

**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: The Department of National Defence

The RFP reference number for this solicitation is: **S4359119**

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

The Department of National Defence 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:

- ADRM Technology Consulting Group Corp.
- Altis Human Resources (Ottawa) Inc.
- CGI Information Systems and Management Consultants Inc.
- Coradix technology Consulting Ltd.
- DBHS Security Consulting Inc
- DLS Technology Corporation
- HubSpoke Inc.
- Intelan Consulting Inc.
- Lionel Drouin
- MDOS CONSULTING INC.
- Mindwire Systems Ltd.
- Modis Canada Inc
- THE LANSDOWNE CONSULTING GROUP 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](mailto:CFSGO-GTemporaryHelp-GSFCO-Gdaidetemporaire@forces.gc.ca)

**Responses must be sent no later than the following date: 7 June 2023**

**Responses must be sent no later than the following time: 1:30 PM EST**

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 is from **19 June 2023 to 17 May 2024**.

The contract length is around **48 weeks**.

### 3. Resource category required

The following table is to identify to the supplier what the requirement is, by providing the stream and category; level of expertise; whether the resource must be bilingual or not; number resources required; number of references required; interview required; estimated weekly hours per resource; and the estimated number of total hours per resource.

#### Resource required

Category of resource	Level of expertise	Number of resources required	Must the resource be bilingual (Y/N)	Number of references ***	Interview Required (Y/N)	Estimated weekly hours per resource	Estimated number of total hours per resource	Maximum number of resumes accepted under this requirement
13.9 Special Advisor	Senior	1	N	2	N	37.5	1725	3

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

The following table is to identify to the supplier what language proficiency is needed from the contractor.

Language (English Essential, French Essential or Bilingual)	Oral	Comprehension	Written
English Essential	Advanced	Advanced	Advanced

### 4. Work locations

60 Moodie Drive, Ottawa, ON

### 5. Travel and/or overtime requirements

Is there a travel requirement? **Yes**.

Is there an overtime requirement? **No**.

#### 5.1 Estimated cost of travel and living expenses

\$40,000.00

## **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

It is the Bidder's responsibility to include the cost associated with the provision of personal protective equipment for its resources in their all-inclusive hourly rates for the duration of the Contract.

## PART C: Basis of selection

### 1. Basis of selection method

#### Lowest price responsive

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 included below, if any are identified

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 total evaluated price will be selected for award of a contract.

#### Additional mandatory criteria:

The proposed resource(s) must comply with the additional mandatory requirements specified below:

Number	Additional mandatory criteria	Cross reference to proposal <i>[bidder to insert]</i>
M1	The proposed Resource must demonstrate a minimum of 10 years' experience as a member of the CAF Intelligence Branch or the Intelligence Branches of a NATO member country, AUS or NZ)	<i>bidder to insert</i>
M2	The proposed Resource must clearly demonstrate they a minimum of 12 months experience in developing strategic-level or operational-level plans, capabilities or procedures for defence intelligence and/or JISR support to operations.	<i>bidder to insert</i>
M3	The proposed resource must clearly demonstrate a minimum of one year's experience in the last 5 years integrating intelligence sensors with CAF or allied networks	<i>bidder to insert</i>

M4	The proposed resource must clearly demonstrate a minimum of one year of combined experience in the last 10 managing or developing intelligence surveillance and reconnaissance (ISR) exercises, trials or experiments.	<i>bidder to insert</i>
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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.

**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: PWGSC FILE No. S4359119**

1. The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of **TOP SECRET and NATO SECRET**, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to CLASSIFIED information, assets or sensitive site(s) must be citizens of Canada *and* must EACH hold a valid personnel security screening at the level of **TOP SECRET SIGINT** issued by the Contract Security Program (CSP) of Public Works and Government Services (PWGSC).
3. The Contractor personnel requiring access to **NATO UNCLASSIFIED** information or assets do not require to hold a personnel security clearance; however, the Contractor must ensure that the NATO Unclassified information is not releasable to third parties and that the "need to know" principle is applied to personnel accessing this information.
4. The Contractor personnel requiring access to **NATO RESTRICTED** information or assets **must be citizens of a NATO member country or a citizen of Canada** and EACH hold a valid **NATO SECRET**, or its equivalent, granted or approved by the appropriate delegated NATO Security Authority.
5. The Contractor personnel requiring access to **NATO CLASSIFIED** information, assets or sensitive site(s) **must be permanent residents of Canada or citizens of a NATO member country** and EACH hold a valid personnel security screening at the level of **NATO SECRET**, granted or approved by the appropriate delegated NATO Security Authority.
6. The Contractor MUST NOT remove any CLASSIFIED information or assets from the identified site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.

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 C;
  - (b) *Contract Security Manual* (Latest Edition).

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

#### **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**

The estimated contract period is from **19 June 2023 to 17 May 2024 (48 weeks)**.

##### **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:

Name: CFSG (O-G) Temp Help

E-mail address: CFSGO-GTemporaryHelp-GSFCO-Gdaidetemporaire@forces.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.

## **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/> and
- (ii) any travel between the contractor's place of business and the NCR.

### **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 in the contract;
- all such documents have been verified by Canada;
- the work performed has been accepted by Canada.

#### **8.2.1 Invoices**

The original and one (1) copy must be forwarded to the following address for certification and payment:

National Defence Headquarters  
101 Colonel By Drive  
Ottawa, ON  
K1A 0K2

## **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**

This THS is required to fill critical gaps in work capacity; specifically, to provide advice and staff assistance in the force development, concept development and operationalization of Joint Intelligence, Surveillance and Reconnaissance (JISR) capabilities in support of the Directorate of Joint Integration (DJI) within the Chief of Combat Systems Integration (CCSI) organization.

#### **1.2. Background**

1.2.1. The Directorate of Joint Integration (DJI) within the Chief of Combat Systems Integration (CCSI) requires a Senior Policy and Advisory Services, Special Advisor consultant assist in challenges related to the Joint Intelligence Surveillance and Reconnaissance (JISR) capability.

1.2.2. Through close relationships with key DND/CAF stakeholders, industry partners, and allies, DJI sets conditions for interoperable and integrated joint DND/CAF capabilities. Joint enablers will need to be aligned with technical standards and processes that the CAF has committed to as part of alliances and agreements (US, NORAD, NATO, and FVEY). Ultimately, the variety of initiatives coordinated by DJI in collaboration with stakeholders, such as JISR Enterprise capabilities delivering within 5 – 20 years, will position DND/CAF to meet its future capability needs to operate in the pan-domain environment. DJI also has a responsibility to establish and manage the conceptual and doctrinal development of JISR as a coherent joint function – by leading the CAF JISR Governance framework. This includes engagement with Allies; providing subject matter expertise, collecting stakeholder JISR requirements, ensuring alignment against the established capability structure and operational requirements, assisting or advising on the CAF Programme; supporting project management teams, and monitoring and reporting on related JISR initiatives.

1.2.3. DJI also executes a range of supporting functions that demand regular engagement and collaboration, including CAF, NORAD, NATO and “Five Eyes” trial, experiment or exercise participation and requirements design, participation in force development community of practice events, input to the Science & Technology (S&T) research program, JISR outreach within the CAF, and work with US and NATO partner groups on JISR structure design and capability development, where such efforts provide direct benefit to the CAF or credible input to both FVEY and NATO allies.

### **2. Requirement**

#### **2.1. Scope of work**

The Resource will be responsible for advising and assisting DJI with the development of JISR concepts and related force development activities. This includes providing advice and staff assistance in the research, design and development of future JISR capabilities including related operating concepts, doctrine, development strategies and implementation plans. In addition, the Resource will provide advice, support and subject matter expertise to DJI staff to achieve specific JISR goals regarding the development of a “strategic to tactical” JISR enterprise. This will also include providing direct support to DJI engagements with NORAD, FVEY, NATO, BICES and Coalition partners. Moreover, this will also include providing advice and support to DJI staff to achieve specific force development “change management” goals regarding operational theatre and strategic level intelligence collection capabilities.

#### **2.2. Travel and Overtime costs**

The Contractor will be required to travel within the National Capital Region, and those expenses related to travel and parking within this region will not be reimbursed. Episodic travel outside of the National Capital Region and within North America and Europe will be required, and such expenses will be covered.

### **2.3. Tasks**

- 2.3.1. Collaboration with other CCSI directorates – Directorate of Military Digital Operations, and Directorate of Operational Sustainment, along with the Directorate of Joint Capability Development at the Canadian Joint Operations Command, the Joint Operations Fusion Lab at the Canadian Joint Warfare Centre, and routine engagement with project and FD staffs within the Royal Canadian Navy, Canadian Army, Royal Canadian Air Force, Operational Command J2s, Canadian Forces Intelligence Command and ADM Defense Research and Development Canada (DRDC) to identify and refine foundational documents and requirements in support of establishing a CAF JISR enterprise;
- 2.3.2. Participate (periodically, as the CAF lead subject-matter expert) in related JISR working groups and discussions, both internal and external, to include engagement with NORAD, FVEY, NATO, BICES and Coalition partners;
- 2.3.3. Provide input and JISR subject matter advice to DJI and CCSI staff as requested, to ensure informed JISR force development - to include advising on organizational and operational design;
- 2.3.4. Assist in the preparation, review, updating and implementation of supporting concepts, policies, doctrine, and briefings regarding JISR capabilities;
- 2.3.5. Review JISR force development governance and project documentation and assist in the planning, preparation and conduct of JISR analysis and project briefings in support of the CAF Programme to DND/CAF senior management;
- 2.3.6. Provide advice and assistance in the development of strategic partnerships with Operational Commands, Services, CFINTCOM, NORAD, FVEY, NATO, BICES and Coalition partners, or other government departments (OGD) and agencies specifically related to DJI initiatives to steer and cohere JISR force development activities;
- 2.3.7. Assist in the development, preparation and coordination of JISR capability planning and development schedules;
- 2.3.8. Develop and provide updates to DJI as requested;
- 2.3.9. Participate in all routine and issue-specific meetings; and
- 2.3.10. Assist DJI and staff in completing any other joint capability development tasks and activities related to JISR and that may arise.

### **2.4. Constraints**

- 2.4.1. The Contractor must not direct any departmental organizations, or any personnel of any third parties with whom Canada has or intends to contract, to perform any action;
- 2.4.2. All drawings, reports, data, documents, or materials, provided to the Contractor by Canada or produced by the contractor in providing services under the Contract remains the property of Canada;
- 2.4.3. The Contractor must safeguard any information obtained during the course of this Contract and any other materials from unauthorized use and must not release them to

any third party, person, or agency external to DND/CAF without the express written permission of the TA;

- 2.4.4. The Contractor must ensure that they do not use either Government of Canada or DND/CAF designations, logos, or insignia on any business cards, cubicle/office signs, or written/electronic correspondence that in any manner lead others to perceive Contractor as being an employee of Canada.

## **2.5. DND Support to Contractor**

- 2.5.1. To aid the Contractor in the provision of the required services, the following information, materials, and assistance will be provided if available and deemed appropriate by the TA:
  - 2.5.1.1. Data and documents deemed necessary by the TA for the provision of services under this SOW;
  - 2.5.1.2. Consultation with the TA and other specialists may be arranged by the TA; and
  - 2.5.1.3. Other information, data, and assistance available and requested by the Contractor subject to concurrence by the TA.

## **2.6. Location For Provision of Required Services**

- 2.6.1. The Contractor will carry-out the work primarily from DND Headquarters at 60 Moodie Dr Ottawa. While on site, workspace, a telephone and computer with network access will be provided. Remote work may be permitted – by exception, as determined by the TA – and in such cases, the Contractor will be furnished with a DND portable laptop.

## **2.7. Language Requirements**

- 2.7.1. All reports and deliverables must be provided in English.

## **2.8. Security**

- 2.8.1. The Contractor must hold a valid TOP SECRET SIGINT security clearance and a NATO SECRET security clearance.

## **ANNEX B – BASIS OF PAYMENT**

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

# ANNEX C – SECURITY REQUIREMENT CHECK LIST



Contract Number / Numéro du contrat S4359119
Security Classification / Classification de sécurité UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine DND/MND - Chief of Combat Systems Integration	2. Branch or Directorate / Direction générale ou Direction Directorate of Joint 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 On behalf of Director of Joint Integration, advise and assist in the development of JISR concepts and related force development activities.		
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? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. (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 checked="" type="checkbox"/>	Foreign / Étranger <input checked="" type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input checked="" type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input checked="" type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input checked="" type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays: CAN
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉE <input checked="" type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input checked="" type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input checked="" type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input checked="" type="checkbox"/>	NATO SECRET NATO SECRET <input checked="" type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input checked="" type="checkbox"/>
SECRET SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input checked="" type="checkbox"/>
TOP SECRET TRÈS SECRET <input checked="" type="checkbox"/>		TOP SECRET TRÈS SECRET <input checked="" type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input checked="" type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input checked="" type="checkbox"/>

Security Classification / Classification de sécurité UNCLASSIFIED
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<b>PART A (continued) / PARTIE A (suite)</b>	
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? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
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? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)</b>	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input type="checkbox"/> RELIABILITY STATUS / COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL
<input checked="" type="checkbox"/> TOP SECRET - SIGINT / TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL
<input type="checkbox"/> SITE ACCESS / ACCÈS AUX EMPLACEMENTS	<input checked="" type="checkbox"/> NATO SECRET / NATO SECRET
	<input type="checkbox"/> TOP SECRET / TRÈS SECRET
	<input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET
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? If Yes, will unscreened personnel be escorted: Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)</b>	
<b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>	
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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>PRODUCTION</b>	
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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>	
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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			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 / Protégé			Confidential / Confidentiel	Secret	Top Secret / Très Secret
											A	B	C			
Information / Assets / Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

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

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

Contract Number / Numéro du contrat <b>S4359119</b>
Security Classification / Classification de sécurité <b>UNCLASSIFIED</b>

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
<b>13. Organization Project Authority / Chargé de projet de l'organisme</b> Name (print) - Nom (en lettres moulées)   Title - Titre   Signature   Digitally signed by GENDREAU, DANIEL 853 Col Daniel Gendreau   DJI   GENDREAU, DANIEL 853   Date: 2023.02.21 09:11:16 -05'00'			
Telephone no. - N° de téléphone 613-799-8034	Facsimile - Télécopieur	E-mail address - Adresse courriel daniel.gendreau@forces.gc.ca	Date 2023-02-21
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b> Name (print) - Nom (en lettres moulées)   Title - Titre   Signature   Digitally signed by MEDJOVIC, SASHA 234 Sasa Medjovic   Senior security analyst   MEDJOVIC, SASHA 234   Date: 2023.02.21 18:04:34:0100 <small>UNCLASSIFIED - UNCLASSIFIÉ</small>			
Telephone no. - N° de téléphone (613) 996-0286	Facsimile - Télécopieur	E-mail address - Adresse courriel sasa.medjovic@forces.gc.ca	Date
<b>15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?</b> Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui			
<b>16. Procurement Officer / Agent d'approvisionnement</b> Name (print) - Nom (en lettres moulées)   Title - Titre   Signature   Digitally signed by PAGE, SYLVAIN 386 LCol Sylvain Pagé   COS CCSI   PAGE, SYLVAIN 386   Date: 2023.02.21 08:41:11 -05'00'			
Telephone no. - N° de téléphone	Facsimile - Télécopieur	E-mail address - Adresse courriel sylvain.page@forces.gc.ca	Date
<b>17. Contracting Security Authority / Autorisé contractante en matière de sécurité</b> Cynthia Laverdure Quality Control Officer   Agente de contrôle de la qualité Contract Security Program (CSP)   Programme de la Sécurité des contrats (PSC) Public Services and Procurement Canada (PSPC)   Services publics et Approvisionnement Canada (SPAC) Cynthia.laverdure@tpsg-c-pwgs.c.gc.ca   Signature   Digitally signed by Laverdure, Cynthia Laverdure, Cynthia   Date: 2023.03.14 08:58:55 -04'00'			
		E-mail address - Adresse courriel	Date

## 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

Name of Resource	Stream, 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	TOP SECRET SIGINT and NATO SECRET	N	\$	1725	\$
<b>Sub-total:</b>						\$
<b>Applicable Taxes:</b>						\$
<b>Total bid price:</b>						\$

\*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 bid closing date and time. 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 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:** \_\_\_\_\_