Intermediate Professional Engineer

Hiring organization
AccessCorp

Employment Type
Full-time, Contractor

Beginning of employment
Upon Contract Award

Duration of employment
3 Yrs plus two (2) options

Industry
Canadian Defence

Job Location
Ottawa

Working Hours
37.5

Base Salary
$ TBD

Date posted
July 14, 2025

Description

1 Scope

- Purpose

The purpose of this Statement of Work (SOW) is to define the scope and the deliverables that apply to the Director of Ammunition and Explosives Management and Engineering (DAEME).

- Background

DND/CAF has an ongoing requirement to dispose of Ammunition and Explosives (A&E) at the end of their lifecycle, in a safe and environmentally responsible manner. The Director of Ammunition and Explosives Management and Engineering (DAEME) manages the disposal of A&E items within the DND/CAF inventory. The demilitarization/disposal of A&E items involves technical and engineering analysis of A&E material and A&E disposal technologies, methods and techniques. The management of the current and future A&E demilitarization/ disposal requirements will require engineering support in the form of one (1) Intermediate Professional Engineer (P. Eng).

Responsibilities

1 Requirements

- Occupational Categories Required

The specific requirement is for the provision of services for one (1) Intermediate Professional Engineer (P. Eng).

- Tasks

The Contractor’s resource will perform tasks in support of the A&E disposal activities. These tasks may include, but are not limited to the following:

1. Preparing statements of work and statements of operational requirements for the procurement of systems, equipment and services;
2. Producing and validating technical specifications of systems, equipment and services;
3. Conducting research to produce technical options, explore feasibility of technologies, and to assess options related to A&E demilitarization technologies, methods, equipment, services and standards;
4. Performing data collection and data analysis tasks to generate reports and presentations related to disposal activities;
5. Reviewing and making recommendations on work proposals and other project documentation;
6. Analyzing technical/engineering proposals, estimating costs/risks and making recommendations;

7. Developing and assessing maintenance strategies, plans and logistics support requirements;
8. Generating and/or evaluating test plans, procedures and reports;
9. Preparing budgetary estimates for the completion of technical programs;
10. Conducting site visits to various Department of National Defence and service provider/supplier sites;
11. Developing and maintaining project schedules, and other documents to track work progress;
12. Conducting presentations to articulate project requirements to stakeholders and management;
13. Participating in planning of meetings and drafting meeting minutes;
14. Performing technical reviews and producing technical reports; and
15. Providing project engineering services such as planning, coordinating and executing projects according to various constraints and requirements.

- Hours of Operation

The Contractor's resource should be available on-site five (5) days per week during core hours of operation. Core hours of operation are defined as 7:00 am to 5:00 pm, Monday to Friday.

Although the Contractor's resource may work outside of these core hours, a significant volume of work occurs principally during core business hours. Furthermore, access to DND facilities that are controlled and monitored, and access to DND resources may be limited.

2 Deliverables

The Contractor's resource will be required to prepare and submit various deliverables resulting from the services provided. These deliverables may include, but are not limited to the following:

1. Statement of Requirements;
2. Statements of Work;
3. Business Case Analysis documentation;
4. Project schedules;
5. Engineering studies;
6. Technical analysis reports;
7. Data analysis reports; and
8. Market research/industry studies and reports.

Unless otherwise specified by the Technical Authority (TA), one (1) soft copy in editable Microsoft Word, or an alternative format approved by the TA.

3 Monthly Status Report

- On a monthly basis, the Contractor must submit a "Monthly Status Report" on the level of effort required for the month with the associated tasks and deliverables. The Monthly Status Report must be attached to the monthly invoice. As a minimum, each Monthly Status Report must document the following information:
    1. All significant activities performed by the Contractor's resource during the period covered by the monthly invoice;
    2. Status of all action/decision items as well as a list of outstanding activities;
    3. list of outstanding activities;

4. A description of any problems encountered which are likely to require attention by DND;
5. Any recommendations relating to the conduct of the Work;
6. Total number of days charged for the Contractor's resource;
7. Total number of out-of-core hours used by the Contractor's resource, if applicable;
8. Cumulative number of hours charged for the Contractor's resource; and

Travel costs incurred including all applicable original receipts.

Qualifications

Engineer

Point Rated Technical Criteria (RT)
Point Scale
Bid Preparation Instructions

At a minimum, the following must be provided:

RT.1
The proposed resource should have experience working on the technical requirements, design/ installation/commissioning of industrial equipment related to Ammunition and Explosives (A&E) destruction and demilitarization. E.g. thermal treatment units, pollution abatement system metal sorter and crusher, etc.

≥ 24 months = 20 pts

≥12 months and ≤ 24 months = 10 pts

< 12 months = 0 pt

· Name and description of client organization and relevant experience;

· Timeframe (from-to dates month/year);

· Description of the roles and responsibilities for each project;

· Detailed example(s) demonstrating the relevant experience; and

· Reference* (Name, phone number and email address) for each project

** Reference checks will only be conducted to confirm the information provided, such as task types, completion verification, and adherence to timeline.*

RT.2
The proposed resource should have experience working on the processes of demilitarization and disposal of Ammunition and Explosives (A&E).

≥ 24 months = 20 pts

≥12 months and ≤ 24 months = 10 pts

< 12 months = 0 pt

- Name and description of client organization and relevant experience;
- Timeframe (from-to dates month/year);
- Description of the roles and responsibilities for each project;
- Detailed example(s) demonstrating the relevant experience; and
- Reference* (Name, phone number and email address) for each project

** Reference checks will only be conducted to confirm the information provided, such as task types, completion verification, and adherence to timeline.*

RT.3
The proposed resource should have experience working on A&E disposal requirements with at least two (2) of the following activities:

- Transportation
- Destruction technologies
- Environmental effects
- Permits/licences/certification application
- Laws/regulations

2 activities = 8 pts

3 activities = 12 pts

4 activities = 16 pts

5 activities = 20 pts

· Name and description of client organization and relevant experience;

· Timeframe (from-to dates month/year);

· Description of the roles and responsibilities for each project;

· Detailed example(s) demonstrating the relevant experience; and

· Reference* (Name, phone number and email address) for each project

** Reference checks will only be conducted to confirm the information provided, such as task types, completion verification, and adherence to timeline.*

RT.4
The proposed resource should be bilingual (fluent in English and French) with similar certifications as the Qualification Standards in Relation to Official Languages
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Bilingual (French BBB and English CCC) certification provided = 5 pts

English only, or insufficient/no proof provided for language ability = 0 pts
• The bidder must provide certification the resource is bilingual by stating the following:

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• The resource is fluent in both English and French and can perform work in both English and French.

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Fluent means that the individual is able to communicate orally and in writing, without any assistance and with minimal errors.

Engineer

Mandatory Technical Criteria (MT)
Bid Preparation Instructions

At a minimum, the following must be provided:

MT.1
The Bidder must clearly demonstrate that the proposed resource has a post-secondary degree in one (1) of the following Engineering disciplines:

· Mechanical/Material; or

· Industrial; or

· Electrical; or

· Civil/Structural

*The list of recognized organizations can be found under the Canadian Information Centre for International Credentials website, at the following Internet links: http://www.cicic.ca/indexe.stm

This must be demonstrated by including a copy of the degree with the bid.

MT.2
The Bidder must clearly demonstrate that the proposed resource has a minimum of twelve (12) months of experience, within the last sixty (60) months in developing project/system/equipment requirements or preparing technical specifications.

- Name and description of client organization and relevant experience;
- Timeframe (from-to dates month/year);
- Description of the roles and responsibilities for each project;
- Detailed example(s) demonstrating the relevant experience; and
- Reference* (Name, phone number and email address) for each project

* Reference checks will only be conducted to

confirm the information provided, such as task

types, completion verification, and adherence to

timeline.

MT.3
The Bidder must clearly demonstrate that the proposed resource has a minimum of twelve (12) months of combined experience, within the last sixty (60) months in:

1) conducting technical/engineering assessments;

2) writing technical/engineering reports; or

3) evaluating research studies.

· Name and description of client organization and relevant experience;

· Timeframe (from-to dates month/year);

· Description of the roles and responsibilities for each project;

· Detailed example(s) demonstrating the relevant experience; and

· Reference* (Name, phone number and email address) for each project

** Reference checks will only be conducted to confirm the information provided, such as task types, completion verification, and adherence to timeline.*

MT.4
The Bidder must clearly demonstrate the proposed resource has a minimum of twelve (12) months of combined experience, within the last sixty (60) months in:

1) Inputting and conducting data collection activities.

2) Conducting data analysis; and

3) Developing reports and dashboards based on numerical data analysis.

- Name and description of client organization and relevant experience;
- Timeframe (from-to dates month/year);
- Description of the roles and responsibilities for each project;
- Detailed example(s) demonstrating the relevant experience; and
- Reference* (Name, phone number and email address) for each project

** Reference checks will only be conducted to confirm the information provided, such as task types, completion verification, and adherence to timeline.*