



National Defence

Défense nationale

Headquarters
Ottawa, Ontario K1A 0K2

Quartier général de la Défense nationale
Ottawa (Ontario) K1A 0K2

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

National Defence Headquarters/
Quartier général de la Défense nationale
60 prom. Moodie Drive
Ottawa ON K1A 0K2

Attn: Armel Boussougou
Email: Armel.Boussougou@forces.gc.ca

Proposal To: National Defence Canada

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

Proposition à : Défense nationale Canada

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

Solicitation Closes – L'invitation prend fin

At – à: 2:00 PM
Eastern Daylight Time (EDT)/
Heure avancée de l'est (HAE)

On - le: 2024-04-15

Title/Titre: POLICY ANALYST	Solicitation No – N° de l'invitation W2177-241114
Solicitation Amendment No – N° de modification de l'invitation 002	
Client Reference No. (optional) - N° de référence du client (facultatif) BMT-24-20	
Date of Solicitation – Date de l'invitation 23 February 2024	
Address Enquiries to – Adresser toutes questions à Armel.Boussougou@forces.gc.ca	
Telephone No. – N° de téléphone 343 540-9459	FAX No – N° de fax
Destination Included Herein/ Ci-inclus	

Instructions:

Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

Instructions: Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.

Delivery required - Livraison exigée	Delivery offered - Livraison proposée
Vendor Name and Address - Raison sociale et adresse du fournisseur	
Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie)	
Name/Nom _____	Title/Titre _____
Signature _____	Date _____

Amendment 002 is issued for the following reason:

- EXTEND the Solicitation closing date;
- AMEND Article 4.2 BASIS OF SELECTION;
- AMEND ANNEX B.1 FINANCIAL BID; and
- AMEND ANNEX A.1 TECHNICAL BID.

I. EXTEND the Solicitation closing date

DELETE: Solicitation Closes: 27 February 2024 at 2:00PM Eastern Standard Time (EST), and
REPLACE: with new Solicitation Closes: 15 April 2024 at 2:00PM Eastern Daylight Time (EDT)

II. AMEND Article 4.2 BASIS OF SELECTION

DELETE: Article 4.2 BASIS OF SELECTION in its entirety, and
REPLACE: with new 4.2 BASIS OF SELECTION; included herein:

4.2 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet **all** mandatory requirements to be declared responsive.

- 1) The Price showed at Table 6 will determine the evaluated total Price of the Bid.
- 2) The ratio will be of 70% for the Technical Merit Score and the ratio of 30% for the Pricing Score.
- 3) The responsive bid with the highest combined overall rating will be recommended for award.

Example: Highest Combined Rating Technical Merit (70%) and Price (30%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		77/90	60/90	62/90
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$77/90 \times 70 = 59.89$	$60/90 \times 70 = 46.67$	$62/90 \times 70 = 48.22$
	Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating		84.43	73.67	78.22
Overall Rating		1st	3rd	2nd

III. AMEND ANNEX B.1 FINANCIAL BID

DELETE: ANNEX B.1 FINANCIAL BID in its entirety, and
REPLACE: with new ANNEX B.1 FINANCIAL BID included herein:

ANNEX B.1
FINANCIAL BID
 (to be completed by the Bidder)

B1 GENERAL

It is MANDATORY that the bidders submit Daily Per Diem Rates for the five (5) years. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

1. The Price showed at Table 6 will determine the evaluated total Price of the Bid.
2. In all cases, travel and living expenses do not form part of the evaluation price.

B2 LABOUR - DAILY PER DIEM RATE

- 1) Canada will pay the Contractor only for the actual days worked.
- 2) The Daily Per Diem rate will apply to the work described in Annex A, Statement of Work.

B3. KNOWN WORK DESCRIBED IN THE STATEMENT OF WORK

Table 5

	Year 1	Year 2	OPTION 1 Year 3	OPTION 2 Year 4	OPTION 3 Year 5
Labour Category	(Daily Per Diem)	(Daily Per Diem)	(Daily Per Diem)	(Daily Per Diem)	(Daily Per Diem)
Senior Engineering Graduate (SENIOR)					

B4. EVALUATION PRICE

Table 6: Bid evaluation price

Evaluation Total Price (Sum of all Cells) =	\$ _____
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IV. AMEND ANNEX A.1 TECHNICAL BID

DELETE: ANNEX A.1 TECHNICAL BID in its entirety, and
REPLACE: with new ANNEX A.1 TECHNICAL BID included herein:

ANNEX A.1
TECHNICAL BID

(to be completed by the Bidder)

Technical Evaluation Plan – Engineering Graduate, Senior

Table with 1 column and 4 rows: TSPS Flexible Grid, Engineering Graduate Category Flexible Grid, Levels of Expertise (Senior: Minimum 120 pts, Intermediate: Minimum 90 pts, Junior: Minimum 80 pts), Relevant Education to the Consultant Category (55 pts: University), Relevant Professional Certification (10 pts), Relevant Experience in Consultant Category (10 pts to 65 pts).

Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Table 1 - Mandatory Technical Criteria

#	Mandatory Technical (MT) Criteria		Bidder's Response
	TSPS 5.3 Engineering Graduate, Senior	Met / Not met	With location of demonstrated criterion in proposed bid
MT1	The Bidder must submit a detailed résumé for the proposed resource clearly demonstrating that the resource meets the minimum mandatory requirements (relevant education, relevant professional certifications and relevant work experience) for resource category 5.3 Engineering Graduate, Senior, as described in Attachment 1 to Part 4, TSPS Flexible Grid.		
MT2	The resource must have a minimum of five years of engineering experience related to defence equipment or a defence equipment support system (see Note 1 for definition).		

Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the table inserted below. The Bidder must provide the necessary documentation to support compliance with these criteria.

Each point rated technical criterion must be addressed separately.

Table 2 – Point Rated Technical Criteria

#	Point Rated Technical (RT) Criteria	Bidder's Response
	TSPS 5.3 Engineering Graduate, Senior	With location of demonstrated criterion in proposed bid
RT1	Should clearly demonstrate experience in *directly supporting or actively participating in individual, formal defence equipment Sustainment Business Case Analyses (SBCAs). Note: For verification purposes, the bidder must precisely identify these SBCA files. * "Directly supporting or actively participating" in an SBCA means either of the following: <ul style="list-style-type: none"> actively participating in analyzing sustainment requirements, identifying any number of options to analyze during the SBCA, or influencing, to any extent, any element of the procurement or sustainment strategies or solutions considered during the SBCA. 	

	<p>Number of different individual, formal defence equipment SBCAs: Zero SBCA = 0 point One SBCA = 15 points Two SBCAs = 20 points Three SBCAs = 25 points Four SBCAs = 30 points Five SBCAs or more = 35 points</p>	
	Maximum possible score for RT1: 35	Bidder score =
RT2	<p>Should clearly demonstrate continuous experience in either:</p> <ol style="list-style-type: none"> 1) the development or improvement of the SBCA process, or 2) the delivery of SBCA related training or professional development to learners. <p>Note: The bidder must specify when and in what capacity this contribution took place.</p> <p>0 to 5 months = 0 point 6 to 11 months = 2 points 12 months or more = 5 points</p>	
	Maximum possible score for RT2: 5	Bidder score =
RT3	<p>Should clearly demonstrate experience in the sustainment (see Note 2 for definition) of defence equipment (see Note 1 for definition). The sustainment experience used for RT3 must differ from the experience used in RT1 or RT2.</p> <p>0 to 23 months = 0 point 24 to 48 months = 4 points 49 months or more = 8 points</p>	
	Maximum possible score for RT3: 8	Bidder score =
RT4	<p>Should clearly demonstrate experience in a capital acquisition project for defence equipment (see Note 1 for definition). This experience must differ from the experience used in RT1.</p> <p>0 to 23 months = 0 point 24 to 48 months = 2 points 49 months or more = 4 points</p>	
	Maximum possible score for RT4: 4	Bidder score =
RT5	<p>Should clearly demonstrate experience in developing or maintaining policies, procedures, guidance or tools for practitioners working with defence equipment (see Note 1 for definition). This experience does not have to differ from the experience used in RT2.</p> <p>0 to 23 months = 0 point 24 to 48 months = 4 points 49 months or more = 8 points</p>	
	Maximum possible score for RT5: 8	Bidder score =

RT6	Should clearly demonstrate experience in the procurement or contracting of defence equipment (see Note 1 for definition) sustainment (see Note 2 for definition) contracts, except if the same experience was already used to demonstrate other RT criteria above. 0 to 23 months = 0 point 24 to 48 months = 4 points 49 months or more = 8 points	
	Maximum possible score for RT6: 8	Bidder score =
RT7	Should be bilingual (able to speak and write in English and French with a minimum number of mistakes). Less than bilingual = 0 point Bilingual = 3 points	
	Maximum possible score for RT7: 3	Bidder score =
RT8	Should clearly demonstrate experience in proofreading French multi-page material provided by translation services, to ensure accuracy and consistency of terminology. Specify each document and for which project. One page or less doesn't count. 1 document = 0 point 2 or 3 documents = 2 points 4 documents = 3 points 5 documents or more = 4 points	
	Maximum possible score for RT8: 4	Bidder score =
RT9	Should clearly demonstrate experience in the development of GCpedia design, SharePoint design or web design. 0 to 23 months = 0 point 24 to 48 months = 2 points 49 months or more = 3 points	
	Maximum possible score for RT9: 3	Bidder score =
RT10	Should demonstrate experience, in the last 10 years, in polishing Word documents. With no consideration for the work on the content itself, "polishing" a document means using Word advanced features for any combination of the following: 1) Using different layouts and page numbering for different sections, 2) Maximizing the use of 'styles', 3) Using internal cross-references/captions, 4) Customizing a table of contents, a list of tables or figures, 5) Formatting for a professional look, and 6) Respecting conventional rules for the use of italics, bold, underline, font colours and capital letters. Note: The Bidder must specify which document and for which project.	

	1 document = 1 point 2 or 3 documents = 2 points 4 documents = 3 points 5 documents or more = 4 points	
	Maximum possible score for RT10: 4	Bidder score =
RT11	Should demonstrate experience, in the last 10 years, in in-depth reviews of the content of English documents and identifying mistakes, inconsistencies, improper grammar, inadequate flow, unclear parts, and inappropriate level of details or content for the intended readers. Specify which document and for which project. 1 document = 1 point 2 documents = 2 points 3 documents = 3 points 4 documents = 4 points 5 documents or more = 5 points	
	Maximum possible score for RT11: 5	Bidder score =
RT12	Should clearly demonstrate having published a research paper or article directly pertaining to the sustainment of defence equipment (see Note 2 for definition) or the procurement of sustainment services. 1 document = 2 points 2 documents or more = 3 points	
	Maximum possible score for RT12: 3	Bidder score =
Total maximum possible score = 90 points		Total score for proposed bid =

Note 1.

Defence equipment is a major system, software, hardware, or firmware used to operate a Canadian Armed Forces military capability.

A defence equipment support system is not classified as an instrument of combat and is used in a defensive or support role. Examples include materiel, services, facilities, infrastructure and personnel required for the operation, testing, and sustainment of defence equipment (per Note 2).

Note 2.

Within the defence equipment context, sustainment is all-encompassing and includes all types of support to military equipment including:

- maintenance;
- repair and overhaul;
- engineering changes;
- supply chain management (supply, inventory, materiel management);
- lifecycle materiel management;
- materiel assurance;
- technical data management (data, publications);
- training related to the equipment;
- information technology; and
- infrastructure.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED