



National Defence
Headquarters
Ottawa, Ontario K1A 0K2

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

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

Proposal To: National Defence Canada

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

Proposition à : Défense nationale Canada

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

Title/Titre: POLICY ANALYST	Solicitation No – N° de l’invitation W2177-241114
Client Reference No. (optional) - N° de référence du client (facultatif) BMT-24-20	
Date of Solicitation – Date de l’invitation 17 January 2024	
Address Enquiries to – Adresser toutes questions à Armel.Boussougou@forces.gc.ca	
Telephone No. – N° de téléphone 343 540-9459	FAX No – N° de fax
Destination Included Herein/ Ci-inclus	

Instructions:

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

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

Solicitation Closes – L’invitation prend fin

At – à: 2:00 PM
Eastern Standard Time (EST)/
Heure normale de l’est (HNE)

On - le: 2024-02-27

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

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NOTICE

Security

This notice is to advise ALL interested bidders that in order to be awarded a contract which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document.

Additional information on PWGSC security can be found on the following web site <https://www.tpsgc-pwgsc.gc.ca/esc-src/organisation-organization/information-eng.html>.

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include:

- Annex "A" Statement of Work
- Annex "A.1" Technical Bid
- Annex "B" Basis of Payment
- Annex "B.1" Financial Bid
- Annex "C" Security Requirements Check List (SRCL)
- Annex "D" Complete List of Names of all individuals who are currently Directors of the Bidder

PART 1 - GENERAL INFORMATION

1.1 Summary

1.1.1 Requirement

To provide all necessary labour services as described in the Statement of Work herein enclosed.

1.1.2 Period of the Contract

The period of the resulting contract will be for a two-year period with three one-year Option periods to extend the contract under the same terms and conditions.

1.1.3 Security

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

1.2 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

2.2 Submission of Bids

Bids must be submitted only to the Contractual Authority: Arnel Boussougou by email at: Arnel.Boussougou@forces.gc.ca by the date and time indicated on page 1 of the bid solicitation.

2.3 Bid Validity Period

1. The bid must not be withdrawn for a period of one hundred-and-twenty (120) days following the date of solicitation closing.

2.4 Former Public Servant

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

Definitions

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

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

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

"*pension*" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to

the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.5 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.6 Applicable Laws

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

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

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

3.1.1 Section I: Technical Bid

The evidence provided by the Bidder at Annex A.1 may be verified by Canada. Failure by the Bidder to provide the required evidence or in the event that the evidence cannot be verified will result in the Bidder being disqualified and no further consideration will be given to the Bidder. If the Bidder submits references in excess of the stated requirement, only the references up to the identified limit will be assessed.

DND reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event where the information cannot be verified or the service found to be unsatisfactory will result in the proposal being considered non-responsive and no further consideration will be given to the Bidder.

It is the sole responsibility of the Bidder to ensure that it provides a contact that is knowledgeable about the services the Bidder has provided to its customer and who is willing to act as a customer reference. DND will attempt to contact the Bidders customers references a maximum of three (3) times during the days of the technical evaluation between 8:00 am - 4:00 pm local time. If the customer reference does not provide a reference the Bidders proposal will be deemed non-responsive and receive no further evaluation.

3.1.1.1 Mandatory Contractor's Experience and Past Performance

1. Submit all required information to complete the qualification submission. Incomplete fields will render the bid non-responsive.
2. **Substantiation of Technical Compliance:** The Technical bid, Annex A.1, must substantiate the compliance of the Bidder with the specific requirements identified at Table 1 – Mandatory Technical Criteria and Table 2 – Point Rated Technical Criteria, which are the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirements, but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work.

Definitions:

Bidder: means the person or entity (or in case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontracts.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with Annex “B.1”, Financial Bid.

3.1.2 Electronic Payment Instruments

The Bidder accepts to be paid by:

() Direct Deposit

Section III: Certifications

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

Section IV: Additional Information

3.1.3 Contractor's Representative

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

Name: _____

Telephone: _____

Cellular: _____

Facsimile: _____

E-mail: _____

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 TECHNICAL EVALUATION

4.1.1.1 MANDATORY REQUIREMENTS

- a) Security Clearance of SECRET, at bid closing, in accordance with Part 6, Security Requirements.
- b) Submission of Contractors Experience and Past Performance in accordance with Part 3, Section I: Technical Bid.
- c) Submission of Firm Rates in Canadian funds for all the items listed in the RFP, Part 3, Section II, Financial Bid.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

A0066T (2007-05-25) Prices - Items

Bidders must submit firm prices for all items listed in Annex(es) "B.1".

4.2 Basis of Selection

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

- 1) Financial Bids will be evaluated on an aggregate price basis as follows:
 - a) Sub-Total (A) from Table a), plus
 - b) Sub-Total (B) from Table b), plus
 - c) Sub-Total (C) from Table c)
- 2) The sum under Annex "B.1" will determine the aggregate evaluation price of the Bid (Table 8).
- 3) The responsive bid with the lowest evaluated price will be recommended for award.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.3 Integrity Provisions – Required Documentation

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

5.2.4 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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.

5.3 Additional Certifications Precedent to Contract Award

5.3.1 Status & Availability of Resources (A3005T- 2010-08-16)

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the

Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

PART 6 – SECURITY REQUIREMENTS

6.1 Security Requirements

1. **At bid closing date and time,** the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly.
3. For additional information on security requirements, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Requirement

To provide all necessary labour services for Policy Analyst as described in the Statement of Work per Annex A.

7.1.1 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - (a) the name, qualifications and experience of the proposed replacement; and
 - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.3 Security Requirements

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid SECRET STATUS, granted or approved by the CSP, PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CSP, PWGSC, the Contractor personnel **MAY NOT ENTER** sites without an escort.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex “C”;
 - b) *Industrial Security Manual* (Latest Edition).

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from _____ to _____, inclusive. *(Initial period is for 2-year)*

7.4.2 Option to Extend Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least 60 days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Armel Boussougou
Department of National Defence
Ottawa, Ontario

E-mail address: Armel.Boussougou@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.

7.5.2 Technical Authority

The Technical Authority for the Contract is: *to be indicated at contract award*

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.3 Contractor's Representative

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

Name: _____

Telephone: _____

Cellular: _____

Facsimile: _____

E-mail: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.7 Payment

7.7.4 Limitation of Expenditure (C6001C)

1. Canada's total liability to the Contractor under the Contract must not exceed **\$ (To be determined)**. Customs duties are included and Applicable Taxes are extra.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75% committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

1. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.2 Basis of Pricing

See Annex "B" – Basis of Payment

7.7.3 Limitation of Price

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.8 Invoicing Instructions

7.8.1 Inspection and Acceptance (D5328C 2014-06-26)

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

7.8.2 Invoicing Instructions – Progress Payment Claim – Supporting Documentation Required

1. The Contractor must submit a claim for payment.

Each claim must show:

- c. a list of all expenses;
- e. expenditures plus pro-rated profit or fee;

Each claim must be supported by:

- a. a copy of time sheets to support the time claimed;

- b. a copy of the invoices, receipts, vouchers for all direct expenses;
- 2. Applicable Taxes must be calculated on the total amount of the claim.
- 3. The Contractor must prepare the claim and forward it to the Technical Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.
- 4. The Contractor must not submit claims until all work identified in the claim is completed.

7.8.3 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid by:

- a. Direct Deposit

7.8.4 SACC Manual Clauses

C0710C (2007-11-30) Time and Contract Price Verification
H1008C (2008-05-12) Monthly Payment

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions **2035 (2022-12-01)**,
- (c) Annex "A" Statement of Work;
- (d) Annex "B" Basis of Payment;
- (e) Annex "C" Security Requirements Check List;
- (i) the Contractor's bid dated _____, (*insert date of bid*)

7.12 Additional SACC Manual Clauses

A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)
A9062C (2011-05-16) Canadian Forces Site Regulations
A9068C (2010-01-11) Government Site Regulations
B9028C (2007-05-25) Access to Facilities and Equipment

7.13 Insurance Requirements

7.13.1 Insurance Requirements

The Contractor must comply with the insurance requirements specified in the **following article 7.13.2 Commercial General Liability Insurance**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.13.2 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
 - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - (m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

- (n) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- (o) Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
- (p) Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

7.14 Joint Venture Contractor (If Applicable)

The Contractor confirms that the name of the joint venture is _____ and that it is comprised of the following members: (list all the joint venture members named in the Contractor's bid). With respect to the relationship among the members of the joint venture Contractor, each member agree, represents and warrants (as applicable) that:

- a) _____ has been appointed as the "representative member" of the joint venture Contractor and has full authority to act as agent for each member regarding all matters relating to the contract;
- b) By giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and
- c) All payments made by Canada to the representative member will act as a release by all the members. All the members agree that Canada may terminate the contract at its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the work in any way. All the members are jointly and severally liable for the performance of the entire contract.

The Contractor acknowledges that any change in the membership of the joint venture (i.e. a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.

Note to the Contractor: this article will be deleted if the Contractor awarded the contract is not a joint venture. If the Contractor is a joint venture this clause will be completed with the data provided in its bid.

7.15 Government Site Regulations

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

7.16 Telephone

The contractor must be equipped with an answering service and or satellite phones. All related expenses will be the responsibility of the contractor.

7.17 Language

All personnel and employees assigned to this or any resulting contract must be able to speak, read and understand English.

7.18 Pre-Commencement Meeting

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting will be taken. The time and place of this meeting will be determined by the Departmental Representative.

7.19. 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 CanadaBuys website under the heading "Dispute Resolution".

ANNEX “A”
STATEMENT OF WORK

(included herein)

ANNEX A.1 **TECHNICAL BID**

(to be completed by the Bidder)

Technical Evaluation Plan – Engineering Graduate, Senior

TSPS Flexible Grid
Engineering Graduate Category Flexible Grid
<p>Levels of Expertise Senior: Minimum 120 pts Intermediate: Minimum 90 pts <i>(provided for reference ONLY)</i> Junior: Minimum 80 pts <i>(provided for reference ONLY)</i></p> <p>Relevant Education to the Consultant Category 55 pts: University (PhD, Graduate, Undergraduate, degree)</p> <p>Relevant Professional Certification 10 pts: Relevant Professional Certification</p> <p>Relevant Experience in Consultant Category 10 pts: ≥1 yr and <2 yrs (12-23 months) 25 pts: ≥2 yrs and <4 yrs (24-47 months) 35 pts: ≥4 yrs and <6 yrs (48-71 months) 45 pts: ≥6 yrs and <8 yrs (72-95 months) 55 pts: ≥8 yrs and <10 yrs (96-119 months) 65 pts: ≥10 yrs (120 + months)</p>

Mandatory Technical Criteria

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

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

Table 1 - Mandatory Technical Criteria

#	Mandatory Technical (MT) Criteria		Bidder's Response
	TSPS 5.3 Engineering Graduate, Senior	Met / Not met	With location of demonstrated criterion in proposed bid
MT1	The Bidder must submit a detailed résumé for the proposed resource clearly demonstrating that the resource meets the minimum mandatory requirements (relevant education, relevant professional certifications and relevant work experience) for resource category 5.3 Engineering		

	Graduate, Senior, as described in Attachment 1 to Part 4, TSPS Flexible Grid.		
MT2	The resource must have a minimum of five years of engineering experience related to defence equipment or a defence equipment support system (see Note 1 for definition).		

Point Rated Technical Criteria

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

Each point rated technical criterion must be addressed separately. Bids which fail to obtain the required minimum number of points specified will be declared non-responsive.

Table 2 – Point Rated Technical Criteria

#	Point Rated Technical (RT) Criteria	Bidder's Response
TSPS 5.3 Engineering Graduate, Senior		With location of demonstrated criterion in proposed bid
RT1	<p>Should clearly demonstrate experience in *directly supporting or actively participating in individual, formal defence equipment Sustainment Business Case Analyses (SBCAs).</p> <p>Note: For verification purposes, the bidder must precisely identify these SBCA files.</p> <p>* "Directly supporting or actively participating" in an SBCA means either of the following:</p> <ul style="list-style-type: none"> actively participating in analyzing sustainment requirements, identifying any number of options to analyze during the SBCA, or influencing, to any extent, any element of the procurement or sustainment strategies or solutions considered during the SBCA. <p>Number of different individual, formal defence equipment SBCAs: Zero SBCA = 0 point One SBCA = 15 points Two SBCAs = 20 points Three SBCAs = 25 points Four SBCAs = 30 points Five SBCAs or more = 35 points</p>	
	Maximum possible score for RT1: 35	Bidder score =
RT2	<p>Should clearly demonstrate continuous experience in either:</p> <ol style="list-style-type: none"> the development or improvement of the SBCA process, or the delivery of SBCA related training or professional 	

	<p>development to learners. Note: The bidder must specify when and in what capacity this contribution took place. 0 to 5 months = 0 point 6 to 11 months = 2 points 12 months or more = 5 points</p>	
	Maximum possible score for RT2: 5	Bidder score =
RT3	<p>Should clearly demonstrate experience in the sustainment (see Note 2 for definition) of defence equipment (see Note 1 for definition). The sustainment experience used for RT3 must differ from the experience used in RT1 or RT2. 0 to 23 months = 0 point 24 to 48 months = 4 points 49 months or more = 8 points</p>	
	Maximum possible score for RT3: 8	Bidder score =
RT4	<p>Should clearly demonstrate experience in a capital acquisition project for defence equipment (see Note 1 for definition). This experience must differ from the experience used in RT1. 0 to 23 months = 0 point 24 to 48 months = 2 points 49 months or more = 4 points</p>	
	Maximum possible score for RT4: 4	Bidder score =
RT5	<p>Should clearly demonstrate experience in developing or maintaining policies, procedures, guidance or tools for practitioners working with defence equipment (see Note 1 for definition). This experience does not have to differ from the experience used in RT2. 0 to 23 months = 0 point 24 to 48 months = 4 points 49 months or more = 8 points</p>	
	Maximum possible score for RT5: 8	Bidder score =
RT6	<p>Should clearly demonstrate experience in the procurement or contracting of defence equipment (see Note 1 for definition) sustainment (see Note 2 for definition) contracts, except if the same experience was already used to demonstrate other RT criteria above. 0 to 23 months = 0 point 24 to 48 months = 4 points 49 months or more = 8 points</p>	
	Maximum possible score for RT6: 8	Bidder score =
RT7	<p>Should be bilingual (able to speak and write in English and French with a minimum number of mistakes). Less than bilingual = 0 point Bilingual = 3 points</p>	
	Maximum possible score for RT7: 3	Bidder score =
RT8	Should clearly demonstrate experience in proofreading	

	<p>French multi-page material provided by translation services, to ensure accuracy and consistency of terminology. Specify each document and for which project. One page or less doesn't count.</p> <p>1 document = 0 point 2 or 3 documents = 2 points 4 documents = 3 points 5 documents or more = 4 points</p>	
	Maximum possible score for RT8: 4	Bidder score =
RT9	<p>Should clearly demonstrate experience in the development of GCpedia design, SharePoint design or web design.</p> <p>0 to 23 months = 0 point 24 to 48 months = 2 points 49 months or more = 3 points</p>	
	Maximum possible score for RT9: 3	Bidder score =
RT10	<p>Should demonstrate experience, in the last 10 years, in polishing Word documents. With no consideration for the work on the content itself, "polishing" a document means using Word advanced features for any combination of the following:</p> <ol style="list-style-type: none"> 1) Using different layouts and page numbering for different sections, 2) Maximizing the use of 'styles', 3) Using internal cross-references/captions, 4) Customizing a table of contents, a list of tables or figures, 5) Formatting for a professional look, and 6) Respecting conventional rules for the use of italics, bold, underline, font colours and capital letters. <p>Note: The Bidder must specify which document and for which project.</p> <p>1 document = 1 point 2 or 3 documents = 2 points 4 documents = 3 points 5 documents or more = 4 points</p>	
	Maximum possible score for RT10: 4	Bidder score =
RT11	<p>Should demonstrate experience, in the last 10 years, in in-depth reviews of the content of English documents and identifying mistakes, inconsistencies, improper grammar, inadequate flow, unclear parts, and inappropriate level of details or content for the intended readers. Specify which document and for which project.</p> <p>1 document = 1 point 2 documents = 2 points 3 documents = 3 points 4 documents = 4 points 5 documents or more = 5 points</p>	
	Maximum possible score for RT11: 5	Bidder score =

RT12	Should clearly demonstrate having published a research paper or article directly pertaining to the sustainment of defence equipment (see Note 2 for definition) or the procurement of sustainment services. 1 document = 2 points 2 documents or more = 3 points	
	Maximum possible score for RT12: 3	Bidder score =
Total maximum possible score = 90 points Total minimum score required = 11 points		Total score for proposed bid =

Note 1.

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

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

Note 2.

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

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

ANNEX B BASIS OF PAYMENT

Bidders are not to fill this table (Annex “B”) out at the Bid Submission stage; this will form the Basis of Payment for the resulting contract (Bidders are to submit their financial bids on ANNEX “B.1” only).

B1 CONTRACT PERIOD

B1.1 Initial Period

- 1) The initial period of the Contract is for two years firm from date of contract award.

Table 3 - Initial period of the Contract

Contract Year	From	To
Year 1	<i>Date of contract (to be inserted by Contracting Authority)</i>	<i>to be inserted by Contracting Authority</i>
Year 2	<i>to be inserted by Contracting Authority</i>	<i>to be inserted by Contracting Authority</i>

B1.2 Extended Period

- 1) The extended period of the Contract is for additional three years options, each option is twelve consecutive months.
- 2) The Contracting Authority will inform the Contractor at least 60 calendar days prior to the expiry date of the Contract if Canada will exercise the following option Year.

Table 4 - Extended period of the Contract

Contract Year	From	To
Option 1 (Year 3)	<i>to be inserted by Contracting Authority</i>	<i>to be inserted by Contracting Authority</i>
Option 2 (Year 4)	<i>to be inserted by Contracting Authority</i>	<i>to be inserted by Contracting Authority</i>
Option 3 (Year 5)	<i>to be inserted by Contracting Authority</i>	<i>to be inserted by Contracting Authority</i>

B1.3 Travel and Living Expenses

- 1) The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive (<http://www.njc-cnm.gc.ca/directive/d10/en>), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
- 2) Canada will not pay the Contractor any incidental expense allowance for authorized travel.
- 3) All travel must have the prior authorization of the Technical Authority.
- 4) All payments are subject to government audit.

ANNEX B.1

FINANCIAL BID

(to be completed by the Bidder)

B2 GENERAL

1. It is MANDATORY that the bidders submit firm prices/rates for the five (5) years for all items listed hereafter. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.
2. Bids will be evaluated on an aggregate price basis as follows:
 - a) For *Regular Hours*, the sum of firm hourly rates will determine sub-total (A) of Table 8
 - b) For *Evenings and Saturdays*, the sum of firm hourly rates will determine sub-total (B) of Table 8;
 - c) For *Sundays and Statutory Holidays* the sum of firm hourly rates will determine sub-total (C) of Table 8;
3. The sum of sub-totals (A) + (B) + (C) will determine the aggregate evaluation price of the Bid (Table 8).
4. In all cases, travel and living expenses do not form part of the evaluation price.

B2.1 LABOUR - FIRM HOURLY RATES

- 1) Canada will pay the Contractor for the actual hours work.
- 2) The hours are defined as follows:
 - a) "*Regular Hours*" is Monday through Friday, between 6:00AM to 6:00PM
 - b) "*Evenings and Saturdays*" is work done Monday through Friday outside the hours defined as regular hours, and all work done on a Saturday
 - c) "*Sundays and Statutory Holidays*" is work done on a Sunday or a day which is a Statutory Holiday for the federal government of Canada.
- 3) For the work described in Annex A Statement of Work, the firm hourly rates apply.

B3. KNOWN WORK DESCRIBED IN THE STATEMENT OF WORK

a) **Regular Hours:**

Table 5

Labour Category	Year 1 (hourly rate)	Year 2 (hourly rate)	OPTION 1 Year 3 (hourly rate)	OPTION 2 Year 4 (hourly rate)	OPTION 3 Year 5 (hourly rate)
Senior Engineering Graduate (SENIOR)					

SUB-TOTAL (A) = SUM OF ALL CELLS = \$ _____

b) **Evenings and Saturdays:**

Table 6

Labour Category	Year 1 (hourly rate)	Year 2 (hourly rate)	OPTION 1 Year 3 (hourly rate)	OPTION 2 Year 4 (hourly rate)	OPTION 3 Year 5 (hourly rate)
Senior Engineering Graduate (SENIOR)					

SUB-TOTAL (B) = SUM OF ALL CELLS = \$ _____

c) **Sundays and Statutory Holidays:**

Table 7

Labour Category	Year 1 (hourly rate)	Year 2 (hourly rate)	OPTION 1 Year 3 (hourly rate)	OPTION 2 Year 4 (hourly rate)	OPTION 3 Year 5 (hourly rate)
Senior Engineering Graduate (SENIOR)					

SUB-TOTAL (C) = SUM OF ALL CELLS = \$ _____

B4. EVALUATION PRICE

Table 8: Bid evaluation price

Sub-Total (A) from Table a) =	\$ _____
Sub-Total (B) from Table b) =	\$ _____
Sub-Total (C) from Table c) =	\$ _____
Evaluation Price = sum of above =	\$ _____

ANNEX “C”

Security Requirements Check List (SRCL)

(included herein)

ANNEX A, STATEMENT OF WORK

1 Background

- 1.1 The Sustainment Business Case Analysis (SBCA) process was established in 2016 as a joint undertaking by the Department of National Defence (DND), Public Services and Procurement Canada (PSPC) and Innovative, Science and Economic Development Canada (ISED) to transform the business of sustainment – or in-service support – for military equipment and fleets. The SBCA is a rigorous, iterative process that results in comprehensive sustainment solutions and good investment decisions. It is a standardized methodology used to develop flexible, scalable and principles-based solutions that deliver the best value to Canada through collective optimization of four sustainment principles. It requires interdepartmental collaboration and governance, the application of sustainment best practices, a rigorous and critical analysis, and innovative thinking.
- 1.2 Under DND's Materiel Group, the Director of Materiel Sustainment (DMS) is responsible to provide the professional development and material required to support the promotion and application of the SBCA process. Sustaining defence equipment being a complex venture, DMS' policy section must develop and maintain a vast amount of guidance material and tools to support SBCA practitioners. And the Senior Engineering Graduate Contractor will contribute to this mandate.

2 Objective

- 2.1 DMS strives to have a complete set of quality support material for SBCA practitioners.

3 Scope

- 3.1 DMS requires one (1) Senior Engineering Graduate to provide engineering expertise for:
- 3.1.1 Developing and maintaining SBCA material (as defined under Tasks);
 - 3.1.2 Learning as much as possible about the SBCA process and seeking opportunities to improve it; and
 - 3.1.3 Engaging with SBCA stakeholders.

4 Applicable Documents

- 4.1 Applicable documents will be provided by the Technical Authority (TA) upon commencement of services.

5 Tasks and deliverables

- 5.1 For the tasks listed below, the phrase "SBCA material" refers to any policy instruments, procedures, process descriptions and support resource documents aimed at providing some form of support to SBCA practitioners. This can include but is not limited to: the SBCA Manual, templates, tools, guidance documents, job aids, examples, lessons learned, best practices, and professional development and training material (including courseware, workshop material, tutorials, as well as facilitator instructions/guidance).
- 5.2 The tasks that the Technical Authority (TA) may require from the Senior Engineering Graduate include, but are not limited to:
- 5.2.1 Draft, update, format, review and staff SBCA material.

- 5.2.2 Become as familiar as possible, and remain current, on the practice of SBCA activities by:
- Participating in as much SBCA training and professional development as possible;
 - Studying and analysing SBCA material, and SBCA reports; and
 - Staying in contact with the sustainment Centres of Expertise (CoEs) of the three service elements, to learn from them.
- 5.2.3 In consultation with stakeholders, gather and analyze improvement opportunities for SBCA material.
- 5.2.4 Understand and consider the interests of each main stakeholder group (the three departments [DND, PSPC and ISED], the Canadian Armed Forces [CAF] and industry) and the three service elements (air, land, maritime) when working on SBCA material, ensuring overall alignment, harmonization, and cohesion.
- 5.2.5 Provide advice on SBCA process application strategy/plan.
- 5.2.6 Analyze documentation related to specific SBCA files, either as a learning experience, to identify trends or lessons learned, or to ensure compliance and/or alignment of the sustainment solutions to the requirements.
- 5.2.7 Analyze and address questions, feedback and lessons identified/learned pertaining to SBCA material. Make recommendations for changes to SBCA material.
- 5.2.8 Collect sustainment lessons from SBCA practitioners or stakeholders.
- 5.2.9 Develop and/or manage a change management process to collect and process potential changes to SBCA material.
- 5.2.10 Provide the necessary coordination to manage and execute all changes to SBCA material.
- 5.2.11 Manage the configuration and safeguarding of the various versions of SBCA material.
- 5.2.12 Review translated SBCA material for accuracy and consistency of terminology and make necessary corrections.
- 5.2.13 Attend various meetings as required, including regular team meetings, meetings with the TA and other required meetings.
- 5.3 The Contractor resource must report verbally and in writing to the TA any special circumstance or events affecting the provision of the required services.
- 5.4 The Contractor resource must maintain an electronic library of work in progress, review comments and delivered items, and must perform version control. The Contractor resource must save their work on the DND's Records Document and Information Management System (RDIMS).
- 5.5 The vast array of required deliverables is not all known at the time of establishing the contract. The TA will identify them as they become known.
- 5.6 Unless otherwise specified by the TA, the Contractor resource must provide all deliverables in a Microsoft electronic format approved by the TA.

6 Reporting Requirements

- 6.1 With each monthly invoice, the Contractor must submit a monthly progress report, which must include the following information, as a minimum:
- 6.1.1 A summary of the main Work performed during the period covered by the invoice – a detailed list of the Work performed is not required;

- 6.1.2 Any issues or recommendations relating to the conduct of the Work or the general mandate for the Senior Engineering Graduate (with attached references, as required);
 - 6.1.3 Number of days worked during the month;
 - 6.1.4 Number of hours worked for each day worked during the month;
 - 6.1.5 Cumulative number of hours worked for the period of performance; and
 - 6.1.6 Any travel costs incurred during the month.
- 6.2 The Contractor must provide reports in an electronic format approved by the TA.

7 Language requirements

- 7.1 The Contractor resource must be fluent in the English language. Fluent means that the individual must be able to communicate orally and in writing without any assistance and with minimal errors. All deliverables must be provided in English.
- 7.2 It will be considered an additional asset if the Contractor resource is also fluent in the French language. This will be considered as part of bid evaluation criteria. Should the Contractor resource be able to do this, they will be tasked to review translated SBCA material for accuracy and consistency of terminology and make necessary corrections.

8 Work location and provisions

- 8.1 The work will be performed primarily at the Contractor resource's designated remote work location. On occasion, the Contractor resource may be required to work at 455 boulevard de la Carrière, Gatineau, Québec, or other government facilities in the National Capital Region.
- 8.2 Access to DND facilities will be available to the Contractor resource Monday-Friday, from 06:00 to 18:00 hours.
- 8.3 As per the new Government of Canada work environment setup, workstations will not be dedicated to specific individuals; they will be shared.
- 8.4 Subject to normal security requirements, DND will provide sufficient information technology (IT) equipment to the Contractor resource, and access to networks and identified databases or applications resident on DND's computers for the sole purpose of executing the services associated with this Contract. DND, at its sole discretion, will identify the nature and characteristics of such access.

9 Travel

- 9.1 No travel outside of the National Capital Region (NCR) is required. Travel within the NCR may be required; however, travel and living expenses for work performed within the NCR will not be reimbursed.

10 Training

- 10.1 To aid the Contractor resource in the provision of the required services, Canada may provide special training on an "as and when required" basis to the Contractor resource, for unique DND computer systems/software, mandatory departmental training, or training or professional development required to acquire necessary knowledge to accomplish the Work for this Contract, including:

10.1.1 Records Documents and Information Management System (RDIMS);

- 10.1.2 Security awareness course;
 - 10.1.3 Introduction to SBCA course;
 - 10.1.4 Executive SBCA workshop;
 - 10.1.5 Industry SBCA workshop; and
 - 10.1.6 Other workshops pertaining to the SBCA process (in parts or its entirety).
- 10.2 The training will be provided at no cost to the Contractor if all of the following conditions are met:
- 10.2.1 Training is not readily commercially available to the Contractor;
 - 10.2.2 Training is offered by Canada;
 - 10.2.3 Training requested is in support of the tasks described herein; and
 - 10.2.4 The TA authorized this training.

11. ACCESSIBILITY

11.1 The Contractor shall make a conscious planning, design and/or effort to ensure the services are barrier-free and easily used by persons with a disability, and by extension, highly usable.

ANNEX “C”

SECURITY REQUIREMENTS CHECK LIST



**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	2. Branch or Directorate / Direction générale ou Direction COS(Mat)/DMS
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3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
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4. Brief Description of Work / Brève description du travail
Policy analyst work to develop and maintain practitioner support material.

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non 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? No / Non 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) No / Non 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. No / Non 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? No / Non 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"/>
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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: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input 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 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 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"/>



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

Special comments:
 Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
 REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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 « 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).