

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

**Table of Contents**

**PART A: General information**

**PART B: Requirement**

**PART C: Basis of selection**

**PART D: Resulting contract clauses**

Annex A: Statement of work

Annex B: Basis of payment

Annex C: Security requirements check list

**PART E: Bidder response form**

## **PART A: General information**

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

The RFP reference number for this solicitation is: S4538288

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 Defense (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:

ADRM Technology Consulting Group Corp.

Altis Human Resources (Ottawa) Inc.

Cache Computer Consulting Corp.

Eagle Professional Resources Inc.

Excel Human Resources Inc.

MARKETBRIDGE TECHNOLOGIES, INC.

Maverin Inc.

MaxSys Staffing & Consulting Inc.

Mindwire Systems Ltd.

PrecisionIT Incorporated

QMR Staffing Solutions Incorporated

SoftSim Technologies Inc.

Thinkpoint Inc.

Tiree Facility Solutions 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 :** September 5<sup>th</sup>, 2023

**Responses must be sent no later than the following time : 10:00AM 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 11<sup>th</sup> September 2023 to 19<sup>th</sup> July 2024.

The contract length will be for 45 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)
	Special Advisor	Senior	1	N	3	Y

Estimated number of hours per resource	Maximum number of resumes accepted under this requirement
1627.5	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 is the language proficiency needed from the resource.

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

### 4. Work location

Contractor's Home & 60 Moodie Drive, Ottawa, ON

## 5. Travel requirements

Is there a travel requirement?

Yes

### 5.1 Estimated cost of travel and living expenses

\$15,000

## 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

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:

Number	Additional mandatory criteria	Cross reference to proposal <i>[bidder to insert]</i>
M1	<p>Proponent must clearly demonstrate that the Proposed Senior Special Advisor has a minimum of five (5) years' experience within the last ten (10) years ' providing services in developing strategic-level concepts and plans in a Government of Canada defence or security sector.</p> <p><b>Acceptable sectors:</b> <b>Canadian Armed Forces (CAF)</b> <b>Canadian Security Intelligence Service (CSIS)</b> <b>Communications Security Establishment (CSE)</b> <b>Department of National Defence (DND)</b></p>	<i>bidder to insert</i>
M2	<p>Proponent must clearly demonstrate that the Proposed Senior Special Advisor has a minimum of three (3) projects for a duration of no less than one (1) year of continuous support within the last ten (10) years providing services in developing strategic-</p>	<i>bidder to insert</i>

	<p>level concepts and plans in a Government of Canada defence or security sector.</p> <p><b>Acceptable sectors:</b>  <b>Canadian Armed Forces</b>  <b>Canadian Security Intelligence Service</b>  <b>Communications Security Establishment</b>  <b>Department of National Defence</b></p>	
M3	<p>Proponent must clearly demonstrate that the Proposed Senior Special Advisor has <b>at least six months of</b> experience in developing artificial intelligence or machine learning solutions for operational problems in a defence or security sector.</p>	
M4	<p>Proponent must clearly demonstrate that the proposed Senior Special Advisor has <b>at least six months of</b> experience in software procurement in a defence or security sector.</p>	
M5	<p>Proponent must clearly demonstrate that the proposed Senior Special Advisor has a <b>minimum of six months of</b> experience supporting the Operational Planning Process, the targeting cycle, and command and control processes in the context of expeditionary operations with the Canadian Armed Forces or with an allied force.</p>	
M6	<p>Proponent must clearly demonstrate that the proposed Senior Special Advisor has completed a <b>one year or longer</b> post-graduate STEM degree in a relevant field from a university accredited by a recognized regional, national, or international body.  *STEM refers to science, technology, engineering, or math.</p>	
M7	<p>Proponent must clearly demonstrate that the Proposed Senior Special Advisor has a <b>minimum of one year of</b> operational experience in the Canadian Armed Forces or an Allied Armed Forces</p>	

## 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 (PWGSC) file S4538288 Common-professional services security requirement check list #26**

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 **top 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, secret or top secret** as required, granted or approved by the CSP, PWGSC
3. The contractor/offeror **must not** remove any **protected/classified** information from the identified work site(s), and the contractor/offeror must ensure that its personnel are made aware of and comply with this restriction
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, 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**

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.

#### **8.2.1 Invoices**

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

*[To be inserted at contract award]*

## **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
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

The Canadian Joint Warfare Centre (CJWC) requires one (1) Senior Special Advisor to conduct analysis to assist and support the establishment of the DCAIC in the development of the COAL. The Contractor's Resource will be required to conduct analysis, develop the COAL Concept and operating concept, and make recommendations on the establishment of processes, structures,, and governance..

#### 1.1. Objective

1.1.1. The objective is to contract a qualified resource to assist in the establishment of the Canadian Armed Forces (CAF) Operational Artificial Intelligence Laboratory (COAL).

#### 1.2. Background

1.2.1. Department of Defence/Canadian Armed Forces (DND/CAF) is establishing an Artificial Intelligence Centre (DCAIC) to align and integrate the various AI initiatives across DND/CAF. As part of this effort, the CAF Operational Artificial Intelligence Laboratory (COAL) will be established as an initial, small-scale project that will deliver operational output while also informing the development of the DCAIC. To support the setup of the COAL, the CAF Chief of Combat Systems Integration requires an analyst to undertake activist such as analysis, concept development, process development, planning, writing and organizational mapping. The contractor will collaborate with a team 5-10 individuals, including third-party contractors, defence scientists, public servants and military personnel.

### 2. REQUIREMENT

2.1. Travel and Overtime costs. The Contractor's Resource will be required to travel outside of the NCR on occasion and at the request of the TA; and

2.1.1. All travel arrangements costs (including any transportation, accommodation and disbursements) are the Contractor and/or the Contractor's Resources responsibility.

2.1.2. Should there be a requirement in additional or extended travel deemed necessary by DND, due to extraordinary and unexpected requirements, and with the approval of the TA, DND will be responsible for the reimbursement of any additional travel cost (such as rescheduling air flight). These costs will be based on actual and reasonable expenses that are incurred ;

2.1.3. Contractor's Resource will be responsible to provide all travel receipts with invoice; and

2.1.4. National Joint Council Travel Directive Travel Directive (njc-cnm.gc.ca) Article 3.3 Module 3 – Travel in Canada and continental U.S.A will be adhered to for the reimbursement of any travel cost incurred by the Contractor's Resource will .

2.2. Tasks Contractor's Resource will be responsible to provide the following tasks to the Technical Authority (TA):

2.2.1. Develop and analyse options for the structure and approach of the COAL;

- 2.2.2. Develop a proposed concept of operations for the COAL and the attendant implementation plan;
- 2.2.3. Assist in staffing of COAL personnel;
- 2.2.4. Prepare, analyse, provide input to and maintain plans, concepts, reports, briefing notes and other documents;
- 2.2.5. Brief and provide advice and recommendations to senior management;
- 2.2.6. Coordinate with key-stakeholders across DND/CF;
- 2.2.7. Participate in weekly teleconferences at the request by the TA;
- 2.2.8. Attend coordination meetings virtually or in person to be determined by the TA;
- 2.2.9. Assist in advising on the purchase of commercial-off-the-shelf (COTS) artificial intelligence (AI) and machine learning (ML) software;
- 2.2.10. Assist in experimentation for the purposes of developing I and ML solutions;
- 2.2.11. Assist in fielding AI and ML solutions;
- 2.2.12. Maintain currency on AI policy, concepts, doctrine and practices of allied forces;
- 2.2.13. Maintain currency on AI research and development as it relates to the defence and security sector; and
- 2.2.14. Provide monthly status reports on ongoing and completed Work.

### 2.3. **Constraints**

- 2.3.1. Decisions concerning revision of definition of policy or platform, as well as contractual obligations and requirements are excluded from the Contractor services. The Resources must limit themselves to providing comments and recommendation on to the TA or designated DND personnel associated with the Work in this Contract;
- 2.3.2. The Contactor and Contractor's Resource providing the services must be independent of direct control by a servant of Canada and is not in any respect an employee or servant of Canada;
- 2.3.3. During the performance of the Contract, the Contractor or Contractor's Resource must not direct any agencies, or any personnel of any third parties with whom Canada has or intends to contract, to perform any action;
- 2.3.4. At all times during the provision of the required services, the Resource 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) awards);
- 2.3.5. All correspondence, either initiated by the Resource or by any section of DND, must be submitted to the TA. Correspondence is defined as records of conversations or decision as well any written correspondence in any format;
- 2.3.6. The Contract and the Contract's Resource must ensure that, at all times, they do not use the Government of Canada or the Client Agency designations, logs or insignias on any business cards, cubicle/office signs or written/electronic correspondence that in any manner leads other to perceive the Contractor the Contractor's Resource are bind an employee of Canada; and
- 2.3.7. Any communication with a Contractor regarding the quality of work performed pursuant to this Contact must be undertaken by official correspondence through the Contact Authority (CA).

### 2.4. **Responsibility of Contractor**

- 2.4.1. Contractor will be responsible for the following:
- 2.4.2. To coordinate travel arrangements, if required with the assistance of the Resource, for the Contractor's Resource for all travel outside the NCR,
- 2.4.3. Ensure that all travel for the Contractor's Resource follows the National Joint Council Travel Directive [Travel Directive \(njc-cnm.gc.ca\)](http://njc-cnm.gc.ca) Article 3.3 Module 3 – Travel in Canada and continental U.S.A ;
- 2.4.4. For all Human Resources and Disciplinary Action for their Resources for the duration of the Contract;
- 2.4.5. For the immediate removal of any Resource, upon the request of the TA or CA; and
- 2.4.6. To contact the CA, and only the CA, for any contractual issues concerning the Contract.

2.5. **Responsibility of Resource**

- 2.5.1. Resource will be responsible for the following:
- 2.5.2. Fully responsible for the security, storage and use of the DND laptop when not in use by the Contractor's Resource;
- 2.5.3. Send, in writing to both the Contractor and the TA if they are unavailable to commence work at the designated start date;
- 2.5.4. Send, in writing to both the Contractor and the TA for any leave requirements;
- 2.5.5. Will provide any written reports or documentation electronically to the TA on designated time periods established by the TA;
- 2.5.6. Saving any documents related to the Work in the appropriate DND document repository;
- 2.5.7. Provide a Monthly Status Report on the status on Work conducted and where the task or the deliverable are within, he required timeline requested by the TA; and
- 2.5.8. Should overtime be required the Resource must request and/or confirm in writing to the TA. No overtime will be reimbursed if there is no written approval by the TA.

2.6. **Responsibility of DND**

- 2.6.1. DND or the DND TA are responsible for the following:
- 2.6.2. Provide a laptop and access to the DWAN to the Contractor's Resource;
- 2.6.3. Provide a workspace with computer and network access while on site;
- 2.6.4. Provide all available data, document, and /or database access deemed necessary by the TA for the provision of the services established in this Contract;
- 2.6.5. Provide a minimum of the two (2) calendar days prior to any meeting that the Resource may attend in person and the DND location within the NCR;
- 2.6.6. Provide a minimum of one (1) week if there is any travel to be conducted outside the NCR;
- 2.6.7. Provide a review and recommendation within two (2) days of any DRAFT document associated within this Contract;
- 2.6.8. Provide written approval a minimum of one (1) calendar day, prior to any overtime required by the Resource;
- 2.6.9. Request, if required, that a back-up Resource be provide if the Primary Resource is absent for more than a one (1) week period;
- 2.6.10. Notify the CA should a Contractor's Resource is no longer required or is not providing the required Work within this Contract;



- 2.6.11. Notify the CA immediately of any disciplinary or Work related issues regarding the Contractor's Resource; and
- 2.6.12. Responsible for the immediate removal of the Contractor's Resource should there be an issue with safety to DND/CAF Employees and /or DND/CAF Resources and/or property. CA will immediately notify the 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.

2.7. **Location of Work and Work Hours**

- 2.7.1. Majority of the Work will be conducted off-site at either the Contractor's offices or Contractor's Resources office.
- 2.7.2. In person meetings will be conducted primarily at the Carling Campus with meetings held at other DND locations within the NCR;
- 2.7.3. Contractor's Resource must be available between the government core hours of 08:00 to 17:00 EDT, Monday to Friday for meetings; and
- 2.7.4. Any overtime required must be approved by the Technical Authority in writing.

## **ANNEX B – Basis of payment**

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

# ANNEX C – Security requirements check list

COMMON-PS-SRCL#26



Contract Number / Numéro du contrat S4538288
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	2. Branch or Directorate / Direction générale ou Direction Canadian Joint Warfare Centre (CJWC)	
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 The Canadian Joint Warfare Centre (CJWC) requires one (1) Senior Special Advisor for 1800 hours to conduct analysis to assist and support the establishment of the DCA/IC in the development of the COAL. The Contractor's Resource will be required to conduct analysis, develop the COAL Concept and operating concept, and make recommendations on the establishment of processes, structures, and governance.		
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 TRÈS SECRET <input checked="" type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED





Contract Number / Numéro du contrat S4538288
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 FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/> SECRET SECRET	<input checked="" 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

Contract Number / Numéro du contrat
S4538288
Security Classification / Classification de sécurité
UNCLASSIFIED

**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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	Protected / Protégé			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).



Contract Number / Numéro du contrat S4538288
Security Classification / Classification de sécurité UNCLASSIFIED

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

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

Name (print) - Nom (en lettres moulées) LCol Isabelle Morin	Title - Titre Acting CJWC Commanding Officer	Signature MORIN, ISABELLE 915 <small>Digitally signed by MORIN, ISABELLE 915 Date: 2023.07.18 08:53:03 -04'00'</small>
--	---	--

Telephone No. - N° de téléphone 613-990-7481	Facsimile No. - N° de télécopieur 613-990-0399	E-mail address - Adresse courriel Isabelle.morin2@forces.gc.ca	Date
---	---	---	------

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

Name (print) - Nom (en lettres moulées) DAWN MURRAY	Title - Titre SRCL/VCR TEAM LEAD	Signature MURRAY, DAWN 355 <small>Digitally signed by MURRAY, DAWN 355 Date: 2023.07.19 09:24:25 -04'00'</small>
--	-------------------------------------	--

Telephone No. - N° de téléphone 613-996-0274	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel DAWN.MURRAY@FORCES.GC.CA	Date 19 JULY 2023
---	-----------------------------------	---	----------------------

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?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
---	---	-------------------------------------

## 16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) MWO Kelly Roach	Title - Titre CJWC Contracts Manager	Signature ROACH, KELLY 275 <small>Digitally signed by ROACH, KELLY 275 Date: 2023.07.18 09:52:26 -04'00'</small>
--	---	--

Telephone No. - N° de téléphone 613-949-8003	Facsimile No. - N° de télécopieur 613-990-0399	E-mail address - Adresse courriel kelly.roach@forces.gc.ca	Date
---	---	---	------

## 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 <small>Digitally signed by Saumur, Jacques 0 Date: 2019.10.30 08:32:18 -04'00'</small>
---	--	--

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel jacques.saumur@tpsgo-pwgsc.gc.ca	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

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	FSC - Top Secret	N	\$	1627.5	\$
<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 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:** \_\_\_\_\_