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REQUEST FOR PROPOSAL (RFP)
Special Intelligence Advisor
DND 11/23754 – Annex A
Statement of Work

Page 1 of 5

STATEMENT OF WORK – SPECIAL INTELLIGENCE ADVISOR

1.0 SCOPE

1.1 Objective

- 1.1.1 The objective of this SOW is to develop supporting Intelligence concepts and implementation plans, coordinate implementation and provide advice to staff in the planning, development and operationalization of unique Special Operations Forces (SOF) Intelligence, Surveillance and Reconnaissance (ISR) in support of the Canadian Special Operations Forces Command Headquarters (CANSOFCOM HQ).
- 1.1.2 Location of Services: The contractor resource shall provide services at CANSOFCOM HQ facilities in the NCR.

1.2 Background

- 1.2.1 Special Operations are military activities conducted by specially designated, organised, trained and equipped forces using operational techniques and modes of operation not standard to conventional forces. Political-military considerations may require clandestine, covert or discrete techniques and the acceptance of a degree of physical and political risk. Intelligence is central to the success of SOF operations which require a high level of intelligence support and capability. All SOF missions are therefore intelligence-driven – enabled by ISR capabilities and systems. Moreover, SOF either operates based on a high fidelity of intelligence (intelligence “collected for action”) or to collect intelligence and information in support of strategic military/political decisions. This latter aspect of CANSOF (the conduct of information and intelligence collection activities of national strategic or operational significance as a unique line of operation) will be developed beyond current capabilities.
- 1.2.2 The contractor will be responsible for assisting in the assessment of current CANSOFCOM ISR capabilities as well as researching, designing and proposing implementation plans for future capabilities. In addition, the contractor will provide advice and assistance in the implementation of unique ISR capabilities. This will also include providing advice, support and consultation to CANSOFCOM intelligence, operations and force development staff to achieve discrete SOF surveillance and reconnaissance operational goals regarding “collect for intelligence” capabilities. The place of work will primarily be CANSOFCOM HQ in Ottawa but some travel outside of the National Capital Region will be required.

2.0 Requirements

2.1 Tasks

The Special Intelligence Advisor must:

- 2.1.1 Coordinate and collaborate with Unit, CANSOFCOM J2 and Chief of Staff Force Development (COS FD) to identify and refine requirements in preparation for the establishment of a specific ISR capability focused on special surveillance and reconnaissance (SpSR) operations;
- 2.1.2 Conduct related SpSR working groups and discussions as required;
- 2.1.3 Provide input and intelligence subject matter advice to Unit and CANSOFCOM HQ staff or other staff as requested to ensure informed SpSR capability development to include advising on organizational design, personnel selection processes and equipment procurement;



National
Defence

Défense
nationale

REQUEST FOR PROPOSAL (RFP)
Special Intelligence Advisor
DND 11/23754 – Annex A
Statement of Work

Page 2 of 5

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- 2.1.4 Assist in the preparation, review and implementation of supporting policies and SpSR operational procedures;
 - 2.1.5 Prepare or coordinate the preparation of SpSR doctrine, operating concept and tactics, techniques, procedures and assist in the planning and conduct of SpSR “proof of concept” operations as necessary;
 - 2.1.6 Develop strategic partnerships with other government departments and agencies specifically related to consulting on SpSR initiatives and operationalizing SpSR capabilities;
 - 2.1.7 Prepare SpSR submissions and presentations to strategic partners and CANSOFCOM senior management as necessary;
 - 2.1.8 Prepare and maintain SpSR capability planning and development schedules;
 - 2.1.9 Develop and provide updates to CANSOFCOM HQ Staff as requested;
 - 2.1.10 Participate in all appropriate meetings; and
 - 2.1.11 Assist the CANSOFCOM J2 and staff in completing any other SpSR and related ISR tasks and activities that may arise.

2.2 Responsibilities

- 2.2.1 TA's Responsibilities: To aid the Contractor in the provision of the required services, the following information, materials, and assistance will be provided if available and deemed appropriate by the TA such as:
 - 2.2.1.1 All available data, documents and/or database access deemed necessary by the TA for the provision of services under this SOR;
 - 2.2.1.2 Consultation with the TA and other Crown Specialists as may be arranged by the TA;
 - 2.2.1.3 Other information, data and assistance available and requested by the Contractor subject to the concurrence by the TA; and
 - 2.2.1.4 CANSOFCOM related training not readily available from a commercial source such as Operational Security training and applicable CANSOFCOM staffing procedures.
- 2.2.2 Contractor's Responsibilities:
 - 2.2.2.1 Travel arrangements: The Contractor shall arrange its pre-approved required travel to deliver the services detailed herein.
 - 2.2.2.2 Access arrangements: The Contractor shall resolve all access and security issues to deliver the services detailed herein.
 - 2.2.2.3 Work under the Contract: The Contractor shall be responsible for all work produced under this contract, including completeness, accuracy and adherence to all relevant security regulations, rules and good practices.
 - 2.2.2.4 Quality Assurance: The Contractor is responsible for performing or having performed all inspections necessary to substantiate that the services provided conform to the requirements of this SOW.



- 2.2.2.5 Contract management: The Contractor shall be required to actively participate in the overall management of all activities related to this SOW and will be directly responsible for the effective coordination of the efforts of its personnel in order to minimize the effort required by DND to manage the requirement.

2.3 Deliverables and Acceptance Criteria

2.3.1 Deliverables

The deliverables required from the contractor consist of those project approval documents, memorandums, schedules, submissions and presentations, in DND prescribed formats, compatible with Microsoft Office Suite, required to satisfy the task requirements referred to above. Electronic copies of all deliverables are to be provided, along with paper copies of signed documents.

2.3.2 In addition to the deliverables described above, the following deliverables in support of SpSR and ISR activities are required:

- 2.3.2.1 Progress Reports and Project Plans (outline of project phases) as deemed applicable by the TA;
- 2.3.2.2 Agenda and minutes for all meetings, working groups and conferences as required;
- 2.3.2.3 Visit reports for all travel that occurs as required (to include summary of the organization/individuals visited, topics discussed, and follow-on action required by CANSOFCOM or expected from other participants); and
- 2.3.2.4 Other reports, presentations and briefings packages in support of SpSR and ISR activities, as required.

2.3.3 Acceptance Criteria

Acceptance of the contractor deliverables will be based on the following criteria:

- 2.3.3.1 Completeness;
- 2.3.3.2 Accuracy; and
- 2.3.3.3 Clarity.

2.4 Constraints

2.4.1 Information Subject to Limited Access

There is a requirement for the Contractor's resource to access information available exclusively at DND facilities. The resource must possess a valid COSMIC TOP SECRET security clearance and hold a valid indoctrination to SPECIAL ACCESS, GAMMA, and TK compartments for the duration of the contract. Indoctrination into special compartments will be wholly managed by DND through CANSOFCOM, after contract award. The contractor will be required to provide personal information regarding the contractor's resource, including but not necessarily limited to the resource's date and location of birth, and social insurance number. The resource will be required to undergo a short security briefing. The resource will be required to maintain the security of the information applicable under the auspices of the compartments.

2.4.2 Limitations – Comments and Recommendations.

Decisions concerning definition or revision of policy, budgets or contractual obligations and requirements are excluded from the Contractor's services. The Contractor's responsibilities are limited to providing



comments and recommendations on these issues, should they arise during the performance of the contract.

2.4.3 Limitations – Direction

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.

2.4.4 Access to Proprietary Information

At all times during the provision of the required services, the Contractor must not have access to any proprietary information, including but not limited to financial information (including unit prices or rates) or technical information concerning any third parties with whom Canada has contracted or intends to contract, other than information that is in the public domain, (e.g. total value of contract(s) awarded).

2.4.5 Handling of Information

All reports, data, documents, or materials, provided to the Contractor by Canada or produced by the Contractor personnel in providing services under the Contract, remain the property of Canada and shall be used solely in support of this requirement. The Contractor must 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 express written permission of the TA. Such information and material must be returned to the TA when requested.

2.4.6 Correspondence

All correspondence, either initiated by the Contractor or by DND, shall be submitted to the TA for record keeping. Correspondence is defined as records of conversation or decisions as well as any written correspondence in any format.

2.4.7 Use of Government of Canada and DND identifiers

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

2.4.8 Language Requirements

The Contractor must be able to communicate proficiently, both orally and in writing, in English.

2.5 Government Supplied Facilities, Material and Equipment

Due to the regular requirement to access classified information at DND facilities, the following will be furnished by DND:

- 2.5.1 Office space in the NCR to facilitate the completion of documentation and closed coordination with other members of the CANSOFCOM J2 and COS FD Staff; and
- 2.5.2 Furniture and equipment for the DND office space.



National
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DND 11/23754 – Annex A
Statement of Work

Page 5 of 5

2.6 Progress Meeting

- 2.6.1 Preparation and Participation: The Contractor personnel shall make all necessary preparations in order to actively participate in any meeting convened by the TA.
- 2.6.2 **Frequency and location:** It is expected that the TA and the Contractor's personnel will meet monthly, at a minimum, at a pre-determined location within the National Capital Region or in the vicinity of any of the facilities where capability activities are being conducted as specified by the TA.

2.7 Travel and Living Expenses

- 2.7.1 All travel and living expenses incurred while providing services within the National Capital Region (NCR) will be the responsibility of the Contractor. All travel and living expenses incurred for travel outside of the NCR will be reimbursed in accordance with Treasury Board Travel Directives. All travel must be pre-approved in writing by the technical authority.