bidder what the requirement is by providing the service category or categories, their level of expertise, the number of resources required, their need to be bilingual or not, number of references, Interview required or not and the estimated number of hours per resource.

Resource(s) required

Resource reference number	Category of resource	Level of expertise	Number of resources required	Must the resource be bilingual(Y/N)	Number of References***	Interview Required (Y/N)
	13.9 – Special Advisor	Senior	1	No	2	Yes

Estimated number of hours per resource	Maximum number of resumes accepted under this requirement
1725	3

***Please provide references who can validate that the information submitted in response to the solicitation is accurate.

4. Work location

Hybrid - On-Site work will be executed mainly at the National Printing Bureau (45 boul. Sacré-Coeur, Gatineau, QC) and when required at National Defence Headquarters (Carling) (60 Moodie Dr, Ottawa, ON)

5. Travel and Overtime requirements

Is there a travel or overtime requirement?

Yes – Only Travel requirement.

5.1 Estimated cost of travel and overtime expenses

Travel Expenses: \$3,000

6. Security requirement

6.1 Before award of a contract, the following conditions must be met:

- (a) the bidder must hold a valid organization security clearance as indicated in Annex C;
- (b) the bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Annex C;
- (c) the bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- (d) the bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Annex C, if a document safeguarding requirement is indicated;
- (e) the bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding, if a document safeguarding requirement is indicated;

6.2 Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the contracting authority.

6.3 For additional information on security requirements, bidders should refer to the [Contract Security Program](#).

7. Use of individual protective equipment and Occupational Health and Safety (OHS) guideline(s)

7.1 The following individual protective piece(s) of equipment is/are required while working on site:

- face covering mask if required.

PART C: Basis of selection

1. Basis of selection method

Lowest price per point

To be declared responsive, a bid must:

- i. comply with all the requirements of the RFP,
- ii. meet all minimum mandatory criteria for the THS category/ies identified in Part B; and,
- iii. meet all additional mandatory criteria and security requirement, if any are identified, and obtain the required minimum numbers of points included below.

Bids not meeting (i) or (ii) or (iii) will be declared non-responsive. [Minimum mandatory criteria](#) for THS categories can be found on the [THS for the NCR website](#).

The bidder must clearly demonstrate how they meet each mandatory criteria. Bidders are advised that only listing experience without providing any supporting information or reusing the same wording as the RFP, will not be considered “demonstrated” for the purpose of this evaluation.

For each resume submitted, the bidder must ensure that:

- the proposed individual's name is clearly indicated
- the resume clearly states where, when and how the stated qualifications/experience of the individual were acquired, including contact information of a reference that can confirm the information provided
- the resume clearly demonstrates duties and relevance to the requirements

Furthermore, bidders are also advised that the month(s) of experience listed for a project whose timeframe overlaps that of another referenced project, will only be counted once.

The responsive bid with the lowest evaluated price per point will be selected for award of a contract.

Additional mandatory criteria:

Number	Additional mandatory criteria	Cross reference to proposal <i>[bidder to insert]</i>
M1	<p>Proponent must clearly demonstrate that all Proposed Level 3 – Senior Special Advisors must have a minimum of 10 years experience providing policy and advisory services for project or programme management within and/or for the Canadian Armed Forces or National Defence or Allied Military Forces or Allied Department of Defence.</p> <p>*Note: Allied Military Forces or Allied Department of Defense are any Five Eyes or NATO Country.</p> <p>**Note: Five Eyes Countries are: Australia, Canada, New Zealand, United Kingdom and the United States of America</p> <p>**Note: 10 years experience can be a combination of military training and military and/or military and civilian experience.</p>	<p>The following must be provided for each contract that detail years of experience:</p> <ol style="list-style-type: none"> a) Name and description of client organization and relevant experience; b) Timeframe (from-to dates month/Year; c) Description of the roles and responsibilities for each project; d) Provide one (1) reference (name, email &/ phone number)

M2	<p>Proponent must clearly demonstrate that all Proposed Level 3 – Senior Special Advisors must have a minimum of five (5) projects in where Resource provided policy and advisory services for project or programme management within and/or for the Canadian Armed Forces or National Defence or Allied Military Forces or Allied Department of Defence.</p> <p>*Note: Allied Military Forces or Allied Department of Defense are any Five Eyes or NATO Country.</p> <p>**Note: Five Eyes Countries are: Australia, Canada, New Zealand, United Kingdom and the United States of America</p> <p>***Note: 10 years experience can be a combination of military training and military and/or military and civilian experience</p>	<p>The following must be provided for each contract that detail years of experience:</p> <ol style="list-style-type: none"> a) Name and description of client organization and relevant experience; b) Timeframe (from-to dates month/Year; c) Description of the roles and responsibilities for each project; d) Provide one (1) reference (name, email &/ phone number)
M3	<p>Proponent must clearly demonstrate that the Proposed Level 3 – Senior Special Advisor has provided policy and advisory services for project or programme management in support of the Canadian Armed Forces or National Defence or Allied Military Forces or Allied Department of Defence at minimum one (1) of the following:</p> <ul style="list-style-type: none"> • Project Management • Project Director • Project Manager • Experience in Project Delivery • Staff Officer, Public Service Employee or contractor supporting Force Development and/or Capability Development organisations or initiatives. <p>*Note: Allied Military Forces or Allied Department of Defense are any Five Eyes or NATO Country.</p> <p>**Note: Five Eyes Countries are: Australia, Canada, New Zealand, United Kingdom and the United States of America</p>	<p>The following must be provided for each contract that detail years of experience:</p> <ol style="list-style-type: none"> a) Name and description of client organization and relevant experience; b) Timeframe (from-to dates month/Year; c) Description of the roles and responsibilities for each project; d) Provide one (1) reference (name, email &/ phone number)
M4	<p>Proponent must provide an up-to-date résumé for all Proposed Resources.</p>	<p>The following must be provided: Résumé identifying all criteria identifying all mandatory and point rated criteria.</p>
M5	<p>Proponent must clearly demonstrate that the above-mentioned Level 3 – Senior Special Advisor hold a valid Security Clearance of <u>SECRET</u> by the Canadian Security</p>	<p>The following information must be provided:</p> <ol style="list-style-type: none"> a) Name of individual as it appears on security clearance application form; b) Security Screening Certificate and

	Directorate (CISD) of Public Works and Government Services Canada.	Briefing Form file number; c) Level of security clearance; d) Validity period of security clearance obtained. Failure to provide the information above will render the proposal non-compliant.
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****Security Requirement:**

Number	Security Requirement as per the SRCL Form in Annex C	Comments
1	The bidder must hold a valid Secret organization security clearance as indicated in Annex C.	<i>Fill out the Security Clearance Form attached</i>

****While we do accept pending security clearance / pending registered controlled goods program certificate as per Section 6.1 in Part B, the Contracting Authority may deem a bid non-responsive if failing to meet the security requirement in time for the proposed start date.**

Point-rated criteria:

Point Rated Technical Criteria (RT)			
#	Point Rated Technical Criterion	Bid Preparation Instructions	Weighting (Points)
RT 1 – Level 3 – Senior Special Advisor for ADM(Mat)/DGLEPM			
1.1	<p>Proponent must clearly demonstrate that all Proposed Level 3 – Senior Special Advisor must have a minimum of 10 years experience providing policy and advisory services for project or programme management within and/or for the Canadian Armed Forces or National Defence or Allied Military Forces or Allied Department of Defence.</p> <p>*Note: Allied Military Forces or Allied Department of Defense are any Five Eyes or NATO Country.</p> <p>**Note: Five Eyes Countries are: Australia, Canada, New Zealand, United Kingdom, and the United States of America</p> <p>**Note: 10 years experience can be a combination of military training and military and/or military and civilian experience.</p>	<p>The following should be provided for each contract that detail years of experience:</p> <ul style="list-style-type: none"> a) Name and description of client organization and relevant experience; b) Timeframe (from-to dates month/Year; c) Description of the roles and responsibilities for each project; d) Provide one (1) reference (name, email &/ phone number) 	<p>Allocation of Points:</p> <p>10 years - 0 points</p> <p>11 years' experience – 5 points</p> <p>12 years' experience – 10 points</p> <p>13 years' experience – 15 points</p> <p>14 years' experience – 20 points</p> <p>15 years' experience – 25 points</p> <p>More than 15 years of experience – 30 points</p>

			Maximum points for Criteria – 30 points
1.2	<p>Proponent must clearly demonstrate that the Proposed Level 3 – Senior Special Advisor must have a minimum of five (5) projects in where Resource provided policy and advisory services for project or programme management within the Canadian Armed Forces or National Defence or Allied Military Forces or Allied Department of Defence.</p> <p>*Note: Allied Military Forces or Allied Department of Defense are any Five Eyes or NATO Country.</p> <p>**Note: Five Eyes Countries are: Australia, Canada, New Zealand, United Kingdom, and the United States of America</p> <p>***Note: Five (5) projects can be a military duties or civilian projects within Department of National Defence.</p>	<p>The following should be provided for each contract that detail years of experience:</p> <ol style="list-style-type: none"> Name and description of client organization and relevant experience; Timeframe (from-to dates month/Year; Description of the roles and responsibilities for each project; Provide one (1) reference (name, email &/ phone number) 	<p>Allocation of Points:</p> <p>If projects are designated Non-Disclosures – maximum of 3 points for all.</p> <p>Five (5) identified projects - 0 points</p> <p>Six (6) identified projects - 5 points</p> <p>Seven (7) identified projects – 10 points</p> <p>Eight (8) identified projects – 15 points</p> <p>Nine (9) identified projects – 20 points</p> <p>Ten (10) identified projects – 25 points</p> <p>More than Ten (10) identified projects – 30 points.</p> <p>Maximum points for Criteria – 30 points</p>
1.3	<p>Proponent should clearly demonstrate that the Proposed Level 3 – Senior Special Advisor has provided policy and advisory services for project or programme management in support of the Canadian Armed Forces or National Defence or Allied Military Forces or Allied Department of Defence of the following:</p> <ul style="list-style-type: none"> Project Management Project Director Project Manager Staff Officer, Public Service Employee or contractor supporting Force Development and/or Capability Development organisations or initiatives. JISR Operations Manager 	<p>The following should be provided for each contract that detail years of experience:</p> <ol style="list-style-type: none"> Name and description of client organization and relevant experience; Timeframe (from-to dates month/Year; Description of the roles and responsibilities for each project; Provide one (1) reference (name, email &/ phone number) 	<p>Allocation of Points</p> <p>Each individual identified role will provided two (2) points.</p> <p>**No duplication of deployment operations.</p> <p>Maximum points for Criteria – 12 points</p>
1.4	<p>Proponent should clearly demonstrate that the Proposed Level 3 – Senior Subject Matter</p>	<p>The following should be provided:</p>	<p>Allocation of Points:</p>

	Expert has a post-secondary education from a recognized post-secondary institution.	<ul style="list-style-type: none"> Copy of the post-secondary education certification 	Maximum points for Criteria – 4 points
		Minimum Allocated Points	46 points
		Total Allocated Points	76 points

2. In the case of an identical resource or identical resources proposed by more than one bidder

Following validation of the consent or proof of employment, if the successful bidder's proposed resource withdraws or becomes unable to provide the services before the contract award, the resource will no longer be considered from any other bidder who offered that same resource for the performance of the contract.

3. Replacement of a resource prior to contract award

If the successful bidder's proposed resource recommended for the contract award withdraws and/or becomes unable to provide its services for the performance of the contract, at any time between the closing date and time of the RFP and the award of the contract, the bidder must immediately inform the contracting authority of the reason for the replacement.

The bidder must propose, at the same hourly rate indicated in its bid, one replacement who must meet all of the mandatory requirements contained in the RFP and, if applicable, obtains an equal or higher score obtained by the originally proposed resource on the point rated criteria of the RFP. Upon request by the contracting authority and within the time allowed (minimum of one business day), the bidder must provide the necessary information to allow assessment of the replacement, including but not limited to, its name, qualifications and experience. Failure to respond to the request will result in the bid being declared non-responsive.

4. Bid challenge and recourse mechanisms

Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.

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)

Bidders should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Bidders should therefore act quickly when they want to challenge any aspect of the procurement process.

PART D: Resulting contract clauses

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

1.0 Statement of work

The contractor must perform the work in accordance with the Statement of work at Annex A.

2.0 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 issued by Public Services and Procurement Canada (PSPC).

2.1 General conditions

[2010B \(2022-12-01\) General conditions: Professional services \(medium complexity\)](#) apply to and form part of the contract.

3.0 THS resulting contract clauses

The resulting contract clauses enumerated in the contractor's THS for the NCR [supply arrangement](#) apply to and form part of the contract.

4.0 Security requirement

Security requirement for Canadian supplier: Public Works and Government Services Canada file S4667843 Common professional services security requirement check list #22

1. The contractor/offeror must, at all times during the performance of the contract/standing offer, hold a valid facility security clearance at the level of **secret**, with approved document safeguarding at the level of **secret**, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC)
2. The contractor/offeror personnel requiring access to **protected/classified** information, assets or sensitive work site(s) must **each** hold a valid personnel security screening at the level of **reliability status** or **secret** as required, granted or approved by the CSP, PWGSC
3. Processing of **protected/classified** information electronically at the contractor/offeror's site is **not** permitted under this contract/standing offer
4. Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the CSP, PWGSC
5. The contractor/offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex C
 - b. Contract Security Manual (latest edition)

4.1 Use of individual protective equipment and Occupational Health and Safety (OHS) guideline(s)

The Contractor warrants that its resources will follow at all times the OHS guidelines in force in the workplace during the contract period. Canada reserves the right to modify the OHS guideline, if required, to include any future recommendations proposed by the Public Health Agencies.

5.0 Term of contract

5.1 Period of contract

[To be inserted at contract award]

5.2 Maximum duration of contracts

A contract awarded under the THS for the NCR supply arrangement must not exceed 48 consecutive weeks including all absences.

On an exceptional basis only, a contract may be amended to extend the duration of an assignment period up to a maximum of 24 consecutive weeks beyond the limit of 48 consecutive weeks (example total extended duration must not exceed 72 consecutive weeks) on the condition that the following requirements are met:

- i. the duration of the assignment period, including any contract amendments that impact the assignment period, must be more than 40 consecutive weeks;
- ii. the amendment to extend the duration of the assignment period must be issued after the first 40 consecutive weeks of the assignment period; and
- iii. the contracting authority must notify THS for the NCR of the issued amendment by email within 2 business days of issuing the amendment.

The contractor agrees that, during the extended periods of the contract, it will be paid in accordance with the applicable provisions as set out in Annex B: Basis of payment.

6.0 Authorities

6.1 Contracting authority

The contracting authority for the contract is:

[To be inserted at contract award]

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.

6.2 Technical authority

The technical authority for the contract is:

[To be inserted at contract award]

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.

6.3 Contractor's representative

[To be inserted at contract award]

7.0 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 [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.

8.0 Payment

8.1 Basis of payment

The contractor will be paid for the actual hours worked at the firm hourly rates in Annex B: Basis of payment. The contractor will be paid an initial half hour minimum charge calculated from the time the contractor's employee arrives on-site. Customs duties are included and applicable taxes are extra.

8.1.1 Travel and living expenses

Canada will not accept any travel and living expenses incurred by the contractor in the performance of the work, for:

- (i) services provided within the National Capital Region (NCR). The National Capital Region (NCR) is defined in the *National Capital Act (Revised Statutes of Canada)*, 1985, c.N-4, S.2. The *National Capital Act* is available on the Justice website: <https://laws.justice.gc.ca/eng/acts/N-4/>
- (ii) any travel between the contractor's place of business and the NCR.

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, in accordance with Contract Cost Principles 1031-2, with no allowance for profit and/or administrative overhead. All payments are subject to government audit.

8.2 Method of payment

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:

- an accurate and complete invoice and any other documents required by the contract have been submitted in accordance with the invoicing instructions provided at 8.2.1 below;
- all such documents have been verified by Canada;
- the work performed has been accepted by Canada.

9.0 Certifications 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.

9.1 Compliance with on-site measures, standing orders, policies, and rules

The contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the work is performed.

10.0 Applicable laws

The contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario. *[May be revised by contractor before contract award]*

11.0 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.

1. The Articles of Agreement
2. the THS for the NCR supply arrangement (SA) [resulting contract clauses](#)
3. [2010B \(2022-12-01\) General conditions: Professional services \(medium complexity\)](#)
4. Annex A: Statement of work
5. Annex B: Basis of payment
6. the Security requirements check list at Annex C (if applicable)
7. the contractor's bid dated _____ [*To be inserted at contract award*]

12.0 Discretionary audit - non-commercial goods and/or services

The estimated amount of profit included in the contractor's price or rate certification is subject to audit by Canada, before or after payment is made to the contractor under the conditions of the contract. The purpose of the audit would be 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 firm price and fixed-time rate contracts performed during a particular period selected, is reasonable and justifiable based on the estimated amount of profit included in earlier price or rate certification(s).

If the audit demonstrates that the actual profit is not reasonable and justifiable, as defined above, the contractor must repay Canada the amount found to be in excess.

13.0 Foreign nationals (Canadian contractor)

The contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the contract. If the contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

14.0 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](#)".

15.0 Insurance

The contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the contract and to ensure compliance with any applicable law. Any insurance acquired or maintained

by the contractor is at its own expense and for its own benefit and protection. It does not release the contractor from or reduce its liability under the contract.

16.0 Defence Production Act

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

ANNEX A – Statement of work

1. Scope

1.1 Objective

The objective of this Temporary Help Services (THS) Statement of Work (SoW) is for the Contractor to provide one (1) resource to reinforce Department of National Defence/Canadian Armed Forces (DND/CAF) force and capability development staff to support the integration and coherence of select joint force and capability development projects and initiatives.

1.2 Background

The Chief of Combat Systems Integration (CCSI) was established to address strategic defence policy objectives and to enable the Vice Chief of Defence Staff (VCDS) with DND/CAF joint force development. CCSI focuses on integration and interoperability and operates within the seams of the joint environment. CCSI is responsible for Pan Domain Command and Control (PDC2), Digital Transformation (DT), Operational Sustainment (OS) optimization, Joint Targeting (JT), and Joint Intelligence, Surveillance and Reconnaissance (JISR). CCSI is also a unique, purpose-designed and enabling organization which connects initiatives, identifies barriers, and reinforces success. CCSI activities and functions aim to integrate the military capabilities being delivered by the DND/CAF programme into a System of Systems (SoS) that support multiple, interrelated, and interoperable joint capabilities, including PDC2, JT, and JISR. These overall tasks cannot be done in isolation and augmentation in all Level 1 organisations is required to achieve unity of effort is required.

1.3 Key Definitions

- 1.3.1 A Level 1 organisation in DND/CAF is led by a senior official, either civilian or military, who has direct accountability to the Deputy Minister or the Chief of Defence Staff.
- 1.3.2 Force Development is defined as a system of integrated and interdependent processes used to identify, conceptualize, and implement necessary changes to existing capabilities or to develop new capabilities.
- 1.3.3 Capability Development is defined as the process by which capabilities are conceived, designed, built, and integrated.
- 1.3.4 A Mission Thread is defined by NATO as an operationally driven, technically supported description of the end-to-end set of activities required to execute a mission or mission task.

2. Requirement

- 2.1 DND/CAF requires a resource to provide combat systems integration specialized support to Assistant Deputy Minister (Materiel) (ADM (Mat)) to enable DND/CAF various digital transformation, combat systems integration and coherent and consistent force development coordination efforts. This resource will be supporting in-service equipment, services, or initiatives and major or minor capital projects and related IM/IT support initiatives, mainly through the integration lens of PDC2, Joint Targeting and JISR.

- 2.2 The detailed resource requirement is as follows:

Support to ADM (Mat) (Director General Land Equipment Project Management)

- 2.3 Tasks. The Senior Special Advisor in support to Joint Force Development, Project Management and Procurement (ADM (Mat) / Director General Land Equipment Program Management (DGLEPM) / Director Land Command Systems Program Management (DLCSPM)) will be required to execute the following tasks:
- 2.3.1 Through DGLEPM (DLCSPM), augment ADM (Mat)'s Force Development capacity related to JISR, JT, and PDC2 projects and initiatives, while operating under the overall integration direction and guidance of CCSI/DJI;
 - 2.3.2 Establish the initial footprint in ADM(Mat) oriented towards increasing JISR, JT and PDC2 focused Force Development and procurement integration, interoperability and a reduction of the seams between elements of the joint force;
 - 2.3.3 Provide support to ensure unity of effort and purpose against common DND/CAF PDC2, JT, and JISR integration objectives and helping all L1s identify gaps and potential solutions;
 - 2.3.4 Develop and maintain detailed knowledge of ADM(Mat) force development and projects and initiatives;
 - 2.3.5 Engage with other L1s to enable CCSI to practice informed oversight to build coherent and connected JISR, JT, and PDC2 enterprises;
 - 2.3.6 Apply respective skills, knowledge, and experience to enable the integration of CAF existing and future platforms to the current and evolving CAF JISR enterprise using a System of Systems approach;
 - 2.3.7 Augment and improve the existing Force Development processes;
 - 2.3.8 Support ADM(Mat) in developing advice for DJI, CCSI and the VCDS;
 - 2.3.9 Provide informed and validated advice on how project deliverables will fit into Joint Mission Threads and/or Mission Engineering Threads;
 - 2.3.10 Contribute, in close coordination with CCSI/DJI, to the analysis required for the development of Joint Mission Threads and Mission Engineering Threads;
 - 2.3.11 Support federated Enterprise Architecture Governance and compliance across L1s;
 - 2.3.12 Provide insights into CCSI/DJI System of Systems efforts to ADM(Mat) projects;
 - 2.3.13 If required by ADM(Mat), support the development of Programme Plan(s) that identifies items such as: Project Sequencing, Interrelationships, Programme Risks/Gaps, Intermediate Goals, Outcomes and Transformation Plan; and
 - 2.3.14 Support L1s with project tasks if required.
 - 2.3.15 Adopt an ADM (Mat) wide view and collaborate with DG Aerospace Equipment Project Management (DGAEPM) and DG Maritime Equipment Project Management (DGMEPM) to ensure an overarching and joint perspective to provide to DJI;
 - 2.3.16 Through DGLEPM/DLCSPM, support the provision of advice to DJI on how ADM (Mat) efforts related to JISR, JT, PDC2 and others fit into CFD and CCSI overall concepts;
 - 2.3.17 Maintain an overarching knowledge of ongoing ADM (Mat) projects and initiatives related to JISR, JT and PDC2, as well their linkages and interdependencies between L1s Force Development initiatives;

- 2.3.18 Track and advise on the joint nexus and integration potential of L1 project documentation, statement of requirements, statements of capability deficiencies that is going to ADM (Mat);
- 2.3.19 As required, prepare and maintain technical documents to support project and departmental governance activities and bodies; and
- 2.3.20 Through DLCSPM, support the ADM(Mat) staff with project tasks as required.

2.4 Location of Work and Work Hours.

- 2.4.1. Work will be primarily conducted off-site either at the Contractor's facilities or the Contractor's resource's offices, with the on-site exceptions stated below;
- 2.4.2. On-site work will be required for meetings with various stakeholders, liaison and direction setting by ADM(Mat) staff, coordination with DJI and CCSI staff, and access to classified information and systems;
- 2.4.3. On-Site work will be executed mainly at the National Printing Bureau (45 boul. Sacré-Coeur, Gatineau, QC) and when required at National Defence Headquarters (Carling) (60 Moodie Dr, Ottawa, ON);
- 2.4.4. Work will be subjected to the hours of operation of the facilities above, Monday to Friday;
- 2.4.5. While offsite, the Contractor's resources must be available during DND's core work hours of 08:00 to 17:00 (EST or EDT), Monday to Friday; and
- 2.4.6. Overtime requirements must be approved and provided in writing by the TA.

2.5 Language of Work. All work associated with this Contract will be in English.

2.6 Government Furnished Equipment.

- 2.6.1. To enable remote work, and subject to security requirements, DND will provide a DND issued computer with remote access, which must be returned to DND on the last day of the contract; and
- 2.6.2. While working onsite in DND/CAF facilities, DND will provide a working space, telephone and a computer with network access, subject to security requirements.

2.7 Travel.

- 2.7.1. The contractor must provide resource willing and able to travel upon request of the TA. Travel locations may include locations in Canada and International;
- 2.7.2. All requests for travel must be approved in writing by the TA or its authorized representative at least two weeks prior to travel departure;
- 2.7.3. The Contractor and/or Contractor's resource will be responsible for its own travel arrangements;
- 2.7.4. The current National Joint Council Travel Directive will apply to any travel, accommodations or living expenses;
- 2.7.5. The Contractor and/or Contractor's resource will only be reimbursed for economy/coach flights. Business class will be at the Contractor and/or the Contractor's resource expense.

- 2.7.6. The National Joint Council Travel Directive can be found at the following link:
[Travel Directive \(njc-cnm.gc.ca\)](http://njc-cnm.gc.ca).

2.8 Deliverables

- 2.8.1 Any Task requiring written deliverables must be provided electronically to the TA or its representative for review and approval;
- 2.8.2 Written material must be provided in a compatible application to Microsoft Office 2010 or newer; and
- 2.8.3 Meeting and presentation participation may be required through Microsoft Teams or in-person at the discretion of the TA.

2.9 Responsibilities of the Technical Authority (TA)

The Technical Authority will be responsible for the following:

- 2.9.1 Accept or decline any additional/replacement resources in writing to the Contractor within two (2) days of receiving résumé;
- 2.9.2 Provide all available and required data, document and/or database access deemed necessary by the TA for the provision of the services established in this contract;
- 2.9.3 Advise the Resource a minimum of two (2) days prior to any required meetings that the Resource has to attend in person in DND locations within the NCR;
- 2.9.4 Provide a link via email to the Resource for any off-site virtual meetings;
- 2.9.5 Provide a review and recommendation within two (2) days of any DRAFT document;
- 2.9.6 Responsible for notifying the CA immediately of any disciplinary issues regarding the Contractor's Resource;
- 2.9.7 Provide overtime approval in writing to the Contractor and Contractor's Resource(s);
- 2.9.8 Responsible for the immediate removal of the Contractor's Resource should there be an issue with safety to DND Employees and/or DND Resources and/or property.

2.10 Responsibilities of the Contracting Authority (CA)

The Contracting Authority will be responsible for the following:

- 2.10.1 Manage all contractual obligations and issues with the Contractor;
- 2.10.2 Responsible to immediately notifying by phone and then by a follow-up in writing via email to the Contractor of any non-urgent disciplinary issues; and
- 2.10.3 Responsible to notify by phone and follow-up in writing via email to the Contractor for the reason(s) and circumstance(s) of the immediate removal of the Contractor's Resource.

2.11 Responsibilities of the Contractor.

The Contractor responsibilities are as follows:

- 2.11.1 All Human Resources and Disciplinary Actions for their resources for the duration of the Contract;
- 2.11.2 Assist Resource(s) with any or all Travel Arrangements;
- 2.11.3 Ensure all original travel receipts are provided with the invoice where Resource has to travel under this contract;
- 2.11.4 For the immediate removal of any Resource, upon the request of the TA or CA;
- 2.11.5 For providing a Secondary Resource at the request of the TA, should the Primary not be available for a period of five (5) days or more or unable to further provide the Work associated in the Contract;
- 2.11.6 To contact the CA, and only the CA, for any contractual issues;

2.12 Responsibility of the Resource:

The Contractor's Resource will be responsible for the following:

- 2.12.1 Fully responsible for the security, storage and use of the DND IT equipment, onsite and offsite;
- 2.12.2 Send in writing to both the Contractor and the TA if they are unavailable to commence work if the Work is required to be conducted;
- 2.12.3 Send in writing to both the Contractor and TA for any leave or absence requirements;
- 2.12.4 Provide any written reports or documentation electronically to the TA on designated time periods established by the TA;
- 2.12.5 Advise in writing to the TA if any overtime is required to meet requirements timelines;
- 2.12.6 Establish their own travel arrangements for any required travel associated with this contract; and
- 2.12.7 To provide a Monthly Status Report, at the end of each work month, on the status on work conducted and where the task(s) or the deliverable(s) are within the required timelines requested by the TA.

2.13 Constraints.

- 2.13.1 Transportation between the Contractor's office or the Contractor's Resource home and any DND/CAF locations in the National Capital Region are the responsibility of the Contractor's and/or the Contractor's Resources. DND will not be held accountable for insurance or reimbursement for any local travel;

- 2.13.2 Decisions concerning revision or definition of policy or platform, as well as contractual obligations and requirements, are excluded from the Contractor services. The Resource must limit themselves to providing comments and recommendations only to the TA or designated DND personnel on the issues associated with the Work in this Contract;
- 2.13.3 The Contractor and Contractor's Resource(s) providing the services must be independent of direct control by servants of Canada and is not in any respect an employee or servant of Canada;
- 2.13.4 During the performance of the Contract, the Contractor or Contractor's Resources must not direct any agencies, or any personnel of any third parties with whom Canada has or intends to contract, to perform any action;
- 2.13.5 At all times during the provision of the required services, the Resource(s) is not to have access to any proprietary information including but not limited to financial information (including unit prices or rates) or technical information concerning any third parties with whom Canada has contracted or intends to contract, other than information that is in the public domain, (e.g., total value of contract(s) awarded);
- 2.13.6 All correspondence, either initiated by the Resources or by any section of DND, must be submitted to the TA. Correspondence is defined as records of conversations or decisions as well any written correspondence in any format;
- 2.13.7 The Contractor and the Contractor's Resources must ensure that, at all times, they do not use the Government of Canada or the Client Agency designations, logos or insignias on any business cards, cubicle/office signs or written/electronic correspondence that in any manner leads other to perceive the Contractor or the Contractor's Resources as being an employee of Canada; and
- 2.13.8 Any communication with a Contractor regarding the quality of work performed pursuant to this Contract must be undertaken by official correspondence through the Contract Authority (CA).

ANNEX B – Basis of payment

The winning bidder's rates will be included here at the time of contract award.

ANNEX C – Security requirements checklist

COMMON-PS-SRCL#22



Government of Canada / Gouvernement du Canada

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Department of National Defence	2. Branch or Directorate / Direction générale ou Direction Joint Integration/ Chief of Combats System Integration
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Joint Integration Directorate requires a THS Senior Specialist Advisor from THS Stream 13 - Policy and Advisory Services to support ADM(Mat) in various digital transformation and combat systems integration efforts.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No / Non	<input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input checked="" type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED



**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

PRODUCTION

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

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

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

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



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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉE			CLASSIFIED / CLASSIFIÉE			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉE			CONFIDENTIAL	SECRET	TOP SECRET
											A	B	C			
Information / Assets / Renseignements / Biens					✓											
Production																
IT Media / Support TI																
IT Link / Lien électronique																

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

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

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

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

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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Cdr M.D.L. de Savoye	Title - Titre Deputy Director Joint Integration	Signature DE SAVOYE, MITCHELL 209 Digitally signed by DE SAVOYE, MITCHELL 209 Date: 2023.08.31 15:47:38 -0400	
Telephone No. - N° de téléphone (613) 901-5670	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel mitchell.desavoie@forces.gc.ca	Date 31 Aug 23

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Sasa Medjovic	Title - Titre Senior security analyst	Signature MEDJOVIC SASHA 234 Digitally signed by MEDJOVIC, SASHA 234 DN: cn=SA, o=CC, ou=ORGAN, ou=Personnel, ou=INTERN, cn=MEDJOVIC, s=234	
Telephone No. - N° de téléphone 613-996-0286	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel sasa.medjovic@forces.gc.ca	Date

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

 No
 Yes
 Non
 Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) Carol A. Hambleton	Title - Titre Senior Procurement Specialist	Signature <i>Carol A. Hambleton</i>	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Carol.Hambleton@forces.gc.ca	Date August 31, 2023

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées) Jacques Saumur	Title - Titre Quality Assurance Officer	Signature Saumur, Jacques 0 Digitally signed by Saumur, Jacques 0 Date: 2019.10.30 08:21:55 -0400	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel jacques.saumur@tpsgc-pwpsc.gc.ca	Date

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

PART E: Bidder response form

In addition to providing a completed version of this form, it is the Bidder's responsibility to include all relevant information required to meet all RFP requirements and evaluation criteria.

Bidder information:

Legal name of bidder: _____

Procurement Business Number (PBN) of bidder: _____

Bidder's representative:

Name and title of person authorized to sign on behalf of the bidder:

Name of authorized bidder representative: _____

Telephone no. of authorized bidder representative: _____

Email address of authorized bidder representative: _____

The bidder:

Is submitting a bid in response to this RFP: **YES** ____ **NO** ____

Proposed resource(s) pricing

Resource ref number / Name of resource	Category & level of expertise	Required personnel security screening	Bilingual (Y/N)	Firm hourly rate*	Estimated total hours	Total estimated cost (GST/HST excluded)
	13.9 – Special Advisor – Senior	Secret	No	\$	1725	\$
Sub-total:						\$
Applicable taxes:						\$
Total bid price:						\$

***The hourly rate for the proposed resource must remain the same in the event that the bidder submits more than 1 resume for a specific category.**

Certifications precedent to contract award

The certifications set out below are to be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the contracting authority will so inform the bidder and provide the bidder with a time frame within which to meet the requirement.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after contract award. The contracting authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the contracting authority for additional information will also render the bid non-responsive.

a) Integrity Provisions – required documentation

By submitting a bid, the bidder certifies that the bidder and its Affiliates are in compliance with the provisions as stated in [Section 01 Integrity Provisions – Bid of Standard Instructions – Foods or Services – Competitive Requirements](#). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

Pursuant to section 01 of Standard Instructions 2003, bidders who are incorporated or a sole proprietorship, including those bidding as a joint venture, must submit a complete list of names of all individuals who are currently directors of the bidder, or the name of the owner, as applicable. Bidders bidding as societies, firms or partnerships do not need to provide a list of names. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete Consent to a Criminal Record Verification form and provide associated information. Consult sections [4.21. Integrity Provisions](#), [5.16. Integrity Compliant](#), and [8.70.2. Compliance with the Integrity Provisions](#) of the Supply Manual.

b) 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.

c) Price certification

The bidder must provide, on Canada's request, one or more of the following price support, if applicable:

- a. a current published price list indicating the percentage discount available to Canada; or
- b. copies of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
- c. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
- d. price or rate certifications; or
- e. any other supporting documentation as requested by Canada.

d) Consent and replacement of resource

The bidder must provide a written/electronic consent signed by the proposed resource or resources before the closing date and time of this RFP. In cases where the proposed resource is a full time employee of the bidder, a proof of employment signed by an authorized representative of the bidder, such as Chief Financial Officer or Human Resource Director must be provided.

To be considered valid, the written/electronic consent or proof of employment must have been obtained/signed during the solicitation period and reference the solicitation number. It must also include a statement confirming the availability of the resource for the performance of the contract during the period mentioned in the RFP. Failure to provide the proper documentation will result in the bid being declared non-responsive.

By providing either a written/electronic consent or proof of employment, the bidder certifies that the information included on the consent or proof of employment for the proposed resource, for this requirement, is true and accurate.

e) Former public servants (FPS) in receipt of a pension

As per the definition provided under SACC Manual clause [A3025T -Former Public Servant - Competitive](#) (2020-05-04) 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. the name of former public servant
- b. the 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 of the Treasury Board Secretariat of Canada](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

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

By submitting a bid, the bidder confirms they understand and acknowledge the above terms and conditions.

Person authorized to sign on behalf of the bidder or the Firm (print name):

Name: _____ **Title:** _____

Signature: _____ **Date:** _____