



Position: Senior Project Planner
Reference #: 0352
Department: DND
Security Clearance: Secret
Location: Laval, Quebec
Pay rate is negotiable
Contract Length: 1 year – Two optional 1 year terms
Language: English

Statement Of Work

SCOPE

Provide strategic infrastructure advice and project planning support to members of the Strategic Tanker Transport Capability (STTC) Project's Integrated Logistics Support Manager (ILSM) Team for infrastructure project scope, cost rationalization, scope verification, and submission programmatic and schedule coordination.

1.1 Purpose.

Identify issues and support the team in a focus on construction project planning requirements for the acquisition and support of the infrastructure needs for the Strategic Tanker Transport Project.

1.2 Background

1.2.1 The STTC project is mandated to replace the CC150 Polaris fleet with a new fleet of multi-role Air-to-Air refueling aircraft through a competitive process. The RFP drafted by the STTC project will eventually serve as the basis for the contract. As such, it must capture all requirements that will lead to the acquisition of DCI in support of the aircraft fleet that meets the RCAF's needs.

1.2.2. The project has been mandated to enter into contract by 2022, and the ILSM team requires management expertise to meet target dates and the follow-on implementation of the DCI. To achieve the project's mandate, additional support is required in the form of a senior project planner capable of organizing technical and functional space requirement input from SMEs with the goal of overseeing consultant preparation of a larger Functional Space Program that will inform DCI design specifications. The contractor will provide oversight to ensure Project stability as it moves stages from development to design and on to implementation by advising

or arranging optimal submission formatting, presentations, meetings and staff interaction with other coordinating DND agencies.

1.3 List of Acronyms and Abbreviations

Abbreviation	Description
CA	Contracting Authority
CAGE	Commercial and Government Entity
CAF	Canadian Armed Forces
CFB	Canadian Forces Base
DND	Department of National Defence
NDQAR	National Defence Quality Assurance Representative
GSM	Government Supplied Materiel
SOW	Statement of Work
TA	Technical Authority
RFP	Request for Proposal
STTC	Strategic Tanker Transport Capability
RCAF	Royal Canadian Air Force
SME	Subject Matter Expert
DCI	Defense Capability Infrastructure
PMO	Project Management Office
ILSM	Integrated Logistics and Sustainment Manager
DGMPD	Director General Major Project Delivery
ADM (IE)	Associate Deputy Minister (Infrastructure and Environment)
SOR(I)	Statement of Requirement (Infrastructure)
ADM(IE)	Associate Defense Minister (Infrastructure and Environment)
PD(Infra)	Project Director (Infrastructure)
BCA	Business Case Analysis
IAW	In accordance With

Figure A-1 List of Acronyms and Abbreviations

2.0 APPLICABLE DOCUMENTS

All applicable documents will be provided by the Technical Authority (TA) upon commencement of service.

3.0 REQUIREMENTS

3.1 Scope of work

3.1.1 Requirement 1: Planning Advice. The Contractor must assist by providing planning advice for senior DND staff and producing planning documents of strategic value to the Project.

3.1.2 Requirement 2: Infrastructure Project Submission Coordination. The Contractor must provide timely and value-added inputs to PMO staff.

3.1.3 Requirement 3: Enhance project planning effectiveness.

3.2 Tasks

The Contractor will perform tasks in support of the Strategic Tanker Transport Project. These tasks may include, but are not limited to the following:

3.2.1 Requirement 1

3.2.1.1 Assist in the development of the infrastructure amended expenditure authority submissions to various review boards and committees that lead up to TB submissions, and the associated business case analysis in conjunction with ADM(IE) and the RCAF.

3.2.1.2 Provide timely and value-added inputs to project documentation (e.g. schedules, budget estimates/forecasts, risk assessments, project management plan, high-level RFP and bid evaluation frameworks, governance-related documents and presentations, etc.).

3.2.1.3 Provide input to and review of ADM(IE) and DCC functional space programmes, concept designs and design consultant tender documents.

3.2.1.4 Provide sound input, advice and recommendations to the PM and the PMO management team as required.

3.2.1.5 Respond to internal review comments of project documents

3.2.2 Requirement 2

- 3.2.2.1 Advise on optimal submission schedule timings and coordinate approvals with the parent Project acquisition targets to ensure correct sequential delivery of infrastructure products.
- 3.2.2.2 Participate in the development of the SOR(I) and BCA in cooperation with the ADM(IE) PD(Infra).
- 3.2.2.3 Participate in working group meetings with ADM(IE) and engage other relevant stakeholders as necessary, including OIWG activities as a member of sub-working groups.
- 3.2.2.4 Participate in Supplier Engagement meetings and incorporate beneficial feedback as required, including due consideration and proper disposition of all Supplier comments.
- 3.2.2.5 Advise with the finalization the infrastructure sections of the draft Sustainment RFP in accordance with project schedule and incorporate feedback from reviewers and Suppliers.
- 3.2.2.6 Respond to Bidder questions and prepare RFP amendments, as required.
- 3.2.2.7 Prepare for bid evaluation by participating in the planning of bid evaluation tools, procedures, teams, and training.
- 3.2.2.8 Keep other PMO team members informed of programmatic issues that may pertain to their areas of responsibility.

3.2.3 Requirement 3

- 3.2.3.1 Communicate with DND, CAF, and outside stakeholders as required to ensure all are appropriately informed with current situations.
- 3.2.3.2 Inform the Infrastructure Lead of activities, issues and concerns. Identify and bring forward project risks as they pertain to areas of responsibility.
- 3.2.3.3 Advise on the development and implementation of relevant project planning procedures to ensure repeatability, efficiency, and compliance with Divisional and/or Group procedures.
- 3.2.3.4 Advise on applicable infrastructure-related inputs to PMO budget.

4.0 Hours of Operation

- 4.1 The Contractor's resource should be available on-site or virtually five (5) days per week during core hours of operations. Core hours of operation are defined as 8:00 am to 4:30 pm, Monday to Friday.

5.0 DELIVERABLES

- 5.1 Monthly Progress Report - Upon request from the TA, a monthly progress report must be submitted by the Project Planner. For both the covered period and for the total cumulative contract period, and as itemized by the activities identified in the Contractor Tasks at section 3.2, each progress report must document the following information:

- 5.1.1 All significant activities performed during the period covered by the monthly invoice;
- 5.1.2 Status of all action/decision items as well as a list of outstanding activities;
- 5.1.3 Any proposed revision to the Contractor Work Plan(Tasks);
- 5.1.4 A description of any problems encountered which are likely to require attention by the TA;
- 5.1.5 Total number of days charged during the covered period;
- 5.1.6 Cumulative number of days charged; and
- 5.1.7 Travel costs incurred including all applicable receipts (when required).

5.2 Monthly reports are not required for any month in which services were not provided.

5.3 In addition to the requirements of the Monthly Reports, the Contractor personnel must report verbally and in writing to the TA any special circumstance or events affecting the provision of the required services.

5.4 Contractor personnel shall be required to prepare and submit various deliverables resulting for the activities listed under the Tasks Section 3.2 enumerated in this document.

6.0 LIMITATIONS AND CONSTRAINTS

6.1 There will be a requirement for the Contractor to access information available exclusively at Canada's facilities located in the National Capital Region (NCR) and the Defense Information Network (DIN).

6.2 The Contractor providing the services is not in any respect an employee of Canada.

6.3 The Contractor must not use Government of Canada or DND designations, logos or insignias on any business cards, cubicle/office signs or written/electronic correspondence that in any manner lead others to perceive the Contractor as being an employee of Canada.

6.4 During the performance of the Contract, the Contractor must not direct any departmental organizations, or any personnel of any third parties with whom Canada has or intends to contract, to perform any action.

6.5 The Contractor may require access to proprietary information and as such the "NonDisclosureAgreement" contained in the Request for Proposal and resulting contract must be adhered to by the Contractor.

6.6 All deliverables provided by the Contractor to Canada or produced by the Contractor in providing services under the Contract, remains the property of Canada and must be used solely in support of this requirement. The Contractor is required to safeguard the preceding information and materials from

unauthorized use and must not release them to any third party, person or agency external to DND without the expressed written permission of the TA. Such information and material must be returned to the TA upon completion of the work or when requested by the TA completion.

7.0 DND SUPPORT TO THE CONTRACTOR

7.1 To aid the Contractor in the provision of the required services, Canada may provide special training on an “as and when required” basis to the resource for unique DND equipment and systems such as the Records Documents Information Management System (RDIMS), for example.

8.0 CONTRACTOR MANAGEMENT OF THE CONTRACT

8.1 The Contractor is required to actively participate in the overall management of all activities related to this SOW and will be directly responsible for the effective supervision and coordination of the efforts of its resources in order to minimize the effort required by Canada to manage the requirement.

8.2 The Contractor must ensure that all work produced under this Contract is complete, accurate and adheres to all relevant safety & environmental regulations, rules and good practices.

8.3 The Contractor must maintain an electronic library of work in progress, delivered items and review comments, and must perform version control.

9.0 TRAVEL AND LIVING

9.1 The Contractor must be prepared to travel domestically and internationally to participate in engineering working groups, technical review meetings, operational implementation working groups and witness site inspection activities as required.

9.2 The requirement for any travel and trip report (content and format) will be identified. All travel will require prior written approval of the Technical Authority or the authorized representative, and in all cases are to be in accordance with the current Treasury Board Guidelines on Travel and Living.

9.3 If required by the Technical Authority, the Contractor must prepare a trip report and provide it to the Technical Authority, for review and approval, no later than ten (10) working days after return from the trip.

9.4 The Contractor may expect up to 4 weeks of travel per year.

10.0 LOCATION FOR PROVISION OF REQUIRED SERVICES

- 10.1 Services must be provided at either, their own home office or the downtown office of the PMO STTC, located at 72 Rue Laval, Gatineau, Québec, unless otherwise directed. The Contractor may also be required to relocate to another office within the NCR.
- 10.2 DND will provide sufficient office space, furniture, and electronic data processing equipment/services (CPU, keyboard, monitor and access to the DWAN subject to normal security requirements).
- 10.3 DND must provide, subject to normal security requirements, and only to the Contractor, access to identified databases or applications resident on DND computers or networks for the sole purpose of executing the tasks associated with this Contract. DND, at its sole discretion, will identify the nature and characteristics of such access.
- 10.4 Due to the uncertain future availability of DND office facilities in the National Capital Region, the Contractor will be provided with DND IT equipment as per clause 9.2, allowing them to provide, at no additional cost to Canada, continuous flow of contracted services from their own offices or place of business and adequate work space and office equipment if, for any reason, suitable DND office facilities become unavailable.
- 10.5 All of the above provisions must, in all cases, be subject to the availability of suitable client department office facilities in the NCR.
- 10.6 After Contract award, Canada will not consider any requests to amend the Contract basis of payment to allow the Contractor to recover any costs associated with a change in the location where the required services are provided.
- 11.0 LANGUAGE
- 11.1 The primary language of work is English. All deliverables must be provided in English. Translation services will be provided by DND, if required

Mandatory Criteria

	Additional Mandatory Criteria	Mandatory Criteria meet (Yes/NO)	Cross Reference to Proposal <i>[supplier to insert]</i>
M1	The Bidder must demonstrate that the proposed resource has experience in preparing at least 2 of the following 3 project document types for submission and approval. These documents must have been developed in the context of a Capital Asset Acquisition Project*.	(insert the Page and paragraphe where you found the reference in the Resume)	
	1. Real Property Functional Space Programs;		
	2. Statement of Operational Requirements – Infrastructure (SOR(I));		
	3. Treasury Board Submissions;		
	*For purpose of the present solicitation, a Capital Asset Acquisition Project is defined as a long-term, high-value (greater than \$500M) investment project with a purpose to build upon, add to, or improve a capital asset.		
M2	The bidder must demonstrate either of the below two criteria, either a. or b.	(insert the Page and paragraphe where you found the reference in the Resume)	
	a. The Bidder must demonstrate that the proposed resource has at least forty-eight (48) cumulative months of experience in the last seventytwo (72) months providing strategic advice related to aircraft facility accommodation in relation to decision criteria of scope, schedule adherence, risk and cost;		
	b. The Bidder must demonstrate that the proposed resource has at least thirty-six (36) cumulative months of construction experience in the last Seventy-two (72) months providing infrastructure project management services, including the development of a Statement of Operational Requirement (Infrastructure) in support of aviation project(s).		

Flexible Grid

Project planner category flexible grid		
<p>Levels of expertise: Senior: Minimum 90 pts Intermediate: Minimum 70 pts Junior: Minimum 55 pts</p> <p>Education to the consultant category: College or CEGEP diploma/certificate: 30 pts High school diploma: 20 pts Professional certification: 15 pts</p> <p>Relevant experience in consultant category: ≥1 yrs and <2 yrs: 12 to 23 months—10 pts ≥2 yrs and <4 yrs: 24 to 47 months—20 pts ≥4 yrs and <6 yrs: 48 to 71 months—25 pts ≥6 yrs and <8 yrs: 72 to 95 months—35 pts ≥8 yrs and <10 yrs: 96 to 119 months—50 pts ≥10 yrs: 120 + months—60 pts</p>		
Education	Résumé	Points
Certification		Points
Experience		Points